

STRATEGIC PLANNING COUNCIL AGENDA

MEETING TYPE:	<input checked="" type="checkbox"/>	Staff	Date:	10/01/02
	<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, Cater, Davis, Dimmick, Dolan, Drinan, Engleman, Galli, Garlow, Gilson, Halttunen, Hoffmann, Lutz, Madrigal, Melena, Millet, Miyamoto, Owens, Patton, Smith, Weimer

RECORDER: Barbara Baldrige

Order of Agenda Items	Desired Outcome	Resources Used	Time Allotted
A. <u>MINUTES – September 17 2, 2002</u>	Decision	Attachment	2 min.
B. <u>DISCUSSION/INFORMATION ITEMS</u>			
1. Transfer Advisory Board	Discussion		15 min.
2. BP 3420-Nondiscrimination	Discussion	Attachment	15 min
3. Accreditation Self-Study Planning Items	Discussion	Attachment	15 min
4. Governance Structure Project Writing Team Assignment	Information		15 min.
5. Government Affairs Committee	Information	Attachment	
C. <u>ACTION ITEMS</u>			
1. Child Care Center Fees	Information		15 min
2. BP 7120-Recruitment and Selection (to replace BP 174)	Information		15 min
D. <u>LEGISLATIVE ADVOCACY</u>			
E. <u>REPORTS OF CONSTITUENCIES</u>			20 min.
1. Administrative Association – Mollie Smith			
2. Associated Student Government – Sean Weimer			
3. Confidential/Supervisory Team – Lee Hoffmann			
4. CCE/AFT – Mike Dimmick			
5. Faculty Senate – Nancy Galli			
6. PFF/AFT – Mary Ann Drinan			
F. <u>OTHER ITEMS</u>			



STRATEGIC PLANNING COUNCIL MINUTES

October 1, 2002

The regular meeting of the Palomar College Strategic Planning Council was held on Tuesday, October 1, 2002, 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, Engleman, Fukunaga, Galli, Garlow, Lutz, Madrigal, Melena, Smith, Weimer

Members Absent: Bedford, Halttunen, Hoffmann, Miyamoto, Owens, Patton

Guests Present: Barbara Baldrige, Jo Anne Giese (for Lee Hoffmann), Kelley Hudson-MacIsaac, Erin Messersmith, Lori Waite, Dale Wallenius, Darla Wilson

A. Minutes

MSC Bishop, Galli

The minutes of the meeting of September 17, 2002, were approved.

B. DISCUSSION ITEMS

1. Transfer Advisory Board

Chris Barkley reported that this matter is being referred to the Student Services Planning Council.

2. First Reading: BP 3420 – Nondiscrimination (to replace BP 101)

Copies of the proposed policy and accompanying procedures were distributed to those present. (Exhibit B-2) Dr. Amador explained that we are doing this in order to be in compliance with state and federal law, at the request of the Chancellor's Office. She noted that Jack Miyamoto has added the language required by the Chancellor's Office, deleted unnecessary language, and has left in some of the wording that was in our previous policy that he felt it was prudent to retain.

Council members were asked to sunshine the policy with their groups and be prepared to provide feedback at the next meeting. Copies of the handout will be sent electronically to Council members.

3. Accreditation Self-Study Planning Items

Lori Waite and Kelley Hudson-MacIsaac were present to gather comments from Council members on the planning items that had been sent to them electronically on September 25. The draft of the accreditation self-study will be presented to the Board at its October 8 meeting.

4. Governance Structure Project Writing Team Assignment

There is a difference between our strategic planning process and what appears in the first few pages of the faculty manual regarding planning, the governance structure, and committees. Consequently, there is a need to develop a document that outlines our governance structure as it now stands.

A writing team is needed to assist in preparing this document by January so that we will have something to show to the accreditation team. Bruce Bishop, Michelle Barton, Lynda Halttunen, Kathy Davis, Chris Barkley, Nancy Galli, Mary Millet, and Sherrill Amador were selected to serve on the writing team. Meetings will be held on Oct. 22, 2-4 p.m., Oct. 23, 3-5 p.m., and Oct. 29, 2-4 p.m. in the President's Conference Room. The writing team will prepare a draft to be presented to SPC prior to its presentation to the accreditation team.

5. Government Affairs Committee

A governance structure group request for a Government Affairs Committee was distributed to Council members. (Exhibit B-5) The role, products, and reporting relationship of this committee were proposed to be as follows:

Role:

- Develop an annual district advocacy agenda for local, state, and federal issues.
- Provide a constituency-based structure for responding to issues which impact the college district.
- Create and implement a governmental relations strategy to ensure ongoing cooperative relationships and communication with external policy decision-makers and their staffs.
- Identify, cooperate with, and/or build coalitions with external groups which promote the district's advocacy agenda.

Products:

- Annual advocacy agenda
- Governmental relations strategies
- Ongoing advocacy activities

Reporting Relationship:

- Superintendent/President

The group will set the College's advocacy agenda, react when bills are proposed that are not in line with that agenda, and support those bills that are. It will be the responsibility of the chair of the committee to notify the members when action is required.

Council members were asked to sunshine the handout with their groups and be prepared to provide feedback at the next meeting. Copies of the handout will be sent electronically to Council members.

C. **ACTION ITEMS**

1. Child Care Center Fees

Chris Barkley reported that the Faculty Senate supports the elimination of the sibling discount from the child care center fees and the automatic adjustment of fees, full- and part-time, of non-subsidized children to match the state daily reimbursement rate received for subsidized children within 30 days from notification from the state.

MSC Barkley, Cater to approve.

2. Board Policy 7120 – Recruitment and Selection (to replace BP 174)

Item was removed from the agenda and will be held pending the Faculty Senate's discussion on the matter. Dr. Amador reported that she is committed to take this item to the Board for action at its November 12 meeting.

MSC Barkley, Bishop to postpone action on this item until the November 5 SPC meeting.

D. **LEGISLATIVE ADVOCACY**

Dr. Amador stated that there is nothing to report at this time.

E. PLANNING COUNCIL REPORTS**1. Administrative Services Planning Council**

In the absence of Jerry Patton, Jo Anne Giese reported that the group had not met.

2. Human Resource Services Planning Council

In the absence of Jack Miyamoto, Erin Messersmith reported that the group will meet next week.

3. Instructional Planning Council

Diane Lutz reported that the group has met twice. They have gone over the strategic plan and the annual implementation plan and will be soliciting input on them. Ideas will be brought forward from the deans and chairs to the Council. They have reviewed some of their ideas and recommendations for prioritization of faculty positions.

