

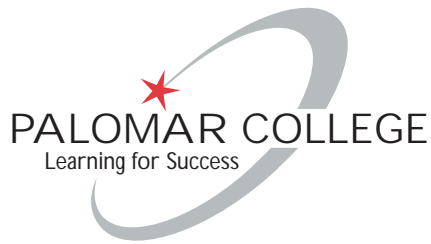


<p style="text-align: center;">STRATEGIC PLANNING COUNCIL AGENDA</p>
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MEETING TYPE:	<input checked="" type="checkbox"/>	Staff	Date:	7/2/02
	<input type="checkbox"/>	Product/Project	Starting Time:	2 p.m.
	<input type="checkbox"/>	Special	Ending Time:	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 Baldridge	GUESTS: Wallenius, Wilson

Order of Agenda Items	Desired Outcome	Resources Used	Time Allotted
A. <u>MINUTES – May 21, 2002</u>	Decision		5 min.
B. <u>DISCUSSION ITEMS</u>			
1. Educational Centers Reorganization (D. Lutz)	Information/Discussion	Handout	15 min.
2. Campus Police Management (J. Patton)	Information/Discussion		15 min.
3. Technology Management Structure (S. Amador)	Information/Discussion	Handout	30 min.
C. <u>LEGISLATIVE ADVOCACY</u>			5 min.
D. <u>REPORTS OF CONSTITUENCIES</u>			30 min.
1. Administrative Association – Mollie Smith			
2. Associated Student Government – Sean Weimer			
3. CCE/AFT – Mike Dimmick			
4. Faculty Senate - Chris Barkley			
5. PFF/AFT – Mary Ann Drinan			
6. The Faculty – Nancy Galli			
E. <u>OTHER ITEMS</u>			



STRATEGIC PLANNING COUNCIL MINUTES

July 2, 2002

The special meeting of the Palomar College Strategic Planning Council was held on Tuesday, July 2, 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, Cater, Davis, Dimmick, Drinan, Garlow, Hoffmann, Lutz, Madrigal, Miyamoto, Patton, Smith, Weimer,

Members Absent: Bishop, Carson, Dolan, Eberhart, Galli, Gilson, Melena, Millet,

Guests Present: Barbara Baldrige, Donna Baughn, Norma Bean, Sherilyn Hargraves, Wilma Owens, Mike Rourke, Lise Telson, Mark Vernoy, Dale Wallenius, Darla Wilson

A. Minutes

MSC Cater, Barkley

The minutes of the meeting of May 21, 2002, were approved.

B. Discussion Items

1. Education Centers Reorganization

Diane Lutz and Norma Bean presented the planned reorganization of the education centers, which will allow for a streamlined, more efficient operation and management structure. (Exhibits B-1) Ms. Lutz pointed out that the changes will also result in a net savings to the District. One of the big advantages will be having an administrator on duty on Saturdays. It was noted that we serve almost 6,000 students at Escondido, carrying almost 2,000 FTES. This is the first of a multi-step plan; another step will be brought back approximately mid-year.

a. Relocation of EME Office, Police Office, and Tutoring Area at Escondido Center

Diane Lutz presented the planned relocation of the EME office, police office, and tutoring area at the Escondido Center. (Exhibit B-1-a) These changes will allow for more efficiency for all those involved.

2. Campus Police Management

Jerry Patton discussed the reorganization of duties of the campus police chief and the director of public safety programs, which had been combined into one position. The two positions have been separated, and the job descriptions will be revised. The campus police will be moving back onto our campus from their present off-campus location on Santar Place. Plans are also underway to move the existing campus police portable building from the main entrance to the facilities area. Instead, a kiosk will be constructed in the median of the main entrance driveway where visitors may stop to ask questions without getting out of their cars. Plans are also underway to install less confusing signage. The new Campus Police Committee will start looking at making us more "customer friendly" immediately.

