



## STRATEGIC PLANNING COUNCIL AGENDA

MEETING TYPE:	<input checked="" type="checkbox"/>	Staff	Date:	5/7/02
	<input type="checkbox"/>	Product/Project	Starting Time:	2 p.m.
	<input type="checkbox"/>	Special	Ending Time:	4 p.m.
			Place:	SU-18

**CHAIR:** Sherrill Amador

**MEMBERS:** Barkley, Barton, Bishop, Carson, Cater, Davis, Dimmick, Dolan, Drinan, Eberhart, Galli, Garlow, Gilson, Hoffmann, Jackson, Lutz, Madrigal, Melena, Millet, Miyamoto, Patton, Smith, Weimer

**RECORDER:** Barbara Baldrige

Order of Agenda Items	Desired Outcome	Resources Used	Time Allotted
<b>A. <u>MINUTES - APRIL 16, 2002</u></b>	Decision		5 min.
<b>B. <u>ACTION ITEMS</u></b>			30 min.
1. Second Reading: Planning Council Structures and Relationship to SPC	Discussion/Decision	Revised Council Structures	
2. First Reading: Disabled Student Programs and Services Advisory Committee	Discussion		
3. First Reading: Food Services Advisory Committee	Discussion		
4. First Reading: Campus Police Advisory Committee	Discussion		
<b>C. <u>DISCUSSION ITEMS</u></b>			30 min.
1. Student Placement Service Options - Chris Barkley	Discussion		
2. Health Fees Proposal – Joe Madrigal	Discussion		
3. Technology Management Structure Project	Information		
<b>D. <u>LEGISLATIVE ADVOCACY</u></b>			10 min.
<b>E. <u>REPORTS OF CONSTITUENCIES</u></b>			30 min.
1. <b>Administrative Association</b> – Mollie Smith			
2. <b>Associated Student Government</b> – Sean Weimer			
3. <b>CCE/AFT</b> – Mike Dimmick			
4. <b>Faculty Senate</b> - Chris Barkley			
5. <b>PFF/AFT</b> – Mary Ann Drinan			
6. <b>The Faculty</b> – Nancy Galli			
<b>F. <u>OTHER ITEMS</u></b>			

There will be a Strategic Planning Council meeting on May 21, at 2 p.m.



## STRATEGIC PLANNING COUNCIL MINUTES

May 7, 2002

The regular meeting of the Palomar College Strategic Planning Council was held on Tuesday, May 7, 2002, at 2:00 p.m., in SU-18.

The meeting was called to order at 2:05 p.m. by Dr. Sherrill L. Amador.

### Roll Call

Members Present: Amador, Barkley, Barton, Bishop, Cater, Davis, Dimmick, Dolan, Drinan, Eberhart, Garlow, Hoffmann, Lutz, Madrigal, Melena, Miyamoto, Smith, Weimer, Wilson, April Woods (for Galli)

Members Absent: Carson, Galli, Gilson, Jackson, Millet, Patton

Guests Present: Barbara Baldridge, Jayne Conway, Ron Haines, Lise Telson

Dr. Amador welcomed Darla Wilson, Director of Marketing Communications, to the meeting. At the April 16 meeting, it was agreed that a representative of Marketing should be invited to attend each meeting.

### **A. Minutes**

MSC Weimer, Barkley

The minutes of the meeting of April 16, 2002, were approved.

### **B. Action Items**

#### **1. Second Reading: Planning Council Structures and Relationship to SPC Exhibit B-1**

Copies of the Planning Council Structures and their Relationship to the Strategic Planning Council had been sent to SPC members on April 26. Additional copies were circulated at this time. Dr. Amador noted that staff priorities would no longer be handled by a separate committee but would be the responsibility of each of the sub-councils. It would then be the responsibility of the Strategic Planning Council to merge the information from each of the sub-councils and make decisions in terms of strategic planning priorities and what needs to come first. It was agreed that this responsibility be listed in the role and products of each council. We will add under the role of each council, "Based on plans, determine staffing needs." Under products, we will add, "Annual priorities of staffing needs."