4. Student Services Planning Council

Joe Madrigal reported that the group held its first meeting last week. They reviewed the first draft of a proposal to reorganize the transfer center, counseling, and career center services. The proposal would create a supervisory position to evaluate the classified staff. Lynda Halttunen presented a proposal to broaden the scope and responsibility of the Matriculation Advisory Committee to include the transfer center.

F. REPORTS OF CONSTITUENCIES**1. Administrative Association – There was no report.****2. Associated Student Government**

Sean Weimer and Leo Melena reported that ASG will have a retreat October 25-27. ASG elections will be done on-line for the first time from October 7-10. Students need their student ID number and their birth date in order to cast their vote. It is hoped that students at the outlying centers will be able to participate by offering this method of voting.

3. CCE/AFT

Mike Dimmick reported that CCE will be sending six members to the state council conference October 25-27.

4. Faculty Senate

Chris Barkley reported that the Senate is finishing up its committee appointments.

They directed the Faculty Council to write a letter to Dr. Amador asking her to postpone any decision on hiring a VP of Learning Resources and Technology until after it is known what mid-year cuts may have to be absorbed.

The Senate approved changes to the child care center fee structure.

Laura Raty was nominated for the Jonnah LaRouch scholarship from the Statewide Academic Senate.

Comments from the sunshining of the accreditation report were forwarded to the co-chairs.

The Senate passed a motion as follows: “The actions of those who would tap into and distribute private faculty e-mail are illegal and ethically indefensible. The Faculty Senate condemns in the strongest terms possible the actions of the individual or individuals responsible and demands that they cease this activity immediately.” Dr. Amador noted that the College is also investigating this matter.

The Senate has distributed to all faculty members the proposed changes to the hiring policy and the faculty hiring procedures and set up two meeting times, this Wednesday's Faculty meeting and next Monday's Senate meeting, for discussion of these changes.

After reevaluating its Constitutional policy on Senators on sabbatical leaves, they declared one Senate position open and directed the Elections Committee to solicit nominees.

5. PFF/AFT – There was no report.

6. Confidential and Supervisory Team

Jo Anne Giese reported that the group has met for the first time and a committee is working on their handbook.

7. The Faculty

Nancy Galli reported that The Faculty will meet tomorrow afternoon at 3 p.m. in the Governing Board Room.

G. OTHER ITEMS

1. Cancellation of October 15 Meeting

As Dr. Amador will be out of town on October 15, she suggested that the meeting scheduled for that date be canceled. If anything should come up requiring a meeting, Diane Lutz, administrator in charge, will call a meeting at that time. The Council members agreed that this would be satisfactory.

There being no further business, the meeting was adjourned at 3:20 p.m.

BP 101**Staff Diversity/Affirmative Action****Staff Diversity/Affirmative Action (89-13529)****NONDISCRIMINATION**

It is the policy of the Palomar Community College District to offer equal opportunity for all persons in all facets of the District's operations. Equal opportunity is offered to all employees and applicants for employment without regard to such matters as ~~race, sex, color, age, religion, ancestry, creed, national origin, political belief, martial status, sexual orientation, medical condition, physical disability, or Vietnam-era veteran status.~~ ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, or physical or mental disability in any program or activity that is administered by, funded directly by, or that receives any financial assistance from the State Chancellor or Board of Governors of the California Community Colleges. The District affirms its commitment to non-discrimination in recruitment, screening, testing, selection, hiring, compensation, employment benefits, promotion, educational opportunities access to programs, work assignments, application of discipline, layoffs, recalls, access to grievance procedures, terminations, and all other conditions of employment which are provided by District policy, regulation, rule, or practice.

~~It is the ongoing responsibility of the Governing Board, Superintendent/President, assistant superintendents/vice presidents, deans, directors, chairpersons, search committees, and other involved in employment decisions to comply with this policy. The Vice President for Human Resources and Affirmative Action is responsible for administering and coordinating the District's Equal Employment Opportunity and Staff Diversity/affirmative Action programs. However, Palomar College recognizes that affirmative action is a shared responsibility and hold all employees accountable for application and enforcement of the policy within their area of authority.~~

~~Palomar College recognizes and appreciates the benefits of a diverse campus community and values the individual distinctions of its staff and students. In support of its goal to encourage students to examine their own and other heritages through multicultural and interdisciplinary programs, Palomar college seeks to provide positive role models for all students and recognizes that diversity in the academic and vocational environment fosters cultural awareness, mutual understanding and respect, harmony, and creativity.~~

The Superintendent/President shall establish administrative procedures to assure equal opportunity.

The Superintendent/President shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.

No District funds shall be used for membership, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, or physical or mental disability, or because he or she is perceived to have one or more of those characteristics.

In so providing, the Palomar Community College District hereby implements the provisions of California Government Code sections 11135 through 11139.5, the Sex Equity in Education Act (Ed. Code, § 66250 et seq.), Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d), Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), the Americans with Disabilities Act of 1990 (42 U.S.C. § 12100 et seq.) and the Age Discrimination Act (42 U.S.C. § 6101).

Authority: Cal. Code Regs., tit. 5, § 59300; Gov. Code, §§ 11135-11139.5; Ed. Code, § 66250 et seq.; 42 U.S.C. § 2000d; 20 U.S.C. § 1681; 29 U.S.C. § 794; 42 U.S.C. § 12100 et seq.; 42 U.S.C. § 6101.

GB 3-22-88, GB Rev. 12-12-89

XIII UNLAWFUL DISCRIMINATION COMPLAINT PROCEDURE

~~An employee, student, or other individual who feels that s/he has been discriminated against or treated unfairly on the basis of sex (including sexual harassment), age, race, color, religion, ancestry, creed, national origin, political belief, marital status, sexual preference, medical condition, physical disability, or Vietnam Era veteran status may file a complaint with the Director of Human Resources and Affirmative Action or with the Chancellor of the California Community Colleges. If such complaint is against the Director of Human Resources and Affirmative Action, the complaint shall be filed with the Superintendent/President.~~

~~The purpose of this complaint procedure is to provide for the prompt and efficient investigation and resolution of affirmative action and equal opportunity complaints.~~

Introduction and Scope

These are the written procedures for filing and processing complaints of unlawful discrimination in the Palomar Community College District. These procedures incorporate the legal principles contained in nondiscrimination provisions of the California Code of Regulations, Title 5, sections 59300 et seq. as well as other state and federal substantive and procedural requirements.

A copy of the written policy and procedures on unlawful discrimination are available in the Office of Human Resource Services.

These policies and procedures were adopted by the Palomar College Community College District Governing Board on _____, 2002, in accordance with the procedures of the Board.

Authority: 20 U.S.C. § 1681 et seq.; Ed. Code, §§ 66270, 66271.1, 66281.5; Gov. Code, § 11135-11139.5; Cal. Code Regs., tit. 5, § 59326. Reference: Cal. Code Regs., tit. 5, § 59300 et seq.; 34 C.F.R. § 106.8(b).