a. Parking Lots 1 and 2

The strategic planning process identified parking as a major problem on our campus. By re-engineering parking lots 1 and 2, an additional 163 parking spaces will be realized, which will give us the visitor parking spaces we desperately need as well as additional staff parking spaces. Plans are being made to put trees between the rows of parking spaces. It is hoped that the work will be completed before the beginning of the fall semester. The Friendship Pavilion and the timber frame structure currently located between lots 1 and 2 will be relocated to the grassy area on the north side of the library. Some of the trees from the area where it is currently located will also be relocated along with the timber frame structure. When lots 1 and 2 are reconfigured, lot 15 could go back to being a student parking lot. It is suspected that an engineering study of all parking lots may yield an additional 200 to 300 parking spaces. The area near where the playing fields will be located could give us another 300 spaces. The College has been talking with the owner of the land behind the Mobil station west of the campus in the hopes of acquiring that property for another 325 spaces. In addition, we want to change Comet Circle to a two-way street from Mission next to lot 15 to Borden Road. In order to change the remainder of Comet Circle to two-ways, it would be necessary to install a traffic signal at the intersection with Mission Road next to the playing fields at a cost of about \$200,000. We are trying to get the city to pay for that. The possibility of purchasing shuttles to transport students from the outer areas of the parking lots has been considered but is very expensive. Lee Hoffmann suggested that we ascertain whether or not the parking spaces will be smaller than they are currently configured. With the popularity of larger vehicles, making parking spaces smaller might not be a good idea. Jerry Patton will make sure that the spaces are not going to be smaller.

3. Technology Management Structure

Dr. Amador presented conceptual model drafts of the proposed technology management structure for discussion. She stressed that all of this is subject to discussion and change. (Exhibit B-3) Technology is a very expensive part of what we do and has a major impact on what we do in both the classroom and administratively. Jerry Patton took a survey and found that 65% of the community colleges have a chief technology officer who reports directly to the president. Dr. Amador requested that any feedback and additional suggestions be sent to her before July 11, the date of the next Cabinet meeting. Copies of these exhibits will be sent to SPC members electronically. Members were asked to take this out to their groups for discussion. This matter will be brought back to the first meeting in September. The governance piece is not yet ready, but the assumption is that it will include the councils and advisory committees. First, we must determine who is going to be doing what.

C. Legislative Advocacy

Dr. Amador and Jerry Patton reported that there isn't any encouraging news to report on the budget. Our money has been given to the CSU system in a holding account. No more money will be taken away from Proposition 98 at this point. Basically, there is no budget, and it seems as though we are now into "game-playing" between the political parties. At this point, no one has told us that it is going to be worse than the May revise, so Jerry Patton is doing a very conservative budget along those lines, unless we hear something different from the Chancellor's Office. It is doubtful that some of the money we heard that was to be put back into the community colleges, such as staff development and matriculation, will occur. The Senate has recessed for the summer. It appears there will have to be some increase in taxes, as well as additional cuts.

The good news is that Jerry Patton has made arrangements to borrow funds so that Palomar College will have enough money to last four to five months and will be able to meet payroll. There are some districts in the state that will not be able to meet payroll because they have not made similar arrangements.

D. Reports of Constituencies

1. Administrative Association – There was no report.
2. Associated Student Government – There was no report.
3. CCE/AFT

Mike Dimmick reported that CCE will be having a joint picnic with PFF on July 27 at Kit Carson Park in Escondido.

4. Faculty Senate

Chris Barkley reported that the Senate will not be meeting over the summer. They have appointed faculty members to selection committees for two interim deans.

5. PFF/AFT

Mary Ann Drinan reported that PFF is looking forward to its joint picnic with CCE on July 27.

6. The Faculty – There was no report.**E. Grants**1. Department of Education Grant

Wilma Owens announced that Palomar College, through the efforts of Mollie Smith, has been awarded a Department of Education grant of \$190,000 per year for five years to establish an educational opportunity center. The center will serve a population that we have traditionally underserved in our District.

2. Performing Arts Department Grant

Gene Jackson announced that the performing arts department received a \$50,000 grant for facilities improvement in the Howard Brubeck Theatre from the San Diego County Board of Supervisors, largely through the efforts of Supervisor Pam Slater, whose daughter is a graduate of Palomar College.

F. Adjournment

There being no further business, the meeting was adjourned at 3:25 p.m.

