

STRATEGIC PLANNING COUNCIL AGENDA

MEETING TYPE:	<input checked="" type="checkbox"/>	Staff	Date:	11/5/02
	<input type="checkbox"/>	Product/Project	Starting Time:	2 p.m.
	<input type="checkbox"/>	Special	Ending Time:	4 p.m.
			Place:	SU-18

This meeting may last longer than the allotted 2 hours. Please plan to stay beyond 4 p.m. if necessary.

CHAIR:	Sherrill Amador	MEMBERS:	Barkley, Barton, Bedford, Bishop, Cater, Davis, Dimmick, Dolan, Drinan, Eberhart, Engleman, Fukunaga, Galli, Giese, Halttunen, Lutz, Madrigal, Melena, Miyamoto, Owens, Patton, Smith, Weimer
RECORDER:	Barbara Baldrige	GUESTS:	Wallenius, Wilson

Order of Agenda Items	Desired Outcome	Resources Used	Time Allotted
A. <u>MINUTES – October 1, 2002</u>	Decision		2 min.
B. <u>DISCUSSION ITEMS/FIRST READING</u>			
1. Educational and Facilities Master Plan Task Force Presentation (Doug Key, Mark Vernoy)	Discussion		60 min.
2. Revision of Governance Structure and Organization Chart	Discussion	Handout	10 min.
3. Board Policies			10 min.
a. Proposed BP 4020 – Program and Curriculum Development (to replace BP 7.08)	Discussion	Handout	
b. Proposed BP 4225 – Course Repetition (to replace BP 413)	Discussion	Handout	
c. Proposed BP 5120 – Transfer Center	Discussion	Handout	
d. Proposed BP 5050 – Counseling and Matriculation (to replace BP 401)	Discussion	Handout	
4. Counseling Reorganization Plan (Lynda Halttunen)	Information	Handout	5 min.
5. Matriculation and Transfer Advisory Committee – Change (Lynda Halttunen)	Discussion	Handout	5 min.
6. Institutional Review Process	Discussion		5 min.
7. Recommended Faculty Positions 2003-04 (Diane Lutz)	Discussion		5 min.
8. IPC Recommendations for Implementation Plan 2002-03 (Diane Lutz)	Discussion		5 min.
C. <u>ACTION ITEMS/SECOND READING</u>			
1. BP 7120 - Recruitment and Selection (to replace BP 174)	Discussion/Decision		5 min.
2. BP 3420 – Nondiscrimination (to replace BP 101)	Discussion/Decision		5 min.
3. Government Affairs Committee	Discussion/Decision		5 min.
D. <u>REPORTS OF PLANNING COUNCILS</u>			10 min.
1. Administrative Services Planning Council – Jerry Patton			
2. Human Resource Services Planning Council – Jack Miyamoto			
3. Instructional Services Planning Council – Diane Lutz			
4. Student Services Planning Council – Joe Madrigal			

E. REPORTS OF CONSTITUENCIES

10 min.

1. **Administrative Association** – Mollie Smith
2. **Associated Student Government** – Sean Weimer
3. **Confidential and Supervisory Team** - Jo Anne Giese
4. **CCE/AFT** – Mike Dimmick
5. **Faculty Senate** - Chris Barkley
6. **PFF/AFT** – Mary Ann Drinan
7. **The Faculty** – Nancy Galli

F. OTHER ITEMS



STRATEGIC PLANNING COUNCIL MINUTES

November 5, 2002

The regular meeting of the Palomar College Strategic Planning Council was held on Tuesday, November 5, 2002, in SU-18. The meeting was called to order at 2:02 p.m. by Dr. Sherrill L. Amador.

Roll Call

Members Present: Amador, Arguello, Barkley, Barton, Bedford, Bishop, Cater, Davis, Dimmick, Dolan, Drinan, Engleman, Fukunaga, Galli, Giese, Halttunen, Lutz, Melena, Miyamoto, Owens, Smith, Weimer

Members Absent: Madrigal, Patton

Guests Present: Barbara Baldridge, Mark Vernoy, Dale Wallenius, Darla Wilson

Chris Barkley introduced Mike Arguello, who was appointed by the Senate as the designee to serve on SPC for Judy Eberhart, the new Coordinator of Professional Development. Dr. Amador noted that PFF has appointed Bill Bedford as the designee to serve for Mary Millet.

A. Minutes

MSC Bishop, Cater

The minutes of the meeting of October 1, 2002, were approved.

B. Discussion Items/First Reading

1. Educational and Facilities Master Plan Task Force Presentation

Dr. Mark Vernoy presented a report from the Educational and Facilities Master Plan Task Force. The plan is available on the web at www.palomar.edu/masterplan. The presentation was a synthesis of the work of the task force. The charge of the task force is to devise an educational and facilities master plan, and it reports to SPC because it is a planning issue and one of our planning objectives for this year's Annual Implementation Plan. The Governing Board will decide whether or not any of the suggested facilities configurations are best for Palomar. Then the educational plans for the new centers/campuses/college will be created, and the facilities master plan for the build-out of the San Marcos campus will be done. We will need to decide exactly what will be built and in what sequence.

This information will be presented to the campus on November 7 and to the Governing Board at its special workshop meeting on November 19. The Board could take action as early as its December 10 regular meeting. The process that we have gone through prepares us for state funding. The fact that we do not have this plan in the Chancellor's Office has affected our funding. It also gives us priorities of what we are going to do, which will better prepare us to get continued state funding. When we go out to the community for a bond, we need to be able to tell them exactly what we plan to do with the funds. Our goal is to have a bond election in November, 2004, and it takes about a year and a half to prepare for a local bond election.

Our goal is to finish the Educational and Facilities Master Plan by June so that we don't miss getting into the cycle at the Chancellor's Office.

Dr. Vernoy asked that the constituent group leaders encourage their members to attend the meeting on November 7 and to view the information on the website. He also asked that anyone with additional input be encouraged to contact him. Members were asked to encourage others to attend Thursday's presentation in the Governing Board Room.

Clarification of Communication (Non-agenda item – Statement from the President)

Dr. Amador stated that a recent PFF flyer has caused some concern among students and faculty in that it had incorrectly stated the following: “The dental assisting and nursing programs are in jeopardy of being closed.” Dr. Amador stated that she considers that a serious statement and one that is absolutely not true. It affects students and it affects the faculty who are teaching in those areas. There is nothing that has been discussed nor is there an issue regarding those. She stated that she would appreciate that word going out as part of SPC’s responsibility of communication.