Definitions

Definitions applicable to nondiscrimination policies are as follows:

- "Appeal" means a request by a complainant made in writing to the Palomar Community College District governing board pursuant to Title 5, section 59338, and/or to the State Chancellor's Office pursuant to Title 5, section 59339, to review the administrative determination of the District regarding a complaint of discrimination.

- "Complaint" means a written and signed statement meeting the requirements of Title 5, section 59328 that alleges unlawful discrimination in violation of the nondiscrimination regulations adopted by the Board of Governors of the California Community Colleges, as set forth at Title 5, section 59300 et seq.
- "Days" means calendar days.
- "Mental disability" includes, but is not limited to, all of the following:
 - (1) Having any mental or psychological disorder or condition, such as mental retardation, organic brain syndrome, emotional or mental illness, or specific learning disabilities, that limits a major life activity. For purposes of this section:
 - (A) "Limits" shall be determined without regard to mitigating measures, such as medications, assistive devices, or reasonable accommodations, unless the mitigating measure itself limits a major life activity.
 - (B) A mental or psychological disorder or condition limits a major life activity if it makes the achievement of the major life activity difficult.
 - (C) "Major life activities" shall be broadly construed and shall include physical, mental, and social activities and working.
 - (2) Any other mental or psychological disorder or condition not described in paragraph (1) that requires specialized supportive services.
 - (3) Having a record or history of a mental or psychological disorder or condition described in paragraph (1) or (2), which is known to the District.
 - (4) Being regarded or treated by the District as having, or having had, any mental condition that makes achievement of a major life activity difficult.
 - (5) Being regarded or treated by the District as having, or having had, a mental or psychological disorder or condition that has no present disabling effect, but that may become a mental disability as described in paragraph (1) or (2).
- "Mental disability" does not include sexual behavior disorders, compulsive gambling, kleptomania, pyromania, or psychoactive substance use disorders resulting from the current unlawful use of controlled substances or other drugs.
- "Physical disability" includes, but is not limited to, all of the following:

- (1) Having any physiological disease, disorder, condition, cosmetic disfigurement, or anatomical loss that does both of the following:
 - (A) Affects one or more of the following body systems: neurological, immunological, musculoskeletal, special sense organs, respiratory, including speech organs, cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin, and endocrine.
 - (B) Limits a major life activity. For purposes of this section:
 - (i) "Limits" shall be determined without regard to mitigating measures such as medications, assistive devices, prosthetics, or reasonable accommodations, unless the mitigating measure itself limits a major life activity.
 - (ii) A physiological disease, disorder, condition, cosmetic disfigurement, or anatomical loss limits a major life activity if it makes the achievement of the major life activity difficult.
 - (iii) "Major life activities" shall be broadly construed and includes physical, mental, and social activities and working.
- (2) Any other health impairment not described in paragraph (1) that requires specialized supportive services.
- (3) Having a record or history of a disease, disorder, condition, cosmetic disfigurement, anatomical loss, or health impairment described in paragraph (1) or (2), which is known to the District.
- (4) Being regarded or treated by the District as having, or having had, any physical condition that makes achievement of a major life activity difficult.
- (5) Being regarded or treated by the District as having, or having had, a disease, disorder, condition, cosmetic disfigurement, anatomical loss, or health impairment that has no present disabling effect but may become a physical disability as described in paragraph (1) or (2).
- (6) "Physical disability" does not include sexual behavior disorders, compulsive gambling, kleptomania, pyromania, or psychoactive substance use disorders resulting from the current unlawful use of controlled substances or other drugs.

- “District” means the Palomar Community College District or any District program or activity that is funded directly by the state or receives financial assistance from the state. This includes any other organization associated with the District or its educational centers that receives state funding or financial assistance through the District.
- “Responsible District Officer” means the officer identified by the District to the State Chancellor's Office as the person responsible for receiving complaints filed pursuant to Title 5, section 59328, and coordinating their investigation.
- “Sexual harassment” is unlawful discrimination in the form of unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the workplace or in the educational setting, and includes but is not limited to:
 - (1) Making unsolicited written, verbal, physical, and/or visual contacts with sexual overtones. (Examples of possible sexual harassment that appear in a written form include, but are not limited to: suggestive or obscene letters, notes, invitations. Examples of possible verbal sexual harassment include, but are not limited to: leering, gestures, display of sexually aggressive objects or pictures, cartoons, or posters.)
 - (2) Continuing to express sexual interest after being informed that the interest is unwelcomed.
 - (3) Making reprisals, threats of reprisal, or implied threats of reprisal following a rebuff of harassing behavior. The following are examples of conduct in an academic environment that might be found to be sexual harassment: implying or actually withholding grades earned or deserved; suggesting a poor performance evaluation will be prepared; or suggesting a scholarship recommendation or college application will be denied.
 - (4) Engaging in explicit or implicit coercive sexual behavior within the work environment which is used to control, influence, or affect the employee's career, salary, and/or work environment.
 - (5) Engaging in explicit or implicit coercive sexual behavior within the educational environment that is used to control, influence, or affect the educational opportunities, grades, and/or learning environment of a student.
 - (6) Offering favors or educational or employment benefits, such as grades or promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassifications, etc., in exchange for sexual favors.

- “Unlawful discrimination” means any complaint of unlawful discrimination based on a category protected under Title 5, section 59300, including sexual harassment and retaliation.

Authority: Gov. Code, § 12926; Cal. Code Regs., tit. 5, § 59311; *Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, Title IX*, Office for Civil Rights, January 19, 2001.

Students and Employees Notice

The Palomar Community College District’s responsible officer shall make available to employees and students the District’s unlawful discrimination policy and procedures. Faculty members, members of the administrative staff, and members of the classified service will be provided with a copy of the District’s written policy on unlawful discrimination at the beginning of the first semester of the college year after the policy is adopted.

All District employees will receive a copy of the unlawful discrimination policies and procedures during the first year of their employment. In years in which a substantive policy or procedural change has occurred all District employees will receive a copy of the revised policies and/or procedures. A copy of the District’s written policy on unlawful discrimination will be available to students in the Student Affairs Office.

Authority: Ed. Code, § 66281.5; Cal. Code Regs., tit. 5, §§ 59324 and 59326.
Reference: Cal. Code Regs., tit. 5, § 59300 et seq.; 34 C.F.R. § 106.8(b).

Retaliation

It is unlawful for anyone to retaliate against someone who files an unlawful discrimination complaint, who refers a matter for investigation or complaint, who participates in an investigation of a complaint, who represents or serves as an advocate for an alleged victim or alleged offender, or who otherwise furthers the principles of this unlawful discrimination policy.