MEMORANDUM

TO: Diane Lutz
Assistant Superintendent/Vice President
Instruction

FROM: *MB* Norma Bean, Director, Escondido Center/Extended Education

DATE: June 24, 2002

SUBJECT: Improvements to EME Office

Debi Moffat and I met recently to discuss ways in which the EME office could be improved to enhance the student learning environment here at the Escondido Center. I believe we've arrived at some suitable recommendations for your consideration.

CURRENT STATUS

As you know, the EME offices are located in the non-instructional wing. EC-604 and EC-606 are dedicated exclusively to EME, as well as EC-607, which serves as a storage room.

THE PROBLEM

The EME staff is currently located in the non-instructional wing on the north side of the center. As you know, this wing is not DSA-approved. Knowing this, the District has been looking for some alternatives. I'm told students visit the EME office throughout the day. Currently, the 1,045 square-foot-office accommodates three full-time faculty, two full-time staff, 12 adjunct faculty and 30 skills assistants at different times throughout the week (days and evenings), including weekends.

Several problems with their current office exist. Among them are:

1. Staff/faculty experience some isolation in that they are the only academic activity located in that wing.
2. The EME instructional activities take place in the instructional wing on the opposite side of the center. Faculty, staff and students cut across the parking lot throughout the day to access either the classrooms or the office. The proximity of one to the other is not convenient. Potentially, there are safety concerns as people cut through the parking lot instead of using the sidewalk.
3. The EME office is one large room, with no private offices for faculty-student interviews and conferences.

FROM :

FAX NO. :

Jul. 02 2002 12:52PM P1

Bia



Escondido Room and Parking Map

Directions to Escondido Center

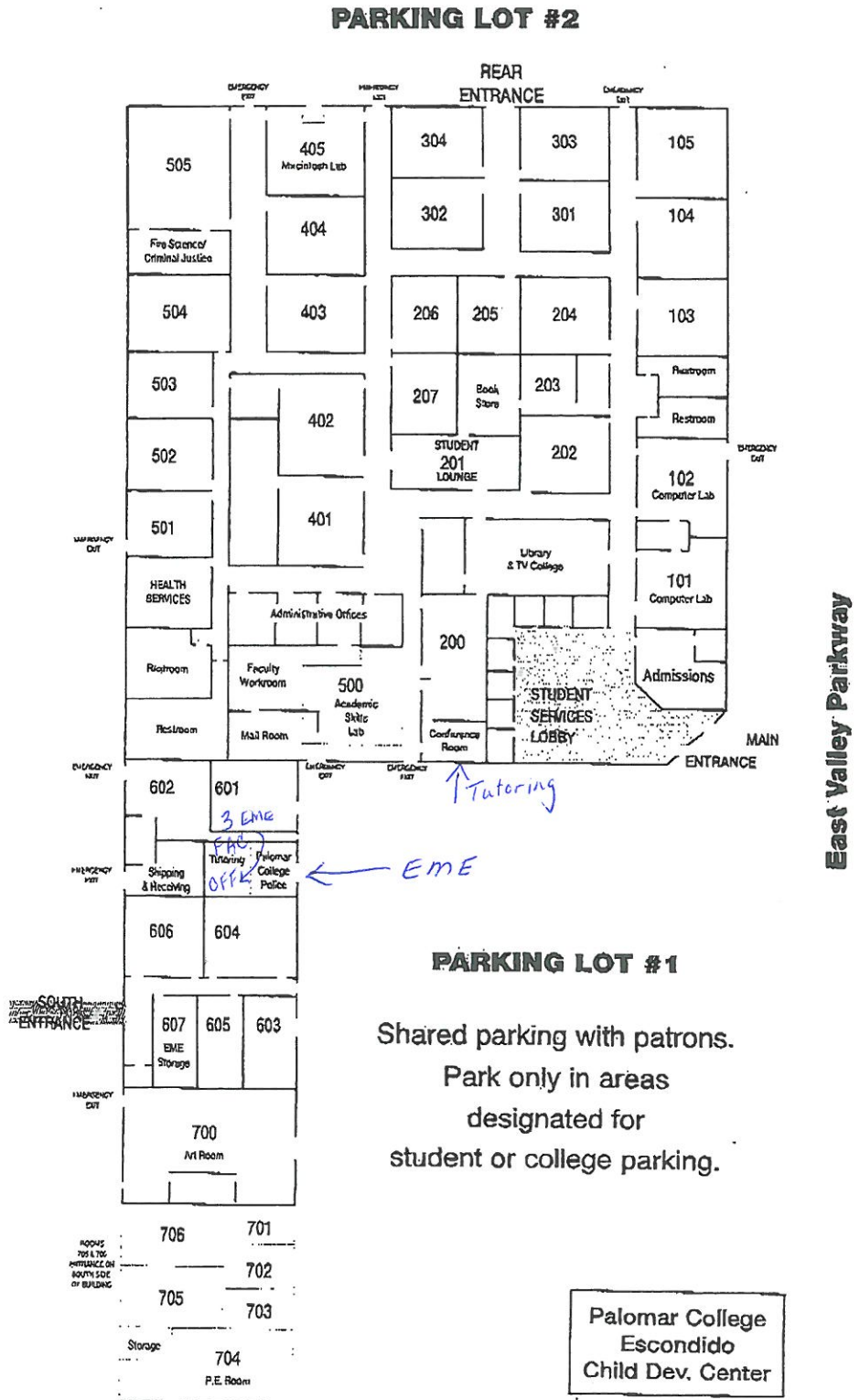
A. From the west, proceed east on Hwy. 78 to Broadway (Lincoln and Broadway). Do not turn on Broadway, but continue east on Lincoln to Midway Drive. Turn right (south) on Midway Drive and proceed to East Valley Parkway.