Secondly, there was a statement made, “Students were dropped for failure to pay as little as \$7 in past fees.” This semester, we have started doing what has not been done the last 2½ years or so during the implementation of PeopleSoft, and that is enforcing the payment of fees – something we are legally responsible for doing – so we are going to have students pay what they owe us. We have sent notices to the faculty to inform the students of the process, and we are going to do what is required of us by law – collect student fees.

There was also a statement made chastising Dr. Amador for a variety of things, among them the following: “The faculty and staff are effectively excluded from planning and decision-making.” Dr. Amador pointed out that planning and decision-making are the charge of the Strategic Planning Council. If this group does not feel they are part of the planning process, we need to have a discussion about that.

Mary Ann Drinan stated, “If there are individuals on advisory committees that view that programs may be ended, there is an issue with the advisory committees for those programs.” Dr. Amador responded, “There has never been an official act from this administration to get rid of dental assisting, so that statement is not true. It doesn’t make any difference whether there are people who believe it to be true because it is not true. We should be concerned about what is true. Otherwise, you are spreading rumors, innuendoes, and lies. In this case, to say that the dental assisting and nursing programs are in jeopardy of being closed, you are affecting students and the staff that you are supposed to be protecting.” Mollie Smith encouraged those who print newsletters to fully research information before it is printed because of the effect the printed word has on students whom we keep espousing that we are protecting. Ms. Drinan asked, “So we can’t base our statements on the words of advisory board members is what you’re saying? We think that they have more of an insight or are able to analyze because of their close proximity to the programs, and so that is why they were viewed as reliable sources.” Dr. Amador responded, “What you are saying is totally incorrect. Advisory boards do not get rid of programs. It is the College’s responsibility. You need to understand what an advisory committee does.” Dr. Miyamoto stated, “I think that in the climate that we’re in, we always understand there’s going to be some political spin put out by whatever group, but I do think it’s all of our responsibilities to try to make sure that we do not hedge on what’s factual and put out things that aren’t truthful. I would certainly take exception – and I don’t want to continue this either – to think that advisory committees are making decisions for the College. I think we would all cringe to think that those folks that are advisory would make those decisions and that we would all acquiesce to those advisory boards without an administrative decision. I think we need to be real careful that we don’t say things that are on the borderline of what is true and what is somebody’s opinion.”

B. Discussion Items/First Reading (continued)**2. Revision of Governance Structure and Organization Chart**

Dr. Amador presented a draft of the product of the task force/writing team in revising and consolidating the wording on pages 1-3 in the faculty manual and the organization chart of the governance structure that was approved 6/12/01. (Exhibit B-2) It includes the structure and the process within the SPC.

This item will be brought back for discussion at the next meeting.

Mary Ann Drinan asked about the plan to reorganize at the division level, “That is something that has not come to the Strategic Planning Council. And I would like to know why that is not something that has come to this group when the plan has been circulated probably for about six weeks or more, approximately six weeks.” Diane Lutz responded, “Because it’s at the division level for input from the various departments. Once we get that, we’ll take it to IPC; in fact, it’s going to IPC next Wednesday. And that was pushed because of the Senate, not because that’s the timing that I wanted to have it. Then, once it’s presented at IPC, it’ll come here.” Dr. Amador added, “IPC needs to work through whatever before it brings it up here. It isn’t coming from SPC, it’s coming from the instructional area.”

Chris Barkley announced that the Faculty Senate has directed the faculty at its November 13 meeting to invite the IPC, PFF, and CCE to get as much discussion from faculty and staff on the proposed reorganization as possible. Ms. Lutz has agreed to bring the IPC to that meeting.

Dr. Amador stated, "Mary Ann, I want to clarify how things come to SPC and where they start. If, for instance, and I'll use the technology issue, that was something I proposed coming out of my office, so I used Strategic Planning Council. But in the case of instruction/dean/division issues that they are working on, it doesn't start here; it starts there and works its way up to SPC." Diane Lutz added that it began with instruction, went to the deans and divisions, and then to the department chairs/directors meetings where she has solicited feedback. When she had received enough feedback and met with the people who were concerned, then she planned to take it to IPC. Chris Barkley had asked Ms. Lutz to have the IPC at the meeting with the faculty, which she has planned to do. Dr. Amador added that the plan had also been presented to the Cabinet for feedback.

Ms. Drinan stated, "So not every plan like this that comes to the Cabinet is going to come for a first reading to SPC. My question is, if we're a group that is informing our members among other tasks that we have, this is an issue that many people are very much involved in, and I'm sure you've gotten lots of long letters from faculty members." Dr. Amador responded, "No." Ms. Drinan continued, "They said they were going to write letters – there are long letters out there being drafted. Most of us really didn't know about it – I mean, in a sense, I mean – at the Chairs and Directors meeting certainly it was brought forward, but – and our dean mentioned it. I was just trying to understand how ideas move through." Dr. Amador added, "On IPC, we have I don't know how many faculty representatives, but I know there is a considerable number, and that's where all those discussions should be. We should not be having those kinds of discussions – in terms of something that is related to the division structure. That needs to be worked out because we're not coming from that knowledge base. In the case of technology, because there are two VPs involved, and that is an area that is directly responsible to me, that is why I brought it here. I can see why there might be confusion. But we won't be bringing any kind of organization starts in the technology area. There are some organization changes within counseling that are counseling/student services issues that should be discussed there among those folks first and then brought forward here."

3. Board Policies

Dr. Amador explained that the Chancellor's Office found Palomar College to be out of compliance with minimum conditions in several areas involving Board Policies. If we do not bring the College into compliance, it will have an impact on our funding. Approximately three years ago, all districts in the state were asked to turn in all of their board policies and items that related to the minimum conditions that are in the Education Code. This year, we received the letter from the Chancellor's Office stating that we are still out of compliance. Consequently, it is necessary to write/revise a number of policies in the next few months. We have changed the numbering system to coordinate with that of the CCLC's policy manual because the Board Policy Review Project utilizing the CCLC's manual of recommended policies is currently underway. The CCLC's manual contains the minimum that needs to be in a board policy based on the Education Code, Title 5, Government Code, etc. It does not mean that is the way the policy will end up, but that is what we are using as the boilerplate to start the process. Many colleges in the state are also using it in this manner as it was written by a legal firm specializing in this area of the law.