The importance of limiting committees and councils to a reasonable, workable size was discussed. It was agreed that we should try using the councils for a full year and then evaluate how they are working.

#### **a. Administrative Services Planning Council**

MSC Miyamoto, Madrigal

It was decided to add one additional faculty member who also serves on the Facilities Planning Committee to the membership of this council and the aforementioned additions.

b. Human Resource Services Council

MSC Cater, Bishop

This council was approved with only the aforementioned additions.

c. Instructional Planning Council

MSC Lutz, Barkley

It was noted that the guidance, direction, and oversight of the Professional Development Review Board, Curriculum Committee, and Academic Technology Group were added at the last meeting but were not added to the written description on the form. Following this addition and the aforementioned additions, the council was approved as presented.

b. Student Services Planning Council

MSC Barkley, Cater

It was decided to change the meeting starting time to 9:30 a.m. and change the faculty members of the council to read as follows: Career Services or Transfer Center Director, an EOP&S Faculty Member, a DSP&S Faculty Member, the Counseling Chair or designee, and two Faculty Members appointed by the Faculty Senate from instructional areas. The other previously listed council members will remain the same. With these changes and the aforementioned additions, the council was approved.

Katheryn Garlow asked how all these councils will work together. Dr. Amador responded that, at present, we have an environment in which there is little trust, one in which we have not had action immediately following planning. Consequently, there are many things we must learn to work with. It has been Dr. Amador's experience in two other college districts that once this type of thing is set in place, over time you will have smaller committees because people realize they don't need to be there and that they can trust the process. We are going to have to work through that the first time and make the appropriate adjustments. It is an evolving process. A commitment at both this level and at the sub-council level to communicate out to the rest of the institution will help us get to where we want to be as an organization. If people come and represent only their point of view, do not speak to anyone else, and keep all information to themselves, it will not work. It must be communicated outside of the meeting room. This is not going to be about reacting to budgets; this is going to be about planning. We are not there yet; we are still at the point that if something happens, everybody has an idea of how they're going to fix it and expects their idea to be used. If it's not used, they think there is something wrong with the rest of us. The majority of work will be done at the sub-council level and presented to SPC for approval. We will trust them to know what they are doing.

Hopefully, the draft of the Strategic Plan will be ready for SPC approval by the next meeting.

2. First Reading: Disabled Student Programs and Services Advisory Committee

Joe Madrigal and Ron Haines presented a request to form a Disabled Student Programs and Services Advisory Committee. The formation of this committee is in response to one of the recommendations of the recent site visit. It was agreed that Annual Plan Recommendations should be added to the Products of the committee and the ADA Compliance Officer for Instruction and Services should be added to the Members. **Exhibit B-2**

3. First Reading: Food Services Advisory Committee

In the absence of Jerry Patton, Dr. Amador presented the request to change the current Food Services Task Force to a committee. Some minor wording changes were made on the request form as follows:

Role: The Advisory Committee works as a liaison between the students, faculty representative, and Administrative Services.

(Mr. Patton will be asked to do a little more defining of the role, products, and reporting relationship of this committee.)

Members: (The Chair will not be listed under Members)

One Faculty Member appointed by Faculty Senate

Two Students appointed by ASG

Director, Student Affairs

Food Services Management

**Exhibit B-3**

4. First Reading: Campus Police Advisory Committee

In the absence of Jerry Patton, Dr. Amador presented the request to form a Campus Police Advisory Committee. Some minor wording changes were made on the request form as follows:

Members:

Chief of Police

Police Lieutenant

One Faculty Member appointed by Faculty Senate

One Administrative Association Member

One Classified Staff Member appointed by CCE/AFT

Director, Student Affairs

One Student appointed by ASG

**Exhibit B-4**

C. DISCUSSION ITEMS

1. Student Placement Service Options

Chris Barkley reported that the Faculty Senate is concerned about the loss of vital student services and had directed the Senate President to bring the issue of the student employment services funded by CalWORKs to the Strategic Planning Council with the recommendation that funds be sought through the general fund. They were not specifically asking that anything be done about a personnel issue. Their concern was the services themselves; specifically, student employment services because those had been originally funded through the general fund budget and were moved out. The Senate recommended that funds be again sought through the general fund to continue the current level of student placement services.