Authority: 20 U.S.C. § 1681 et seq.; 34 C.F.R. § 106; Cal. Code Regs., tit. 5, § 59300 et seq.; *Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, Title IX*, Office for Civil Rights, January 19, 2001.

Responsible District Officer

The Palomar Community College District has identified the Assistant Superintendent/Vice President, Human Resource Services, to the State Chancellor's Office and to the public as the single District officer responsible for receiving all unlawful discrimination complaints filed pursuant to Title 5, section 59328, and for coordinating their investigation. The actual investigation of complaints may be assigned to other staff or to outside persons or organizations under contract with the District. Such delegation procedures will be used whenever the officer designated to receive complaints is named in the complaint or is implicated by the allegations in the complaint.

Authority: Cal. Code Regs., tit. 5, § 59324; 34 C.F.R. § 106.8.

PROCEDURE

Informal Resolution

~~A complainant shall first attempt to resolve the complaint informally with the parties involved or with the next higher levels of supervision or authority. Students, employees, and others are encouraged to seek resolution at this level and equally encouraged to seek guidance and advice regarding District policy and practices from appropriate personnel. The complainant is encouraged to notify the Human Resources/Affirmative Action Director or a member of the Staff Diversity/Affirmative Action Advisory Committee of the informal complaint and the appropriate remedy s/he seeks and is encouraged to request their participation in an informal resolution. However, the District acknowledges the sensitive nature of some complaints and encourages employees, students, and others to seek the level of involvement and the procedure most appropriate for each individual.~~

Informal/Formal Complaint Procedure

When a person brings charges of unlawful discrimination to the attention of the District's responsible officer, that officer will:

- (1) Undertake efforts to informally resolve the charges;
- (2) Advise the complainant that he or she need not participate in informal resolution;
- (3) Notify the person bringing the charges of his or her right to file a formal complaint and explain the procedure for doing so;
- (4) Assure the complainant that he or she will not be required to confront or work out problems with the person accused of unlawful discrimination;

- (5) Advise the complainant that he or she may file a nonemployment-based complaint with the Office for Civil Rights of the U.S. Department of Education (OCR) where such a complaint is within that agency's jurisdiction.
- (6) If the complaint is employment-related, the complainant should also be advised that he or she may file a complaint with the U.S. Equal Employment Opportunity Commission (EEOC) and/or the California Department of Fair Employment and Housing (DFEH) where such a complaint is within that agency's jurisdiction.

Efforts at informal resolution need not include any investigation unless the responsible District officer determines that an investigation is warranted by the seriousness of the charges. Selecting an informal resolution does not extend the time limitations for filing a formal complaint. Efforts at informal resolution may continue after the filing of a formal written complaint, but after a complaint is filed an investigation is required to be conducted pursuant to Title 5, section 59334, and will be completed unless the matter is informally resolved and the complainant dismisses the complaint. Any efforts at informal resolution after the filing of a written complaint will not exceed the 90-day period for rendering the administrative determination pursuant to Title 5, section 59336.

In employment-related cases, if the complainant files with the Department of Fair Employment and Housing, a copy of that filing will be sent to the State Chancellor's Office requesting a determination of whether a further investigation under Title 5 is required. Unless the State Chancellor's Office determines that a separate investigation is required, the District will discontinue its investigation under Title 5 and the matter will be resolved through the Department of Fair Employment and Housing.

The District will provide for representation where required by law and may allow for representation for the accused and complainant in other circumstances on a case by case basis.

Authority: Cal. Code Regs., tit. 5, §§ 59327, 59328, 59334, 59336, and 59339; *NLRB v. Weingarten, Inc.* (1975) 420 U.S. 251.

Formal Resolution

Step 1.

~~If the complaint cannot be resolved informally, the complainant may file a formal complaint with the Associate Vice President of Human Resources and Affirmative Action and/or with the Chancellor of the California Community Colleges within one year of the alleged unlawful discrimination or harassment or within one year of the date on which the complainant knew or should have known of the facts underlying the allegation of unlawful discrimination. Complaint forms are available in the Human Resource Services office, the Student Services office, and the Instruction office. The Associate Vice President of Human Resources and Affirmative Action shall~~

~~notify the Chancellor of the California Community Colleges of the complaint and that an impartial fact finding investigation of the complaint is in progress.~~

~~The Associate Vice President of Human Resources and Affirmative Action shall meet with the complainant and provide information and advice concerning District policies and procedures, including a District complaint form, and assist with the completion of the form. The complainant may invite other individuals to attend this meeting to define the complaint and explain the remedy s/he seeks.~~

~~The Associate Vice President of Human Resources and Affirmative Action shall meet with the complainant, the respondent, and other appropriate parties to explain the complaint and the investigative process.~~

~~The Associate Vice President of Human Resources and Affirmative Action shall coordinate an investigation of the complaint. The results of the investigation shall be provided in a written report and shall include at least the following:~~

- ~~a) — a description of the circumstances giving rise to the complaint;~~
- ~~b) — a summary of the testimony provided by each witness, including the complainant and any witnesses identified by the complainant in the complaint;~~
- ~~c) — an analysis of any relevant data or other evidence collected during the course of the investigation.~~
- ~~d) — a specific finding as to whether discrimination did or did not occur with respect to each allegation in the complaint; and~~
- ~~e) — any other information deemed appropriate by the District.~~

Step 2.

~~If the response is acceptable to the complainant, the complaint will be considered settled. However, if the Step 2 response is not satisfactory to the complainant or the respondent, and appeal may be filed with the hearing committee. An appeal must be filed within fifteen (15) calendar days of the receipt of the written decision.~~

Step 3.

~~The Associate Vice President of Human Resources and Affirmative Action notify the President that a formal hearing will be convened to resolve the complaint.~~

~~A five (5) member panel will be selected by lot from the Staff Diversity/Affirmative Action Advisory Committee. The complainant and the respondent will have the option to strike one name each from the Committee members selected to serve and request another Committee member be selected by lot to serve on the panel. The panel shall elect one of its members to serve as chairperson. When the complainant or respondent is from the same department as a panel member, an alternate member shall be chosen by lot to serve on the panel. Other challenges to panel membership will be decided by the Director of Human Resources and Affirmative Action who serves as a non-voting member of the panel.~~

~~A hearing will be scheduled at the earliest possible date. The panel shall hear the complaint, compile a record and issue written recommendations within ten (10) calendar days after completion of the hearing. Recommendations will be sent to the Superintendent/President.~~

~~Both parties shall have the right to present statements, testimony, evidence, and witnesses. Each party shall have the right to be represented by an advisor or legal counsel at his/her own expense. If legal counsel is to be present at the hearing, the District must be notified ten (10) days before the hearing to arrange to have its own legal counsel present.~~

~~All hearings are closed except to the complainant and his/her representative/advisor; the respondent and his/her representative/ advisor; the hearing committee and the committee's representative/ advisor; the Director of Human Resources and Affirmative Action; and scheduled witnesses who will be present only for individual testimony.~~

~~The proceedings shall be recorded by the District and the transcripts shall become the property of and remain in the custody of the District.~~

~~A complainant, witness, and other employees involved as principals shall be granted release time as necessary in order to participate in the complaint process. All involved in the complaint procedure have the right and the obligation to maintain confidentiality regarding the complaint and the employees, students, and others involved. All participants in the complaint procedure are protected from retaliatory acts by the District, its employees, students, and agents.~~

Step 4.