- a. Item was removed from the agenda as it is still at the Instructional Planning Council. Chris Barkley stated, "I know this will be coming back, but I would rather it didn't come back in the form that it's coming back because the Senate has already had a chance to see it and is very concerned because this is program and curriculum development, which are both academic and professional matters, and we're concerned about these being assigned to the Superintendent/President without acknowledging the role of the Faculty Senate up front, right at the very beginning. So if this is being discussed at IPC, I know there are several faculty members that are there, but I would like to be able to come and speak to this and possibly make some changes in this before we bring it back here. The Senate had several concerns that I was going to speak to today. If it isn't here yet, I still would like those concerns heard so we can circumvent them before it comes back." Dr. Amador commented, "Right – in fact, my view would be that the Curriculum Committee might be a good place to start, since they are charged with program and curriculum development. Have them look at it and then go to IPC." [Note: At the November 19 meeting, Ms. Barkley stated that after the Curriculum Committee, it should go to the Faculty Senate.]

b. Proposed BP 4225 – Course Repetition (to replace BP 413)

The group reviewed the proposed BP 4225 and suggested that it be revised as follows:

BP 4225 - Course Repetition - (to replace BP 413)

Reference: Title 5, Sections 55761-55765

Students may repeat a course under the following conditions:

- A. The course has been identified in the Catalog as repeatable, and the student has not taken a course more times than allowed; OR,
- B. The student is repeating a course to alleviate a D, F, or NC grade; OR,
- C. The student is repeating a course after a lapse of three years by approved petition of the Director of Enrollment Services.
- D. The student is repeating a course after a lapse of less than three years by approved petition of the Director of Enrollment Services based on the previous grade being, at least in part, the result of extenuating circumstances. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student.
- E. To meet legally mandated training requirements as a condition of continued employment. No limitation on repetitions.

Under conditions B, C, and D above, a course may be repeated only once for State apportionment.

When course repetition occurs, the permanent academic record shall be annotated in such a manner that all work remains legible, ensuring a true and complete academic history.

c. Proposed BP 5120 – Transfer Center

The group reviewed the following proposed policy:

BP 5120 - Transfer Center

Reference: Title 5, Section 51027

The District recognizes as one of its primary missions the transfer of its students to baccalaureate-level institutions. The District further recognizes that students who have historically been under-represented in transfer to baccalaureate level institutions are a special responsibility.

The Superintendent/President shall assure that a transfer center plan is implemented that identifies appropriate target student populations, is designed to increase the transfer applications of under-represented students, and complies with law and regulations.

d. Proposed BP 5050 – Counseling and Matriculation (to replace BP 401)

The group reviewed the proposed BP 5050:

BP 5050 - Counseling and Matriculation (to replace BP 401)

Reference: Education Code sections 78210, et seq.; Title 5, Section 55500

The District shall provide counseling and matriculation services to students for the purpose of furthering equality of educational opportunity and academic success. Palomar College will provide counseling and matriculation services to all students who enroll in credit courses. Counseling and matriculation will assist students in optimizing their opportunities for successfully completing their educational goals through the District's established programs, policies, and requirements. This will provide enhanced admission, assessment, orientation, academic career, transfer and personal counseling, advising and follow-up services.

The Superintendent/President shall establish procedures to assure implementation of counseling and matriculation services that comply with the Title 5 regulations.

Mary Ann Drinan asked about the logic of the new policy numbering system. A list will be provided for the group at the next meeting. The new policies will bring us into compliance with the Chancellor's Office. The research for the CCLC policies was done by their legal firm to be certain that all Codes, Title 5, Government Code, etc. were examined to ensure that conflicts were resolved. We get semi-annual updates as there are new regulations regularly issued through the consultation process of the Chancellor's Office. Palomar's Board Policies and Procedures are intertwined, and we are missing policies that we should have. All of these will be rectified through the Board's Policy Review Project.

4. Counseling Reorganization Plan

Lynda Halttunen distributed copies of the plan and discussed the reorganization of the Counseling and Matriculation Division. (Exhibit B-4) Council members were asked to provide feedback at the next SPC meeting.

5. Matriculation and Transfer Advisory Committee

Lynda presented for the first reading, the proposed change in the current Matriculation Advisory Committee to the Matriculation and Transfer Advisory Committee. (Exhibit B-5) Mike Dimmick requested that a classified staff member be added to this committee.

6. Institutional Review Process

Dr. Amador noted that a notice has been received from the Co-Chair of the Institutional Review Committee that the committee has decided to examine and revise its processes to bring them in line with the new strategic planning model. They also want to look at the institutional review processes in other colleges. They would like to have a moratorium on all reviews for one year while the process is revised. Dr. Amador will ask Lisa Cecere or Mike Rourke to attend the next SPC meeting to clarify this matter.

7. Recommended Faculty Positions 2003-04

Diane Lutz distributed copies of the Instructional Planning Council's faculty hiring recommendations for Fall, 2003. (Exhibit B-7) She noted that Joe Madrigal, who was not present at this meeting due to illness, has an additional position he would like to add to the list. This matter will appear on the agenda for the next meeting.

8. Item was removed from the agenda.

C. ACTION ITEMS/SECOND READING

1. BP 7120 – Recruitment and Selection (to replace BP 174 and BP 26)

MS Bishop, Halttunen to approve this policy.

Chris Barkley requested additional time for the Senate to work on the accompanying procedures prior to approval of this policy. They have assigned this to a committee to immediately devise procedures that they can accept. She assumes this policy will be acceptable when they have procedures that are also acceptable to them. Until then, the Senate does not feel comfortable going forward with this policy because it would replace what is now in place and would make it impossible for any hiring to take place.

The faculty poll on this matter was 67 against to 38 in favor of the policy, and 71 against to 36 in favor of the procedures. Unfortunately, there were 17 ballots that were declared invalid because they hadn't come back with double envelopes. It was noted that only a third of the faculty had responded to the poll. Dr. Amador noted that, based on the Senate's request, we added into this policy the following wording, "The Governing Board elects to rely primarily upon the advice and judgment of the Faculty Senate on Academic and Professional Matters. Faculty hiring is an Academic and Professional Matter." Dr. Amador noted that this wording is exactly as requested by the Senate, but the Senate is still not willing to take the responsibility for the vote on this. Chris Barkley stated that the Senate wishes to continue to use BP 174 until they have procedures that are acceptable. Dr. Amador reminded those present that, per the request of the faculty, we were going to change the policy because we had the Affirmative Action issue, and she agreed to do that because the Faculty Senate gave their word that they were going to work through the process and come up with a policy so that we could do the hiring this year in a timely manner. Dr. Amador does not feel that this was honored. She would not have changed the policy removing the presence of a District representative on the first level. Dr. Miyamoto stated that it is possible to move forward on the policy and still retain the former procedure by utilizing the correct language. Dr. Amador noted that we still do not have a District representative on the first level, so we would need to have

discussion on that and resolve the matter. During the past year without that representative, we found ourselves in two problem situations. Ms. Barkley would like her committee to meet with Dr. Miyamoto to see if this can be worked out within the next couple of weeks. She will ask the committee to take the things in the existing policy that are not in the procedures and move them into procedures so that they can pass procedures that are the same as they now have but including someone functioning as the AA rep had functioned. If that were passed immediately, everything else would be in effect.