Joe Madrigal explained the plan that has been developed to cover student placement services because of the necessity of eliminating those positions funded by CalWORKs. Three years ago, when Ron Jordan's position was eliminated, we went to an automated system, Job Trak. We are proposing that we go back to using that system. The system has a devoted line for employers to call in and post their jobs for students. It is not the same level of comprehensive services we now offer, but it would be a basic service to our students and employers. The on-campus job employment services will be split between the Financial Aid Office, which will handle the work-study students, the International Student Office, which will handle the international students, and Janeice Pettit in Mr. Madrigal's office, who will process the I-9 forms for on-campus student employees and will be responsible for updating the student employment-processing web site. Bruce Bishop pointed out that his office has maintained contact with employers in the area. They post jobs on their web site and on bulletin boards.

Mr. Madrigal stated that we will also have a self-directed resume writing program on a web site from the Career Center that students can access from any computer. They have also increased Eddie Tubbs' position from 45% to 100% to provide direct services to students and faculty. Hourly counseling funds were utilized to do that. Judy Eberhart pointed out that, with one person returning from maternity leave, we will actually have more staff in that area next year than we have had this year. When that person returns, the department will be reorganized. Mike Dimmick expressed concern about cutting back the "human contact" element we currently have. He suggested using innovation funds to help fund the position of liaison between the employer and the student. Ms. Eberhart again pointed out that we will actually have more people working in that area next year than this year, but she agreed that it won't be the same level of service that we now have. According to those who have worked in this area for several years, the planned solution should work fine. Dr. Amador stated that, because we are increasing the FTES, it will be the responsibility of that office as to how best to serve the students. We do not yet have the total plan of how to serve the students. At this point, we are reacting to multiple budget cuts. Once we get out in front of this situation, we may find that there is money we can shift around.

Chris Barkley again noted that the Senate had requested that the SPC consider making these services part of our general fund and that they should not be at the mercy of cuts to categorical funds. Dr. Amador pointed out that the planning process will determine what services we need, it does not get into the funding. We will know next week where we are with the next round of the Governor's plans.

April Woods expressed concern about students being able to find jobs over the summer. Joe Madrigal noted that the weak area in the plan is job development in the community, and it must be addressed. Mollie Smith pointed out the importance of maintaining the personal connection we have with employers in the community. She also expressed concern that many students cannot use a template on a computer. She also pointed out that she still has some funds available from CalWORKs that might be utilized during the summer. Dr. Amador noted that, if employers are upset, they should contact the Governor about our funding. Until we know exactly the amount of money we are going to have, we may even have to cut services. At some point, you cannot maintain the same level of effort when you're getting more and more cuts. In fact, if it is possible to maintain that level, we deserve to be cut. At some point, we have to say "we're doing the best we can." We are 9% over in enrollment, and we cannot continue to have more students unless it is within our existing number of dollars. The public needs to understand that our dollars are being cut, not from here, but from the state.

2. Health Fees Proposal

Joe Madrigal, Lise Telson, and Jayne Conway discussed and distributed background material and presented a request to charge the \$12 health services fee to non-credit students on the San Marcos and Escondido campuses only, effective spring, 2003. This will be returned as an action item on the agenda at the next SPC meeting. **Exhibit C-2**

3. Technology Management Structure Project

Dr. Amador reported that we had a consultant who has worked with many community colleges and four-year schools on campus interviewing staff members about our information technology last week. His charge was to make recommendations on the structure of managing technology on our campus. When Dr. Amador receives the consultant's report, she will share it with the group.

4. Facilities Master Planners

Dr. Amador also noted that facilities master planning consultants are currently conducting interviews of staff members on campus about their facilities needs. Their findings will be communicated to the Educational and Facilities Master Planning Task Force.