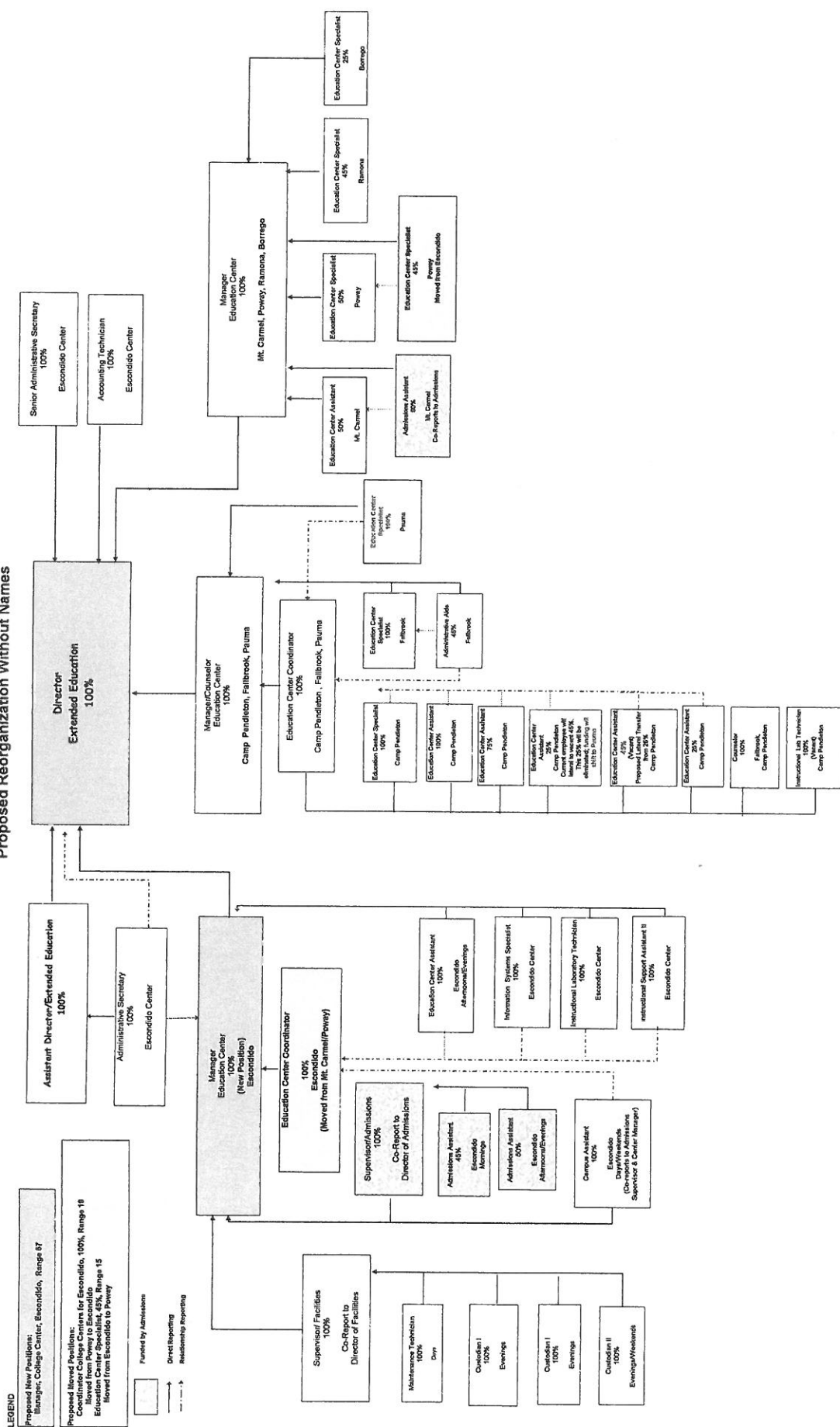
B. From the north, proceed south on I-15 to El Norte Parkway. Proceed east on El Norte Parkway to Midway Drive. Turn right (south) on Midway Drive and proceed to East Valley Parkway.