Following discussion, it was MSC Barkley, Cater to postpone action on this item.

2. BP 3420 – Unlawful Discrimination (to replace BP 101)

Dr. Jack Miyamoto presented the draft of the Unlawful Discrimination policy for the second reading. The Chancellor's Office has requested that this be adopted in accordance with the passage of Proposition 209. He noted that two campus groups had requested that the second stricken-out paragraph of the old policy be reinstated.

Mary Ann Drinan noted that a larger number of groups were listed as protected during the PFF negotiations team's discussion and tentative agreement with the District in 2001. Dr. Miyamoto stated that the protected groups cited in the policy are those that federal and state law mandate be protected. The others to which Ms. Drinan referred are additional groups that a District can choose to protect. When the Board approves the contract with the faculty, they would be approving those additional groups as they relate to the faculty. Ms. Drinan is concerned that the faculty contract would not be in compliance with the Board policy if it is approved as written. Dr. Miyamoto stated that it is not uncommon for any group to have minimum standards of threshold that they must have in place. It is not unusual for anyone to embellish those or add additional ones, which happens many times in terms of what a minimum set of standards or Board policy or "legalese" state and then have individual agreements that far exceed the minimum threshold. That is any organization's right.

Mike Dimmick suggested that we consider adding the extra items to the policy. Chris Barkley noted that the Faculty Senate has also recommended that this be done. The Senate also would like to add back the first sentence of the first stricken-out paragraph.

Dr. Miyamoto discussed in detail the District's investigation procedure of complaints and the need for confidentiality. The decision is reported to the Chancellor's Office.

The Senate has not approved this policy and requested additional time before the SPC takes action on it. Dr. Miyamoto stated that we must have a Board-approved policy in place and in the Chancellor's Office by the end of December.

Following discussion, it was agreed to postpone action on this item until the November 19 meeting.

3. Government Affairs Committee

MSC Barkley, Cater to approve the institution of the Government Affairs Committee with the addition of a representative from the PFF. (Exhibit C-3)

D. ADJOURNMENT

Due to the lateness of the hour, the remainder of the agenda was postponed to the next meeting and the meeting was adjourned at 4:59 p.m.

Palomar College Governance Structure

Introduction

The Palomar College governance structure involves faculty, staff, administration, students, and the community in the planning and operation of the College. The governance structure and practices embrace the Palomar College values of supporting inclusiveness of individual and community viewpoints in collaborative decision-making processes; promoting mutual respect and trust through open communication and actions; and fostering integrity as the foundation for all we do. The Governing Board is the final authority for governance at Palomar College. The Governing Board delegates authority to the Superintendent/President who in turn solicits and receives input through the participative decision-making process.

Organization

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

Representation

The governance structure provides for representation from seven recognized constituencies at Palomar College; students, Faculty Senate, bargaining unit faculty, bargaining unit classified staff, Administrative Association members, Supervisory/Confidential employees, and senior and executive administration.

Appointments from the constituencies, when not specified by position, are made by the following:

- ASG – students
- Faculty Senate – faculty on academic and professional matters
- PFF/AFT – faculty
- CCE/AFT – classified staff
- Supervisory/Confidential – supervisors and confidential employees
- Administrative Association – directors and managers

- Superintendent/President – senior and executive administrators

The constituent appointees serve the length of term designated by their representative group.

Responsibilities of Representatives

The primary responsibilities of representatives are as follows:

- prepare for and attend meetings
- participate in discussions
- communicate with individual constituencies; and
- contribute to informed decision making.

Recommendation Process

Recommendations shall emerge ideally as a result of group consensus. When consensus cannot be reached, a majority of those voting shall determine the recommendation.

Each chair is responsible for communicating recommendations through the appropriate administrative and/or governance structure..

All representatives responsible for keeping their respective constituencies informed of the proceedings and recommendations.

Definitions of Governance Structures

Council – A group of constituency representatives designated or selected to act in an advisory capacity that meets on a regular basis. The charge of a council entails college-wide issues.

Standing Committee – A permanent committee of constituency representatives intended to consider all matters pertaining to a designated subject that meets on a regular basis. A standing committee is part of the governance structure.

Permanent Sub Committee – A permanent sub group of a standing committee designated to consider specific subjects in detail for recommendations back to the standing committee. The chair must be a member of the committee to which it reports. Other members need not be members of the committee to which it reports.

Ad Hoc Committee – A committee created by a council or standing committee to address and make recommendations on a particular subject as needed and meets until a task is completed. The members need not be from a council or standing committee.

Task Force – A constituency-represented group created to address a special college-wide subject/issue and meets until the subject/issue is resolved.