**D. LEGISLATIVE ADVOCACY**

Dr. Amador reported that there was supposed to be a meeting of an Assembly Budget Subcommittee to discuss the potential suspension of Proposition 98, which would involve a \$350 million cut to community colleges. They met, but because they were swamped with phone calls and faxes, they postponed the item as there was not support on both sides. It is unclear whether or not the item will be reviewed again.

The Governor is supposed to deliver his May revision of the budget by May 17. We understand that the budget deficit is at \$21 billion now.

**E. REPORTS OF CONSTITUENCIES****1. Administrative Association**

Mollie Smith reported that Dr. Amador will be presenting a workshop on leadership to the group on May 8, 3 to 5 p.m., in P-22. She encouraged the group and their supervisors to attend.

Ms. Smith invited those present to attend the Administrative Association's retreat, which will be held at the Raintree in Carlsbad on June 7.

**2. Associated Student Government – There was no report as Sean Weimer had to leave the meeting early.****3. CCE/AFT**

Mike Dimmick reported that several executive council members will be attending the CFT state council meeting this weekend.

**4. Faculty Senate**

Chris Barkley reported that the following nine senators were recently elected: Judy Dolan, Mary Ann Drinan, Katheryn Garlow, Dennis Lutz, Maria Miller, Dan Sourbeer, Steve Spear, Sara Thompson, and Tamara Weintraub. The Senate appointed Teresa Laughlin as the Co-Chair of the Curriculum Committee. Richard Peacock has been selected to receive the Research Award.

**5. PFF/AFT**

Mary Ann Drinan reported that she and Mary Millet will be attending the Consultative Council meeting this weekend. There will be 56 community college represented there.

**6. The Faculty**

In Nancy Galli's absence, April Woods reported that The Faculty will meet this Wednesday.

**F. OTHER ITEMS****1. Next Meeting – May 21**

The next SPC meeting will take place on May 21, 2 to 4 p.m., in SU-18.

**2. Possibility of Meetings During the Summer**

Dr. Amador asked if members would be willing to meet during the summer if necessary. It was generally agreed that, if necessary, this would be possible. Chris Barkley felt she could get designees for any faculty members who were unable to attend. She also requested that any decisions made during the summer not be absolutely final until they are reviewed in the fall.

3.     Role of Consultants

Judy Dolan requested that the role of consultants be discussed at the next SPC meeting.

**G.     ADJOURNMENT**

There being no further business, the meeting was adjourned at 3:58 p.m.



GOVERNANCE STRUCTURE GROUP REQUEST
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<b>Request submitted by</b> Jerry Patton					<b>Date</b> April 5, 2002 (rev. 5/7/02)				
<b>Proposed Name of Requested Group</b> Food Services Advisory Committee									
	<b>Council</b>	<b>X</b>	<b>Committee</b>		<b>Subcommittee</b>		<b>Task Force</b>		
<b>Action Requested:</b>				<b>Add</b>		<b>Delete</b>	<b>X</b>	<b>Change</b>	
<b>Role, Products, Reporting Relationships:</b> This is currently a Task Force.  Role: The Advisory Committee works as a liaison between the students, faculty representative, and Administrative Services.  Products:  Reporting Relationship:									
<b>Meeting Schedule:</b> Monthly									
<b>Chair:</b> Vice President, Finance and Administrative Services									
<b>Members:</b> One Faculty Member appointed by Faculty Senate Two Students appointed by ASG Director, Student Affairs Food Services Management									

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

Reviewed by Strategic Planning Council:

Comments:

5/7/02

First Reading

\_\_\_\_\_  
Approved/Denied

**GOVERNANCE STRUCTURE GROUP REQUEST**

<b>Request submitted by</b> Jerry Patton					<b>Date</b> April 2, 2002 (rev. 4/16/02, 5/7/02)				
<b>Proposed Name of Requested Group</b> Administrative Services Planning Council									
X	<b>Council</b>		<b>Committee</b>		<b>Subcommittee</b>		<b>Task Force</b>		
<b>Action Requested:</b>				X	<b>Add</b>		<b>Delete</b>		<b>Change</b>
<b>Role, Products, Reporting Relationships:</b>  <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"> <li>• Adequate support services are provided to Palomar College</li> <li>• Adequate resources for service levels requested</li> <li>• Efficient and effective utilization of resources</li> <li>• Guidance, direction, and oversight to these committees/task forces:             <ul style="list-style-type: none"> <li>○ Facilities Planning Committee</li> <li>○ Bookstore Advisory Committee (now a task force but should be ongoing)</li> <li>○ Food Services Advisory Committee (now a task force but should be ongoing)</li> <li>○ Safety and Security Committee</li> <li>○ Campus Police Committee (now a task force but should be ongoing)</li> </ul> </li> <li>• Based on plans, determine staffing needs</li> </ul> <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"> <li>• Strategic Plans of all Administrative Services Departments</li> <li>• Three-year operating plans of all Administrative Services Departments</li> <li>• Annual Plan and Budget of all Administrative Services Departments</li> <li>• Facilities Master Planning             <ul style="list-style-type: none"> <li>○ Facilities Master Plans: short-, intermediate-, and long-range</li> <li>○ Five-Year Capital Outlay Plan</li> <li>○ Scheduled Maintenance Plan</li> <li>○ Facilities component of Educational Master Plan</li> <li>○ Resource Impact Analysis of recommended policies, plans, and procedures on Facilities</li> </ul> </li> <li>• Bookstore             <ul style="list-style-type: none"> <li>○ Oversight Annual Report to Strategic Planning Council</li> </ul> </li> <li>• Food Service             <ul style="list-style-type: none"> <li>○ Oversight Annual Report to Strategic Planning Council</li> </ul> </li> <li>• Campus Police             <ul style="list-style-type: none"> <li>○ Oversight Annual Report to Strategic Planning Council</li> </ul> </li> <li>• Annual Progress Report</li> <li>• Annual Priorities of Staffing Needs</li> </ul> <p><u>Reporting Relationship:</u> Strategic Planning Council</p>									
<b>Meeting Schedule:</b> 2 <sup>nd</sup> and 4 <sup>th</sup> Thursday, 3:30-5 p.m.									
<b>Chair:</b> Vice President, Finance and Administrative Services									
<b>Members:</b> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Two Faculty Members appointed by the Faculty Senate</p> <p>Two Classified Unit Employees appointed by CCE/AFT</p> <p>Director of Facilities</p> <p>Director of Business Services</p> <p>Director of Fiscal Services</p> <p>Counsel, Contracts, and Special Projects</p> <p>Chief of Police</p> </div> <div style="width: 45%;"> <p>Director of Information Services</p> <p>Director of Student Affairs</p> <p>Manager of Payroll Services</p> <p>Manager of Bookstore</p> <p>Manager of Food Services</p> <p>One Student appointed by ASG</p> <p>One Faculty Member who also serves on Facilities Planning Comm.</p> </div> </div>									

Governance Structure Group Request  
Administrative Services Planning Council  
April 2, 2002 (rev. 4/16/02, 5/7/02)  
Page Two

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

Reviewed by Strategic Planning Council:

Comments:

4/16/02      First Reading

5/7/02      Approved

Approved by PAC: 10/2/01

**GOVERNANCE STRUCTURE GROUP REQUEST**

<b>Request submitted by</b> Jack Miyamoto					<b>Date</b> April 2, 2002 (rev. 4/16/02, 5/7/02)				
<b>Proposed Name of Requested Group</b> Human Resource Services Planning Council									
X	Council		Committee		Subcommittee		Task Force		
<b>Action Requested:</b>			X	Add		Delete		Change	
<b>Role, Products, Reporting Relationships:</b>  <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"> <li>• Appropriate support services to Palomar College in the area of human resource services</li> <li>• Appropriate level of support and resources for level of services required</li> <li>• Effective and efficient policy and procedure development in human resource services necessary to meet the needs of the College</li> <li>• Guidance, direction, and oversight provided for such activities as:               <ul style="list-style-type: none"> <li>○ Employee hiring</li> <li>○ Staff diversity efforts</li> <li>○ Development and coordination of staff training programs</li> <li>○ ADA compliance</li> </ul> </li> <li>• Based on plans, determine staffing needs</li> </ul> <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"> <li>• Strategic Plans for Human Resource Services</li> <li>• Human Resource Services Three-Year Plan</li> <li>• Annual Budget for Human Resource Services</li> <li>• Annual Progress Report</li> <li>• Annual Priorities of Staffing Needs</li> </ul> <u>Reporting Relationship:</u> Strategic Planning Council									
<b>Meeting Schedule:</b> 2 <sup>nd</sup> and 4 <sup>th</sup> Tuesdays, 3:30 – 4:30 p.m.									
<b>Chair:</b> Vice President, Human Resource Services									
<b>Members:</b> 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:

4/16/02      First Reading

5/7/02      Approved



## GOVERNANCE STRUCTURE GROUP REQUEST

<b>Request submitted by</b> Diane Gay Lutz					<b>Date</b> 4/2/02 (rev. 4/16/02, 5/7/02)				
<b>Proposed Name of Requested Group</b> Instructional Planning Council									
X	Council		Committee		Subcommittee		Task Force		
<b>Action Requested:</b>			X	Add		Delete		Change	
<b>Role, Products, Reporting Relationships:</b> <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. The Council is responsible for guidance, direction, and oversight to the Professional Development Review Board, Curriculum Committee, and Academic Technology Group. Based on plans, determine staffing needs. <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, Annual Priorities of Staffing Needs. <u>Reporting Relationship:</u> Strategic Planning Council									
<b>Meeting Schedule:</b> Second and Fourth Wednesdays, 2:30 to 4:00 p.m.									
<b>Chair:</b> Vice President, Instruction									
<b>Members:</b> 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) Two Classified Unit Employees appointed by CCE/AFT (one from Instruction area) 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:

4/16/02      First Reading

5/7/02      Approved

**GOVERNANCE STRUCTURE GROUP REQUEST**

<b>Request submitted by</b> Joe Madrigal					<b>Date</b> 3/27/02 (rev. 4/16/02, 5/7/02)						
<b>Proposed Name of Requested Group</b> Student Services Planning Council											
X	<b>Council</b>		<b>Committee</b>		<b>Subcommittee</b>		<b>Task Force</b>				
<b>Action Requested:</b>				X	<b>Add</b>		<b>Delete</b>		<b>Change</b>		
<b>Role, Products, Reporting Relationships:</b>  <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"> <li>• Determining the level, adequacy, and efficiency of student services necessary to support the College's strategic plan</li> <li>• Providing guidance, direction, and oversight to these committees/task forces:               <ul style="list-style-type: none"> <li>○ Academic Review Committee</li> <li>○ DSP&amp;S Advisory Committee</li> <li>○ EOP&amp;S Advisory Committee</li> <li>○ International Students Advisory Committee</li> <li>○ Matriculation Advisory Committee</li> <li>○ Registration Committee</li> </ul> </li> <li>• Based on plans, determine staffing needs</li> </ul> <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"> <li>• Strategic Plans for all Student Services departments</li> <li>• Three-year operating plans for all Student Services departments</li> <li>• Annual Plan and Budget for all Student Services departments</li> <li>• Annual Progress Report</li> <li>• Annual Priorities of Staffing Needs</li> </ul> <u>Reporting Relationship:</u> Strategic Planning Council											
<b>Meeting Schedule:</b> Second and Fourth Wednesdays – 9:30 to 11:00 a.m.											
<b>Chair:</b> Vice President, Student Services											
<b>Members:</b> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;">           Dean, Counseling/Matriculation            Dean, Student Support Programs            Director, Athletics            Director, Enrollment Services            Director, Student Affairs            Research Analyst            Two Classified Unit Employees appointed by CCE/AFT                (one from Student Services)         </td> <td style="width: 50%; vertical-align: top;">           Director, Career Center or Transfer Center            One EOP&amp;S Counselor            One DSP&amp;S Counselor            Chair, Counseling (or designee)            Two Faculty Members appointed by Faculty Senate from                Instructional Areas            One Student appointed by ASG         </td> </tr> </table>										Dean, Counseling/Matriculation Dean, Student Support Programs Director, Athletics Director, Enrollment Services Director, Student Affairs Research Analyst Two Classified Unit Employees appointed by CCE/AFT (one from Student Services)	Director, Career Center or Transfer Center One EOP&S Counselor One DSP&S Counselor Chair, Counseling (or designee) Two Faculty Members appointed by Faculty Senate from Instructional Areas One Student appointed by ASG
Dean, Counseling/Matriculation Dean, Student Support Programs Director, Athletics Director, Enrollment Services Director, Student Affairs Research Analyst Two Classified Unit Employees appointed by CCE/AFT (one from Student Services)	Director, Career Center or Transfer Center One EOP&S Counselor One DSP&S Counselor Chair, Counseling (or designee) Two Faculty Members appointed by Faculty Senate from Instructional Areas One Student appointed by ASG										