C. From the south, proceed north on I-15 to Via Rancho Parkway. Turn right onto Via Rancho Parkway, which becomes Bear Valley Parkway. Follow Bear Valley Parkway north to Midway Drive, turn left (north). Proceed to East Valley Parkway.

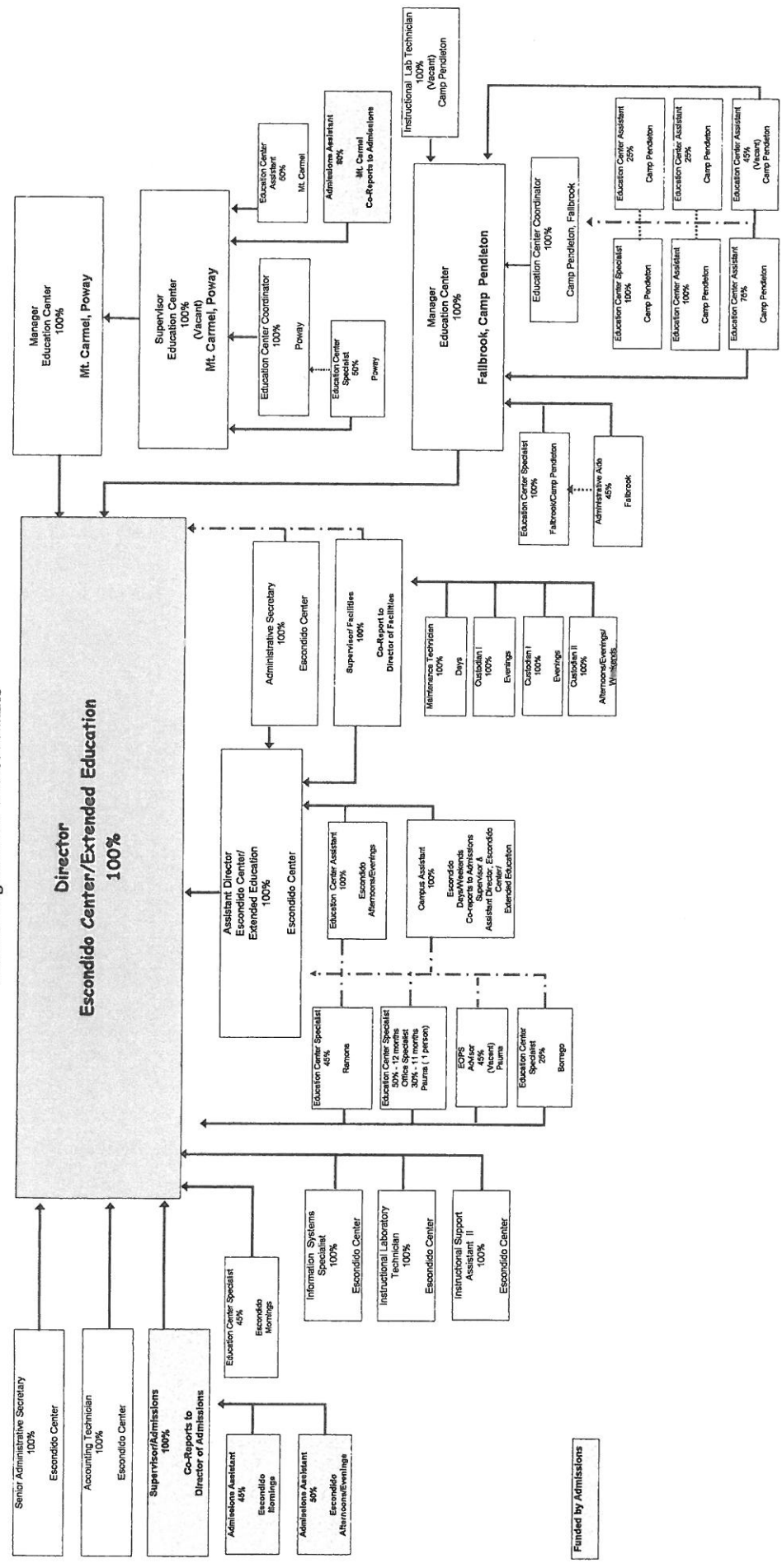
Enter from Midway Drive

PARKING LOT #3





Palomar College Escondido Center/Extended Education
Current Organization Without Names



Funded by Admissions

Page 4
Proposed Reorganization

THE PROPOSAL

The proposed changes are as follows:

1. Title changes: Director and Assistant Director of Escondido Center/Extended Education become the Director of Extended Education and Assistant Director of Extended Education, respectively.
2. A Manager of Escondido Center position is created.
3. All Escondido Center support staff (except faculty) will report or co-report to the manager of the Escondido Center. As such, they will be supervised and evaluated by the manager. These employees will maintain a liaison with their counterparts on the San Marcos campus.
4. The Education Center Coordinator at Mt. Carmel/Poway will be reassigned to the Escondido Center.
5. The Manager of Poway/Mt. Carmel will assume responsibility for two additional centers (Borrego and Ramona). Note: The Director will maintain the relationship with the College of Borrego Foundation.
6. A 45-percent Education Center Specialist position at Escondido Center will be reassigned to the Poway Center.
7. The Manager/Counselor of Camp Pendleton/Fallbrook will assume responsibility for one additional center (Pauma).
8. A person currently serving in a 25-percent position at Camp Pendleton will transfer into a vacant 45-percent position. The resulting vacant 25-percent position at Camp Pendleton will be used to augment an 80-percent Pauma position to 100 percent.