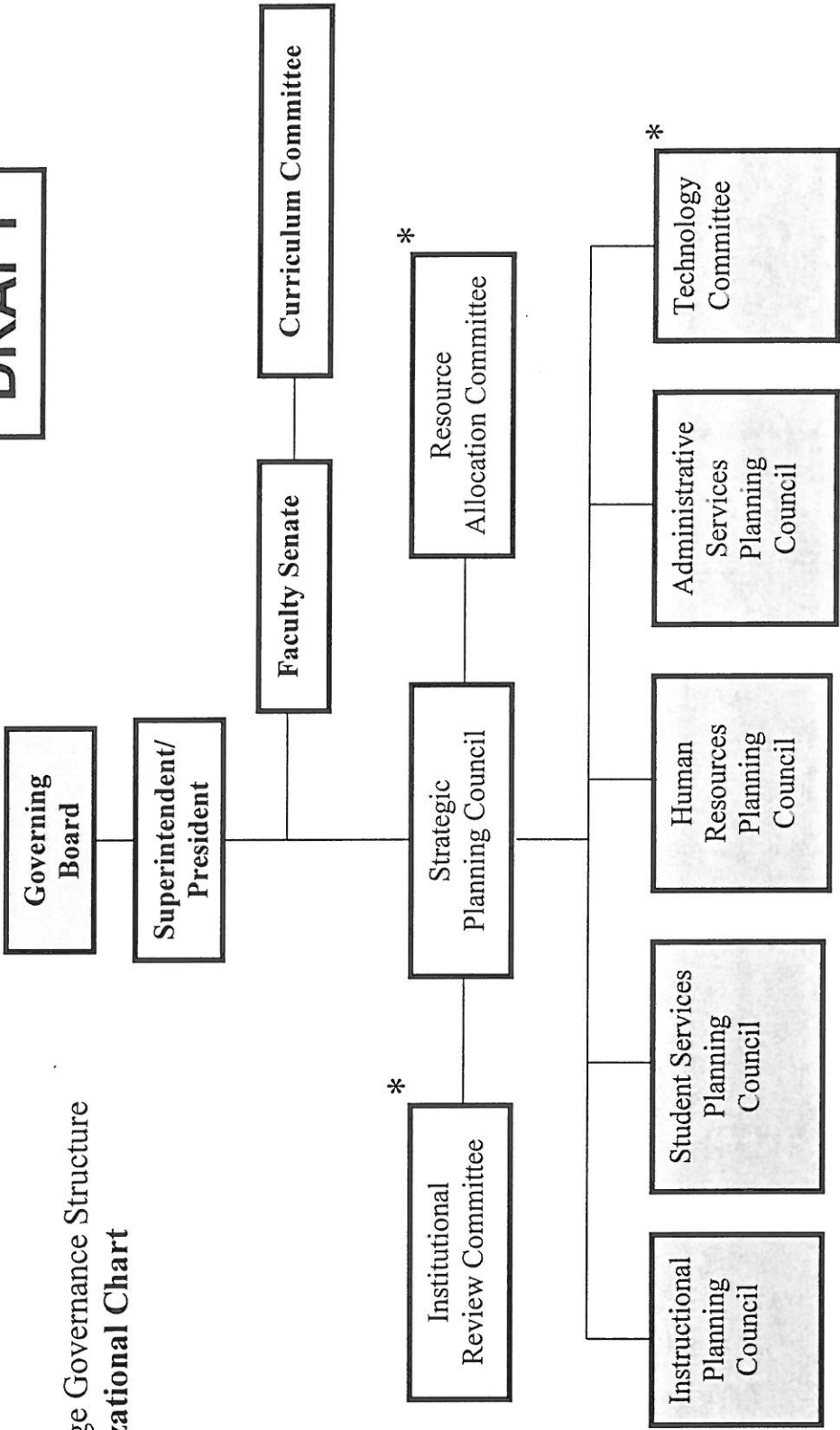
Open Access

Governance meetings are public. In addition to representation afforded to individuals through constituencies, other individuals and groups may be heard in any governance meeting by requesting and receiving permission from the chair to participate and/or have items added to the agenda. Written minutes will be prepared for all governance meetings. Agendas, minutes, reports, and other work products of all governance committees and other groups involved in governance should be made readily accessible to all interested parties.

10/22/02

Palomar College Governance Structure
Organizational Chart

DRAFT



* In Revision Process

BP 4225 Course Repetition

DRAFT

(to replace BP 413)

Reference:

Title 5, Sections 55761-55765

Students may repeat a course in which substandard grades (less than "C") were earned under the following conditions:

- A. The course has been identified in the Catalog as repeatable, and the student has not taken a course more times than allowed; OR,
- B. The student is repeating a course to alleviate a D, F, or NC grade; OR,
- C. The student is repeating a course after a lapse of three years by approved petition of the Director of Enrollment Services.
- D. The student is repeating a course after a lapse of less than three years by approved petition of the Director of Enrollment Services based on the previous grade being, at least in part, the result of extenuating circumstances. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student.
- E. To meet legally mandated training requirements as a condition of continued employment. No limitation on repetitions.

Under conditions B, C, and D above, a course may be repeated only once for State apportionment..

When course repetition occurs, the permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history.

The CR/NC option is not available if a D or F grade was received the first time.

Students discovered through the course repetition programs who do not comply with the above regulations will be administratively dropped from those classes and will be notified by mail to see a counselor for alternative course selection.

Students dropped as a result of this process will be eligible for a refund of the enrollment fee. 5 CAC 55761, 55762, 55763, 58161; GB 9-17-85

DRAFT**Palomar Community College District****Board Policy 5120****Transfer Center**

The District recognizes as one of its primary missions the transfer of its students to baccalaureate level institutions. The District further recognizes that students who have historically been underrepresented in transfer to baccalaureate level institutions are a special responsibility.

The Superintendent/President shall assure that a transfer center plan is implemented that identifies appropriate target student populations, is designed to increase the transfer applications of underrepresented students and complies with law and regulations.

Title 5, Section 51027

September 25, 2002

BP 5050 Counseling and Matriculation

DRAFT

Reference:

Education Code sections 78210, et seq.; Title 5, Section 55500

The District shall provide counseling and matriculation services to students for the purpose of furthering equality of educational opportunity and academic success. Palomar College will provide counseling and matriculation services to all students who enroll in credit courses. Counseling and matriculation will assist students in optimizing their opportunities for successfully completing their educational goals through the District's established programs, policies, and requirements. This will provide enhanced admission, assessment, orientation, academic career, transfer and personal counseling, advising and follow-up services.

The Superintendent/President shall establish procedures to assure implementation of counseling and matriculation services that comply with the Title 5 regulations.



Counseling & Matriculation Division Reorganization

Packet Contents

- ❖ **Counseling Services Supervisor Rationale**
- ❖ **Counseling Services Supervisor Job Description**
- ❖ **Current Organization Chart**
- ❖ **Proposed Organization Chart # 3**
- ❖ **Proposed Organization Chart # 4**

25 September 2002
Draft
COUNSELING & MATRICULATION DIVISION
REORGANIZATION

New Position:

Counseling Services Supervisor

The Counseling Services Supervisor will be a classified manager, working 40 hours a week, non-rotational, 12 month calendar.

Background:

Currently, the Director of the Career Center and the Director of the Transfer Center are full time faculty on special assignment. Each Director has 50% release time to perform administrative duties and responsibilities in their respective centers. Required functions such as budget development, tracking and monitoring, and classified staff supervision and evaluation have been done by faculty. These centers, including counseling, have not had 12 month departmental supervision, and counseling faculty are not hired to perform these functions.