~~Within five (5) days of the receipt of the findings and recommendations from the Hearing Committee, the Superintendent/President shall state in writing the action taken on the Hearing Committee's recommendations. The President's statement shall include the reasons for concurring with the Committee's recommendations; not concurring with the Committee's recommendations; or recommending alternative action.~~

~~The President's written decision shall be submitted to the Associate Vice President of Human Resources and Affirmative Action who shall distribute the recommendations to the Hearing Committee and to both parties.~~

Step 5

~~If the Complainant or respondent is dissatisfied with the final decision, then s/he may appeal to the governing board and/or to the Chancellor. The Governing Board shall review the original complaint, the investigative report, the administrative determination, and subsequent appeals and issue a final decision in the matter within forty five (45) days after receiving the appeal. A copy of the final decision of the Governing Board shall be forwarded to the complainant. The complainant shall also be notified of his or her right to appeal this decision with the Chancellor.~~

~~In any case not involving employment discrimination the complainant shall have the right to file a written appeal with the Chancellor within thirty (30) days after the Governing Board issues the final District decision.~~

~~In any case involving employment discrimination, the complainant may, at any time before or after the final District decision is rendered, file a complaint with the Department of Fair Employment and Housing. In addition, in such cases, the complainant may file a petition for review with the Chancellor within thirty (30) days after the Governing Board issues the final District decision.~~

~~Within 150 days of receiving a complaint, the Associate Vice President of Human Resources and Affirmative Action shall send the following to the Chancellor of the California Community Colleges:~~

- ~~a) The original complaint;~~
- ~~b) The investigative report of the nature and extent of the investigation conducted by the District;~~
- ~~c) A copy of the notice sent to the complainant in accordance with step 2;~~
- ~~d) A copy of the Hearing Committee recommendation and the Superintendent/President's decision;~~
- ~~e) A copy of the final District decision rendered by the Governing Board or a statement indicating the date on which the administrative determination became final;~~
- ~~f) A copy of the notice to the complainant; and~~
- ~~g) All other information required or requested by the Chancellor.~~

Filing of Formal Written Complaint

If a complainant decides to file a formal written unlawful discrimination complaint against the District, he or she must file the complaint on a form prescribed by the State Chancellor. These approved forms are available from the District and also at the State Chancellor's website, as follows:

<http://www.cccco.edu/divisions/legal/Discrimination/discrimination.htm>

The completed form must be filed with the District representative or mailed directly to the State Chancellor's Office of the California Community Colleges.

Once a complaint is filed, the individual(s) accused of engaging in prohibited discriminatory conduct should be advised of that filing and the general nature of the complaint. This should occur as soon as possible and appropriate under the circumstances. The District will also advise the accused that an assessment of the accuracy of the allegations has not yet been made, that the complaint will be investigated, that the accused will be provided an opportunity to present his/her side of the matter, and that any conduct that could be viewed as retaliatory against the complainant or any witnesses must be avoided.

Authority: Cal. Code Regs., tit. 5, §§ 59311 and 59328.

Threshold Requirements Prior to Investigation of a Formal Written Complaint

When a formal written complaint is filed it will be reviewed to determine if the complaint meets the following requirements:

- The complaint must be filed on a form prescribed by the State Chancellor's Office.
- The complaint must allege unlawful discrimination prohibited under Title 5, section 59300.
- The complaint must be filed by one who alleges that he or she has personally suffered unlawful discrimination or by one who has learned of such unlawful discrimination in his or her official capacity as a faculty member, staff member, or administrator.
- In any complaint not involving employment, the complaint must be filed within one year of the date of the alleged unlawful discrimination or within one year of the date on which the complainant knew or should have known of the facts underlying the specific incident or incidents of alleged unlawful discrimination
- In any complaint alleging discrimination in employment, the complaint shall be filed within 180 days of the date the alleged unlawful discrimination occurred, except that this period will be extended by no more than 90 days following the expiration of that 180 days if the complainant first obtained knowledge of the facts of the alleged violation after the expiration of 180 days.

If the complaint is defective it will be immediately returned to the complainant with a complete explanation of why an investigation could not be initiated under Title 5, California Code of Regulations, section 59300 et seq. Additional information about this initial review of complaints can be found in the Guidelines for Processing Formal Title 5 Unlawful Discrimination Complaints prepared by the State Chancellor's Office.

Authority: Cal. Code Regs., tit. 5, § 59328.

Notice to State Chancellor or District

A copy of all complaints filed in accordance with the Title 5 regulations will be forwarded to the State Chancellor's Office immediately upon receipt. Similarly, when the State Chancellor's Office receives a complaint a copy will be forwarded to the District.

Authority: Cal. Code Regs., tit. 5, § 59330.

Confidentiality of the Process

Investigative processes can best be conducted within a confidential climate, and the District does not reveal information about such matters except as necessary to fulfill its legal obligations. However, potential complainants are sometimes reluctant to pursue a complaint if their names will be revealed.

The inability to reveal the name of a complainant or facts that are likely to reveal the identity of the complainant can severely limit the ability of the District to respond. Complainants must also recognize that persons who are accused of wrongdoing have a right to present their side of the matter, and this right may be jeopardized if the District is prohibited from revealing the name of the complainant or facts that are likely to disclose the identity of the complainant.

If a complainant insists that his or her name not be revealed, the responsible officer should take all reasonable steps to investigate and respond to the complaint consistent with the complainant's request as long as doing so does not jeopardize the rights of other students or employees.

It is also important that complainants and witnesses understand the possibility that they may be charged with allegations of defamation if they circulate the charges outside of the District's process. In general, persons who are participating in a District investigative or disciplinary process that is related to a charge of discrimination are protected from tort claims such as defamation. However, persons who make allegations outside of these processes or who discuss their claims with persons outside of the process may expose themselves to tort charges. Complainants, witnesses, and those accused of discrimination will all be asked to sign a confidentiality acknowledgement statement.