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

Reviewed by Strategic Planning Council:

Comments:

4/16/02      First Reading

5/7/02      Approved



## GOVERNANCE STRUCTURE GROUP REQUEST

<b>Request submitted by</b> Ron Haines					<b>Date</b> 4/12/02 (rev. 5/7/02)				
<b>Proposed Name of Requested Group</b> Disabled Student Programs and Services (DSPS) Advisory Committee									
	<b>Council</b>	<b>X</b>	<b>Committee</b>		<b>Subcommittee</b>		<b>Task Force</b>		
<b>Action Requested:</b>				<b>X</b>	<b>Add</b>		<b>Delete</b>		<b>Change</b>
<b>Role, Products, Reporting Relationships:</b> <u>Role:</u> The DSPS Advisory Committee is, as required by Title V of the Education Code, responsible to: <ul style="list-style-type: none"> <li>Identify primary program and service goals of DSPS</li> <li>Recommend innovative approaches and resources</li> <li>Provide guidance and direction to DSPS and Palomar College related to the needs of the local community</li> </ul> <u>Products:</u> Annual Report of Recommendations Regarding DSPS and ADA Compliance; Annual Plan Recommendations  <u>Reporting Relationship:</u> Student Services Planning Council									
<b>Meeting Schedule:</b> To be determined. Title V requires one meeting annually.									
<b>Chair:</b> Director, DSPS									
<b>Members:</b> Community Member, Social/Rehabilitation Services Agency Community Member, Education Two Faculty Members appointed by the Faculty Senate One Classified Unit Employee appointed by the CCE/AFT Dean, Student Support Programs One Administrative Association member appointed by the Administrative Association Two Students appointed by ASG ADA Compliance Officer for Instruction and Services									

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

Reviewed by Strategic Planning Council:

Comments:

5/7/02

First Reading

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Approved/Denied



<b>GOVERNANCE STRUCTURE GROUP REQUEST</b>
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<b>Request submitted by</b> Jerry Patton					<b>Date</b> April 5, 2002 (rev. 5/7/02)				
<b>Proposed Name of Requested Group</b> Campus Police Advisory Committee									
	<b>Council</b>	<input checked="" type="checkbox"/>	<b>Committee</b>		<b>Subcommittee</b>		<b>Task Force</b>		
<b>Action Requested:</b>				<input checked="" type="checkbox"/>	<b>Add</b>		<b>Delete</b>		<b>Change</b>
<b>Role, Products, Reporting Relationships:</b>  Role: To provide direction and oversight to the Campus Police Department.  Products:  Reporting Relationship: Administrative Services Planning Council									
<b>Meeting Schedule:</b> Monthly									
<b>Chair:</b> Vice President, Finance and Administrative Services									
<b>Members:</b> Chief of Police Police Lieutenant One Faculty Member appointed by Faculty Senate One Administrative Association Member One Classified Staff Member appointed by CCE/AFT Director of Student Affairs One Student appointed by ASG									

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

Reviewed by Strategic Planning Council:

Comments:

5/7/02

First Reading

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Approved/Denied