Rationale:

Matriculation Annual Goals and Objectives for the past few years have identified a need for a full time position that would be responsible for the counseling front desk. Scheduling and evaluation of front desk staff has been done as a portion of the 20% release time given to the Counseling Department Chair. When the Department Chair is not available, this responsibility has been handled by the Dean. This is not a satisfactory arrangement.

One supervisor, responsible for all the classified staff in the Counseling and Matriculation Division (excluding Assessment and School Relations) will assist in creating a more efficient, team approach to serving students. Cross training and covering staff absences due to vacation or illness will be more easily addressed, especially if there is a need for classified staff to be shifted to other areas during busy times. This will serve to unify all counseling services, which currently operate independently and somewhat unrelated.

The Transfer and Career Center Directors currently rotate their assignments. The Counseling Services Supervisor will be a 40 hours a week, 12 month position. Staff and budget require year round monitoring.

"Career and Transfer Counselors" will be generalist counselors on special assignment. These counselors will attend professional meetings and conferences and be the subject area experts. They will no longer evaluate, supervise, and schedule classified personnel, nor maintain budgets.

Current classified staff will be assigned certain functions currently performed by the Director of the Career Center and the Director of the Transfer Center and will be appropriately reclassified. The reclassifications will ensure a continuity of services to students. (See draft Instructional Support Assistant.)

25 September 2002
Draft
COUNSELING SERVICES SUPERVISOR
Counseling & Matriculation Division

PRIMARY FUNCTION

Under the direction of the Dean of Counseling & Matriculation, supervise, organize, and plan the daily operations of the Counseling Center, Transfer Center, Career Center offices and Articulation; including classified staff and student workers. Assist in the development, direction and coordination of classified personnel, policies, programs and services; assist with budget development and expenditure tracking and equipment and material utilization.

MINIMUM QUALIFICATIONS Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The background required would be: Bachelor's degree in business, human resources, public administration, or related field and three years professional supervisory experience, including at least two years experience in student services or other public employment area. Competence using Microsoft Office software including Word and Excel.

DUTIES AND RESPONSIBILITIES

Supervise, plan and coordinate the daily operational duties of the classified staff in the Counseling Center, Transfer Center, Career Center, and Articulation; plan, arrange, and maintain work assignments and work schedules for classified staff; conduct staff meetings; establish priorities and adjust assignments to ensure efficiency. Train, discipline, reassign and terminate personnel in accordance with College regulations; recommend salary reclassifications and perform classified personnel evaluations; assist with the resolution of complaints and performance problems from classified staff; coordinate and supervise classified personnel functions including employee leave; ensure all human resource legally-required documents are completed correctly and submitted in a timely manner for new and replacement classified full-time, part-time, short-term and student employees; assure compliance with personnel records retention requirements; perform related duties and responsibilities as required to provide a safe and healthy working environment.

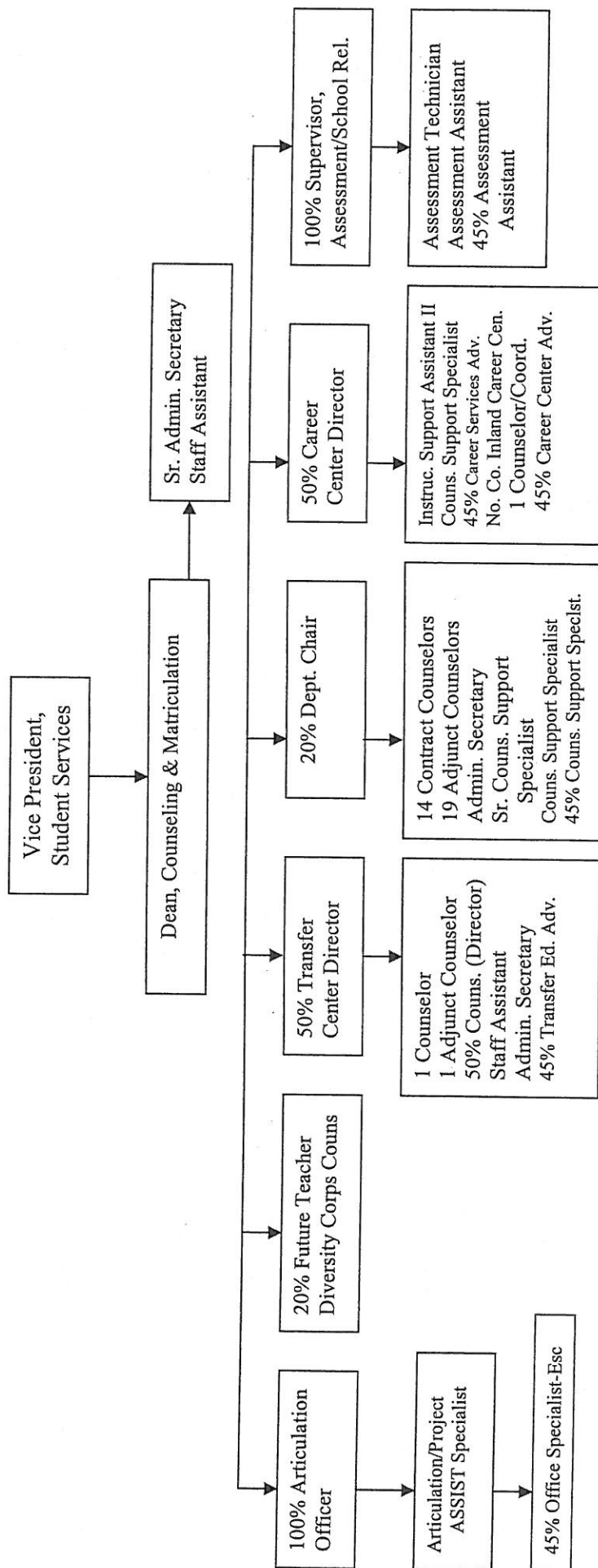
Assist the Counseling and Matriculation Dean, Department Chair, Articulation Officer and the Career and Transfer Center special assignment counselors in budget development and expenditure tracking.