Where an investigation reveals the need for disciplinary action, the complainant may wish to have information about what disciplinary actions the District took. However, the privacy rights of the persons involved often prevent the District from providing such information. In student disciplinary actions for sexual assault/physical abuse charges, Education Code, section 76234 provides that the victim shall be informed of the disciplinary action, but that the victim must keep the information confidential. Disciplinary actions taken against employees are generally considered confidential.

Authority: Cal. Const. Art. I, § 1; Civil Code § 47; Ed. Code, §§ 76234 and 87740; *Silberg v. Anderson* (1990) 50 Cal.3d. 205; Revised *Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties*, Title IX, Office for Civil Rights, January 19, 2001.

Administrative Determination

Within 90 days of receiving an unlawful discrimination complaint filed under Title 5, sections 59300 et seq., the responsible District officer will complete the investigation and forward a copy of the investigative report to the State Chancellor, a copy or summary of the report to the complainant, and written notice setting forth all the following to both the complainant and the State Chancellor:

- (a) The determination of the chief executive officer or his/her designee as to whether there is probable cause to believe discrimination occurred with respect to each allegation in the complaint;
- (b) a description of actions taken, if any, to prevent similar problems from occurring in the future;
- (c) the proposed resolution of the complaint; and
- (d) the complainant's right to appeal to the District governing board and the State Chancellor.

The Palomar Community College District recognizes the importance of and is therefore committed to completing investigations and resolving complaints as quickly as possible, consistent with the requirements for a thorough investigation.

Authority: Cal. Code Regs., tit. 5, § 59336.

Complainant's Appeal Rights

Complainants have appeal rights that they may exercise if they are not satisfied with the results of the District's administrative determination. At the time the administrative determination and summary is mailed to the complainant, the responsible District officer or his/her designee shall notify the complainant of his or her appeal rights as follows:

- First level of appeal: The complainant has the right to file an appeal to the District's governing board within 15 days from the date of the administrative determination. The District's governing board will review the original complaint, the investigative report, the administrative determination, and the appeal.
- The District's governing board will issue a final District decision in the matter within 45 days after receiving the appeal. Alternatively, the District's governing board may elect to take no action within 45 days, in which case the original decision in the administrative determination will be deemed to be affirmed and shall become the final District decision in the matter. A copy of

the final decision rendered by the District's governing board will be forwarded to the complainant and to the State Chancellor's Office.

- Second level of appeal: The complainant has the right to file an appeal with the California Community College Chancellor's Office in any case not involving employment-related discrimination within 30 days from the date that the governing board issues the final District decision or permits the administrative determination to become final by taking no action within 45 days. The appeal must be accompanied by a copy of the decision of the governing board or evidence showing the date on which the complainant filed an appeal with the governing board, and a statement under penalty of perjury that no response was received from the governing board within 45 days from that date.

Complainants must submit all appeals in writing.

Authority: Cal. Code Regs., tit. 5, §§ 59338 and 59339.

Forward to State Chancellor

Within 150 days of receiving a complaint, the responsible District officer will forward the following to the State Chancellor:

- A copy of the final District decision rendered by the governing board or a statement indicating the date on which the administrative determination became final as a result of taking no action on the appeal within 45 days.
- A copy of the notice of appeal rights the District sent the complainant.
- Any other information the State Chancellor may require.

Authority: Cal. Code Regs., tit. 5, §§ 59338 and 59340.

Extensions

If for reasons beyond its control, the District is unable to comply with the 90-day or 150-day deadlines specified above for submission of materials to the complainant and the State Chancellor's Office, the responsible District officer will file a written request that the State Chancellor grant an extension of the deadline. The request will be submitted no later than 10 days prior to the expiration of the deadlines established by Title 5 in sections 59336 and/or 59340 and will set forth the reasons for the request and the date by which the District expects to be able to submit the required materials.

A copy of the request for an extension will be sent to the complainant, who may file written objections with the State Chancellor within 5 days of receipt.

The State Chancellor may grant the request unless delay would be prejudicial to the complainant. If an extension of the 90-day deadline is granted by the State Chancellor the 150-day deadline is automatically extended by an equal amount.

Authority: Cal. Code Regs., tit. 5, § 59342.

Record Retention

Unlawful discrimination records that are part of an employee's employment records may be classified as Class-1 Permanent records and retained indefinitely or microfilmed in accordance with Title 5, California Code of Regulations, Section 59022. Unlawful discrimination records of a student that are deemed worthy of preservation but not classified as Class-1 Permanent may be classified as Class-2 Optional records or as Class-3 Disposable records, to be retained for a period of three years.

Authority: Cal. Code Regs., tit. 5, § 59020.

COMBINED "PLANS" DOCUMENT

STANDARD ONE

The governing board will review and approve a proposed new mission statement developed by the Strategic Planning Task Force. 1.1

New mission statement adopted February 2002. 1.2

The Strategic Planning Council will facilitate a shared governance process encouraging participation by students, employees, community members and the governing board. 1.3

The college will achieve its mission, goals and objectives by linking the budget development process to strategic planning and research. 1.3

The mission statement and planning process will be implemented for the academic year 2002-2003, and will be reviewed every three years. 1.4

STANDARD TWO

The Marketing Office, will develop a style manual to be used in the development of all Palomar College publications. 2.1

No action needed. 2.2

No action needed. 2.3

The Director of Student Affairs will work with Academic Technology and the Marketing office to ensure that the Student Code of Conduct is available in College publications and on the College web site and referenced clearly. 2.4

No action needed. 2.5

No action needed. 2.6

The Athletics program will consider a pilot project whereby instructors will be asked to assess the progress of student athletes in their classes. 2.7

No action needed. 2.8

The Marketing Office will establish criteria for the evaluation and revision of all college publications. 2.9

STANDARD THREE

Institutional Research and Planning will provide training on the availability, use, and analysis of standard reports to heads of planning groups, departments, and programs. **A.1**

Strategic Planning Council will require the use of IRP data and other relevant data in short term and long term planning and evaluation in institution-wide as well as department and program planning. **A.1**

The Educational and Facilities Master Plan Task Force will develop the Educational and Facilities Master Plan based upon research and input from the college community. **A.1**

The Director of Institutional Research and Planning will provide direct access to pertinent information for planning and evaluation to campus users. **A.2**

The SPC will develop a clear model that provides a framework and means for evaluating how well the institution accomplishes the district's long-term and short-term plans and initiatives through its new strategic planning process. **A.3**

IRC will provide departments and programs with data and feedback for improvements of programs and services. **A.4**

Constituent groups will improve communication between representatives of the planning councils and all members of the group. **B.1**

Same as A.4. **B.2**

The SPC will develop an evaluation plan with outcome measures that will show progress towards meeting the identified goals and objectives. **B.3**

The SPC will specify clear institutional outcomes and documentation of their achievement. **C.1**