9. The Education Center Specialist (50%, 12-month)/Office Specialist (30%, 11-month) position at Pauma will become a 100%, 12-month Educational Specialist position. Hours will be adjusted to provide early evening coverage.

Thank you for this consideration.

GENERAL RESPONSIBILITIES OF TECHNOLOGY MANAGEMENT STRUCTURE

(Title), Technology Services

Responsible for policy, planning, resources, and operations for all technology-related areas of the District, including academic technology services and support, networks, telecommunications, technology infrastructure, and information systems.

[Removes all existing information-services-related administrative responsibilities from Vice President for Finance and Administrative Services]

[Removes all existing academic technology functions from Vice President for Instruction and Dean, Arts and Languages]

(Title), Academic and Student Technology Services

Responsible for academic technology services and support planning, resources, and operations for learning-related areas, including Library and Learning Resources, Academic Technology Group, distance education, student services technology, and District web site.

add:
ETV
CCCSAT
e-conf

[Removes ETV, CCCSAT, and e-conferencing from and adds Tutoring to Director of Library and Learning Resources Center]

Director, Information Services

Responsible for all District hardware and software, technology systems, and programs related to instruction, student, and administrative services database systems, including PeopleSoft and other software systems planning, resources, and operations.

[Removes network, telecommunications, and infrastructure from Director, Information Services]

Manager, Network and Technical Services

Responsible for all network, telecommunications, infrastructure (cable and fiber), technical support planning, resources, and operations for District.

[Adds instructional labs and staff]

PROPOSED TECHNOLOGY MANAGEMENT STRUCTURE