Develop, document, maintain, and prepare fiscal quarterly and annual reports for State and District departments and offices. Design, conduct and respond to research and survey studies. Prepare analytical and statistical reports on operations and activities for Counseling and Matriculation Division areas as necessary;

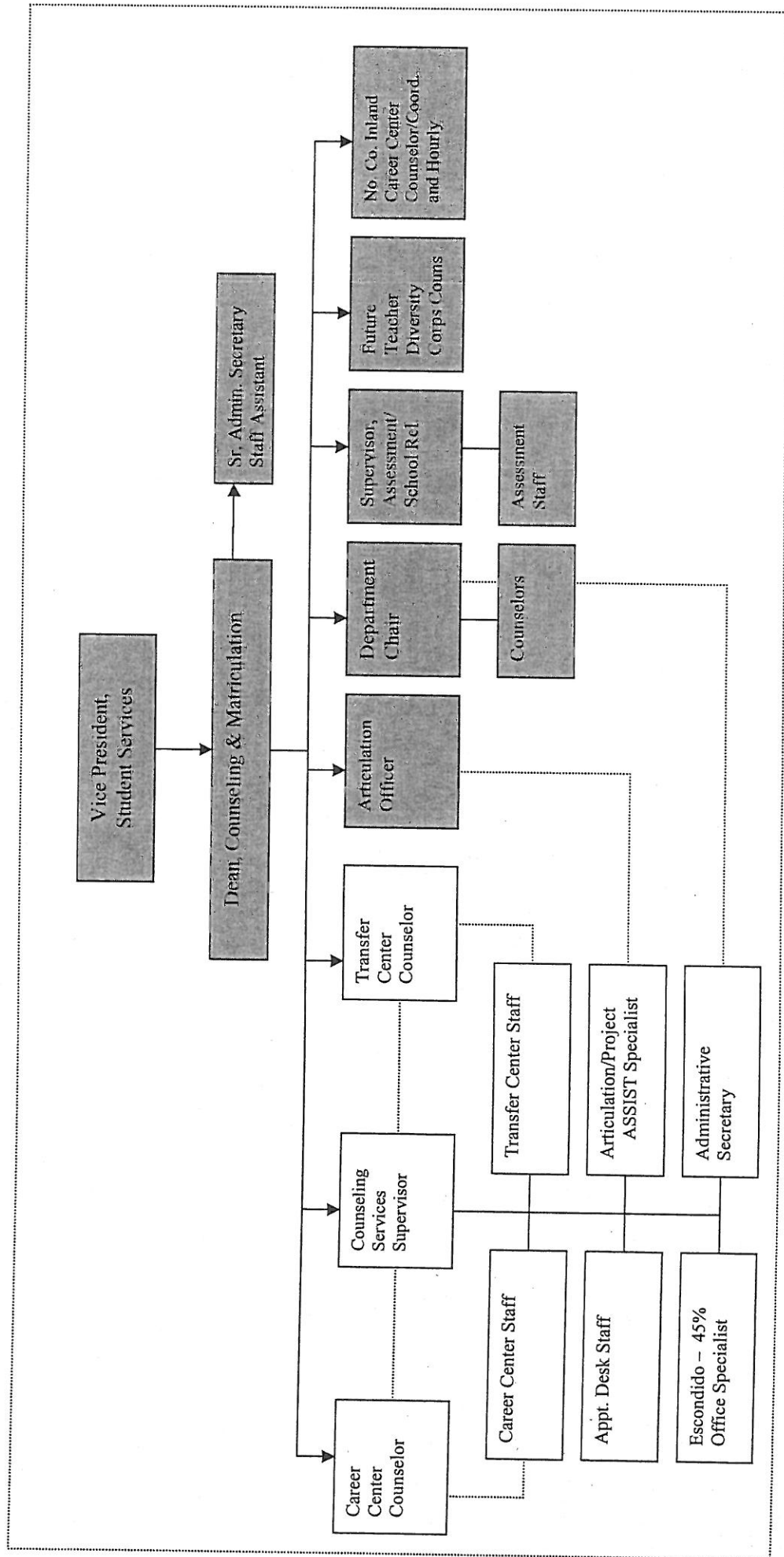
Recommend, prepare and assist in the implementation of departmental goals, objectives, policies and procedures; serve as the liaison in the office for students, staff, campus, and/or community inquiries including supervision, investigation and response to complaints from employees and students.

Supervise the implementation and administration of appointment scheduling software.

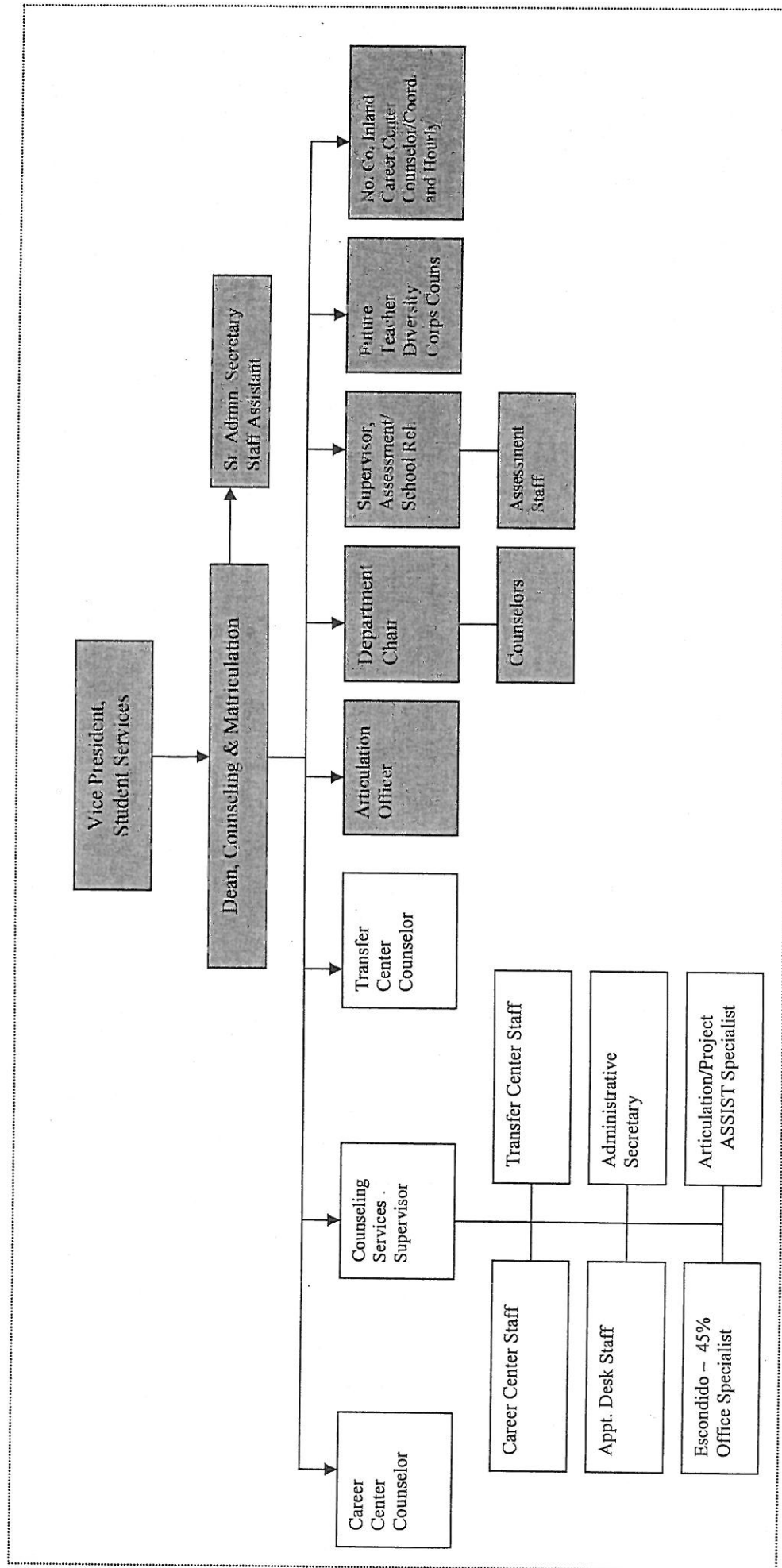
Current Organization Chart Counseling and Matriculation