No action needed. **C.2**

The SPC will establish a cycle of methodical review and assessment that will result in the affirmation of or modification of research efforts, evaluation and planning processes that will document institutional effectiveness. **C.3**

STANDARD FOUR

The Educational Master Plan will utilize a strategic planning process to develop and provide programs that are consistent with the mission of the College and appropriate to the identified needs of the community. **A.1**

The Educational Master Plan will define the objective of each educational center and develop a plan to ensure the course offerings are meeting the objective. **A.1**

The current mission of the College will be revised as a result of the ongoing strategic planning process. **A.1**

The college strongly encourages all students to utilize counseling and academic services to develop and Educational Plan. **A.2**

The Instruction office will develop a comprehensive schedule to enable students to more successfully develop a comprehensive schedule of courses that will allow them to reach their goal in a timely manner. **A.2**

The Curriculum Committee will include written rationale for program modifications submitted for approval. **A.3**

The College will develop a plan to maximize the utilization of computer labs. **A.4**

The College will develop a plan to create a self-sustaining Grant Writer position and hire a highly qualified individual to fill the position. **A.4**

The Dean of Counseling will ensure counselors and academic advisors receive periodic training and timely communication regarding changes in program and transfer requirements. **A.5**

The Transfer Center Director will evaluate the effectiveness of faculty advising. **A.5**

The Curriculum Committee will include reviews of degree and certificate programs as part of the curriculum review process. **B.1**

The Assistant Superintendent/ Vice President of Instruction and Curriculum Committee will monitor requirements of degree and certificate programs that are dependent upon external accreditation. **B.1**

No action needed. **B.2**

The Dean of Vocational Technology will design and implement a tool for reviewing all occupational certificates and programs to comply with California Education Code regulations. **B.3**

Each Division Dean, in conjunction with related disciplines, will develop specific expected learning outcomes for each degree/certificate, and publish them in the Catalog. B.3

The Vice President of Instruction will work with the curriculum committee and the Faculty Senate to review the catalog descriptions and listed requirements for the Associate in Arts degree options. B.4

No action needed. B.5

The Dean of Vocational Technology will support the development of capstone courses, comprehensive exams and/or student projects designed to demonstrate competence at the completion of occupational programs. B.6

Office of Institutional Research and Planning will develop reliable tracking of occupational student job placement. B.6

The Curriculum Committee will revise the AA Degree Requirement format in the College Catalog so that degree options and associated general education pattern are more clearly defined. C.1

The Instruction Office will publish in the Catalog the philosophy and rationale on which the general education component is based. C.2

No action needed. C.3

No action needed. C.4

The Instruction Office will ensure the currency of all forms, documents, and other information relative to curriculum review that are posted on the Instruction Office web site. D.1

The Strategic Planning Council, working with the IRC, will streamline the review process for 2002-2003, and establish standard terms and a rotating. D.1

The College will develop standards for a comprehensive institutional assessment plan. D.2

The Assistant Superintendent/Vice President for Instruction will support development of a tool to evaluate courses offered in electronic format. D.2

The Assistant Superintendent/Vice President for Instruction, in conjunction with the Instructional Deans, will develop a standard for general use classrooms and discipline specific labs and maintain that standard at all service locations. D.2

The Director of Institutional Research and Planning will provide Instructional Grade Distribution Reports to department chairs once again, to assure consistency and rigor in grading. D.2

The College will develop a comprehensive plan to identify and measure core knowledge and skills. D.3

The Instruction Office will revise the descriptions of unit value as printed in the College Catalog for clarity. D.3

The Assistant Superintendent/Vice President of Instruction, in conjunction with Deans and department chairs, will encourage faculty to develop course syllabi that fully inform students regarding criteria for evaluating student learning, including expected outcomes and grading policy. D.3

The Instruction Office will revise the catalog descriptions for AA degree options to more clearly differentiate between degrees intended for transfer and those that are not. D.4

The Assistant Superintendent/Vice President for Instruction will support innovation in modes and delivery of instruction for all programs. D.5

The Assistant Superintendent/Vice President for Instruction, in conjunction with the Curriculum Committee, will develop and publish a comprehensive plan for the development, coordination, scheduling, delivery and evaluation of online classes. D.5

No action needed. D.6

The Assistant Superintendent/Vice President for Instruction, in conjunction with the Curriculum Committee, will develop and publish a comprehensive plan for the development, coordination, scheduling, delivery, and evaluation of online classes. D.7

The College will support free wireless Internet access in the College library and other feasible locations. D.7

STANDARD FIVE

The Marketing Communications Department will ensure that admission policies are well publicized to all populations in a variety of formats and media. **5.1**

Student Services will develop a comprehensive plan for a one stop center for the delivery of student services. **5.2**

The V.P. of Student Services will develop a comprehensive plan to facilitate both the financial and institutional support the San Marcos campus and all Palomar College Centers. **5.3**

The Director of Student Affairs will develop a plan to increase student involvement. **5.4**

The Counseling Department will investigate and implement a variety of assessment tools. **5.5**

The V.P. of Student Services will develop a plan to provide comprehensive services. **5.6**

The Dean of Student Support Services will work toward the goal of achieving an equal level of support for all students enrolled in the college. **5.7**

The Office of Student Affairs will explore opportunities for student increased participation in co-curricular experiences at all educational centers of Palomar College. **5.8**

No action needed. **5.9**

No action needed. **5.10**

STANDARD SIX

The LRC will develop a plan for enhancing the numbers of volumes to keep pace with the Association of College and Research Libraries and American Library Association collection standards. 6.1

Technology will develop a plan that addresses the need for adequate technical support and services for the entire campus community including adjunct faculty and staff. 6.2

SPC/LRC will develop a plan to ensure that information and learning resources are readily available when needed. 6.3

LRC will establish a written plan including timelines for captioning the video collection in collaboration with Library, Educational Television and DSPTS. 6.3

The District will develop a college wide plan covering accessible web design as outlined in the Distance Education Guidelines (6.3.3, 6.3.2). 6.3

Palomar College will fill open positions in both the Library Media Center and Academic Technology Group to increase needed support. 6.4

Palomar College will develop a plan to fill new positions to bring staffing levels closer to ACRL standards. 6.4

HR Council and LRC will develop a plan to staff the LRC at appropriate levels and provide the necessary Professional Development for their staff. 6.4

Palomar College will provide the necessary on going training that is needed for Library, AudioVisual, Academic Technology Group, and Information Services staff. 6.4

Palomar College will establish a realistic ongoing budget to assure ongoing maintenance and improvement of library facilities, equipment and holdings. 6.5

Palomar College will increasing the budget line item for new and replacement book purchases to provide a library collection that meets the needs of faculty and students. 6.5

Palomar College will increase Library funding to include a budget for Audio Visual repair and maintenance. 6.5