Proposed Organization Chart Counseling and Matriculation



Proposed Organization Chart Counseling and Matriculation



GOVERNANCE STRUCTURE GROUP REQUEST

Request submitted by Lynda Halttunen Date 4 October 2002

Proposed Name of Requested Group MATRICULATION AND TRANSFER ADVISORY COMMITTEE

Council	X	Committee		Subcommittee		Task Force
Action Requested:	Approval		Add		Delete	X Change

Role, Products, Reporting Relationships:

The purpose of the Matriculation and Transfer Advisory Committee is to review and support the activity of the Matriculation and Transfer programs. Matriculation and Transfer Advisory Committee members are responsible for articulating the Palomar College Matriculation Plan and the Transfer Center Plan, goals, objectives, budget revisions and accomplishments to the constituencies they represent. This committee reports directly to the Student Services Planning Council.

Meeting Schedule: 2nd Thursday, 2:00 p.m., September, December, March and May. Additional sub-committee meetings, as required.

Chair: Dean, Counseling and Matriculation

Members:

Dean, Counseling and Matriculation, Chair
Vice President, Instruction
Vice President, Student Services
Non-Credit Matriculation Coordinator
One ESL Instructor
One Math Instructor
One English Instructor
One Reading Instructor
Director, EOP&S

Director, Information Services
Director, DSP&S
Director, Enrollment Services
Director, Institutional Research and Planning
Assessment and School Relations Supervisor
One Instructional Dean
Transfer Counselor
Counseling Services Supervisor
One Student

Reviewed by Strategic Planning Council:

Comments:

11-5-02 First Reading

_____ Approved/Denied

Faculty Hiring Recommendations for Fall 2003

Priority	Position	PT FTEF	FT FTEF	PT/FT Ratio	WSCH	WSCH/FTEF	Comments
1	Psychology	6.86	6.2	0.53	6,965	534	
2	PE/Athletics	12.79	12.22	0.51	10,741	429	
3	Spanish	8.67	8.4	0.51	8,722	511	
4	Photography	3.35	3.3	0.5	3,119	469	
5	Child Development	4.1	2.6	0.61	4,257	635	
6	Fire	2.79	0	1	1,530	548	
7	Chemistry	4.07	5.8	0.41	4,412	447	
8	Interior Design/Drafting	3.64	3.78	0.49	3,621	494	Totals and ratios are a combination of the disciplines
9	Mathematics	24.38	20.93	0.53	26,429	571	
10	Political Science	2.8	2.4	0.54	2,802	539	
11	Speech	6.7	7.6	0.59	4,910	435	
12	History	7	6.4	0.52	8,061	602	
13	English	25.2	20.33	0.55	17,541	385	

Note: All data from Fall 2001 FTEF, WSCH and WSCH to FTEF by Department and Discipline

B-7
Approved by Instructional Planning Council
10/23/02

Recommended Faculty Carry-Over Positions From 2001-02

Dental Assisting – Instructor/Director - *Spr 2003*
Dental Assisting *Fall 2003*
Electronics and Computer Hardware Technology - *Spr 2003*
Mathematics (2) *Fall 2003*
English " "
Business Education " "

DRAFT

Palomar Community College District Board Policy 7120

Recruitment and Selection

(Replaces existing BP 174) + BP 26 Admin Hiring

The Palomar Community College District recognizes that excellence in student learning and student success requires that faculty, staff, and administrators have a clear understanding of and commitment to the mission, vision, and values of the institution. Additionally, the District seeks to employ highly qualified faculty, staff, and administrators who are sensitive to and understand the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of the student population in such a way that effective student learning results.

The Superintendent/President shall establish procedures for the recruitment and selection of employees including, but not limited to, the following criteria:

Academic employees shall possess the minimum qualifications prescribed for their positions by the Board of Governors.

The criteria and procedures for hiring academic employees shall be established and implemented in accordance with Board policies regarding the Faculty Senate's role in local decision-making. The Governing Board elects to rely primarily upon the advice and judgment of the Faculty Senate on Academic and Professional Matters. Faculty hiring is an Academic and Professional Matter.

The criteria and procedures for hiring classified employees shall be established after affording the CCE/AFT an opportunity to participate under the Board's policies regarding local decision-making.

The criteria and procedures for hiring administrative and supervisory employees shall be established after affording the Administrative Association and the Supervisory/Confidential Association, as appropriate, an opportunity to participate under the Board's policies regarding local decision-making.

Education Code Section 70902(d);

Education Code Section 87100 et seq.

BP 3420 - UNLAWFUL DISCRIMINATION

BP 101

~~Staff Diversity/Affirmative Action~~

~~Staff Diversity/Affirmative Action (89-13529)~~

DRAFT

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.~~

retain

~~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



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	<input checked="" type="checkbox"/>	Committee		Subcommittee		Task Force		
Action Requested:				<input checked="" type="checkbox"/>	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: <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> 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 Confidential/Supervisory Team One representative appointed by CCE/AFT </div> <div style="width: 45%;"> Vice President, Finance & Administrative Services Dean, Student Support Programs Superintendent/President (ex-officio) <i>One rep appointed by PFF</i> </div> </div>									

Reviewed by Strategic Planning Council:

Comments:

10/1/02 First Reading

11-5-02 Approved/~~Denied~~