Palomar College will establish a centralized budget to fund replacement and purchase of hardware and software. 6.5

SPC will investigate a plan to move all information and learning resources into one division which would be a more efficient utilization of district resources. 6.5

SPC will develop a budget process that will provide adequate support for information and learning resources. 6.5

No action needed. 6.6

The Library Media Center and the Academic Technology Group will implement plans to collect data and report on the effectiveness of and user satisfaction with services offered. 6.7

Instructional planning Council and LRC will develop a plan to provide adequate and effective services to all Palomar CCD Students and community. 6.7

STANDARD SEVEN

No action needed. **A.1**

Palomar College will examine ways to improve recruitment of faculty and staff. **A.2**

Human Resources will review its faculty interviewing policies and consider adding follow-up questions and improving the interview environment. **A.3**

Human Resources Planning Council will develop a long-term plan designed to make progress toward achieving the 75/25 full-time/part-time faculty ratio. **A.3**

Palomar College will hire faculty as ethnically diverse as our student body. **A.3**

No action needed. **A.4**

HR will develop a plan to provide training to assist in performance evaluations. **B.1**

HR will review the new evaluations forms for classified staff and administrative employees to determine their effectiveness. **B.2**

TERB, Faculty Senate and PFF will examine current due process procedures to determine their adequacy. **B.3**

No action needed. **C.1**

No action needed. **C.2**

No action needed. **D.1**

No action needed. **D.2**

Human Resources in conjunction with employee groups in the development and/or revision of personnel policies will use language that ensures clear understanding. **D.3**

No action needed. **D.4**

STANDARD EIGHT

Educational and Facilities Master Planning Task Force will develop a comprehensive Educational and Facilities Master Plan that will provide the necessary space, programs and services that will best serve the needs of the residents of the District. 8.1

The technology committee will develop a way to enhance the technical and reliability of the network system. 8.1

Administrative Services Council will develop a plan to provide adequate resources to Facilities to ensure continuing quality that is necessary to support the instruction. 8.2

Facilities Planning Committee will provide guidance for improved campus signage. 8.3

The Technology Planning Committee will evaluate access to technology for students with disabilities and include recommendations for improvement in the Technology Master Plan. 8.3

The Superintendent/President will ensure that the comprehensive Emergency Plan is fully operational and functioning. 8.3

The Director of the Library will implement a security review of the San Marcos Campus Library building. 8.3

SPC/Technology will develop a formal planning and budgeting process for information technology to relate to resource allocations to expectations and activities. 8.4

No action needed. 8.5

STANDARD NINE

No action needed. **A.1**

Financial planning will be linked to the District's strategic plan. **A.2**

No action needed. **A.3**

No action needed. **A.4**

No action needed. **A.5**

The Training Coordinator will thoroughly train college staff on the new PeopleSoft Version 7.5 and its implementation. **B.1**

The District will conform to the standards required by the independent auditor in all its financial processes and reporting/documentation. **B.2**

Through its planning process, the District will investigate the feasibility of creating a grant administrator position to coordinate/oversee all grant activities. **B.3**

No action needed. **B.4**

The Purchasing Department will increase the implementation of E-Commerce purchasing. **B.5**

The Director of Information Services will implement push technology within the PeopleSoft Version 8 to improve the evaluation of the financial management system. **B.6**

No action needed. **C.1**

The Assistant Superintendent/Vice-President of Administrative Services will develop an amortization plan to address the increases in health care costs for retirees. **C.2**

No action needed. **C.3**

No action needed. **C.4**

STANDARD TEN

No action needed. **A.1**

The Governing Board should continue to encourage open discussions with the academic leaders of the college in order to stay abreast of all critical issues that arise. Additionally, the board should continue the open discussion and public reporting of the District's fiscal condition. **A.2**

The college will urge cooperation among faculty, staff, and deans to ensure participation in governance, without impairing the effectiveness of their units. **A.3**

The SPC will streamline the process of review of board policies. **A.3**

No action needed. **A.4**

No action needed. **A.5**

Periodic professional development will be provided for all board members. **A.6**

Board members will be invited to participate as standard committee members. **A.7**

Strategic plan implemented fall 2002. **B.1**

The Superintendent/President will ensure the Resource Allocation Committee should be directed to fund the priorities that are identified as part of the strategic three-year plan and one-year implementation plans. **B.2**

No action needed. **B.3**

No action needed. **B.4**

No action needed. **B.5**

The Faculty Senate will review procedures for committee appointments to ensure widespread participation in shared governance. **B.6**

The Faculty will revise its Constitution to reflect the official recognition of the Palomar Faculty Federation and in any other ways agreed upon by the faculty. **B.7**

The district will support faculty governance. **B.8**

Staff should monitor the amount of time needed for quality shared governance participation and report these findings at the end of every semester to the superintendent/president. Members should investigate methods to improve communication by continuing to develop more shared venues for information, and

opportunities for responses on their web sites as well as through the use of the Internet and e-mail. The A.A. should implement a membership feedback area on their web site to enhance the exchange of information. **B.9**

ASG, the Director of Student Affairs, the administration, and the faculty will develop a comprehensive public information campaign that will encourage more student participation in ASG. **B.10**



GOVERNANCE STRUCTURE GROUP REQUEST

Request submitted by Sherrill L. Amador, Ed.D.				Date October 1, 2002			
Proposed Name of Requested Group Government Affairs Committee							
	Council	X	Committee		Subcommittee		Task Force
Action Requested:			X	Add		Delete	Change
Role, Products, Reporting Relationships: Role: <ul style="list-style-type: none">• Develop an annual district advocacy agenda for local, state, and federal issues.• Provide a constituency-based structure for responding to issues which impact the college district.• Create and implement a governmental relations strategy to ensure ongoing cooperative relationships and communication with external policy decision-makers and their staffs.• Identify, cooperate with, and/or build coalitions with external groups which promote the district's advocacy agenda. Products: <ul style="list-style-type: none">• Annual advocacy agenda• Governmental relations strategies• Ongoing advocacy activities Reporting Relationship: <ul style="list-style-type: none">• Superintendent/President							
Meeting Schedule: 2 nd Thursday of each month, 2 p.m., and as needed							
Chair: Chief Advancement Officer/VP of Foundation							
Members: Director, Public Information Director, Marketing Communications Two representatives appointed by ASG Two representatives appointed by Faculty Senate One representative appointed by Administrative Association One representative appointed by <u>Supervisory/Confidential</u> Association One representative appointed by CCE/AFT Vice President, Finance & Administrative Services Dean, Student Support Programs Superintendent/President (ex-officio)							

Reviewed by Strategic Planning Council:

Comments:

_____ First Reading

_____ Approved/Denied