

## STRATEGIC PLANNING COUNCIL AGENDA

MEETING TYPE:	<input checked="" type="checkbox"/>	Staff	Date:	11/19/02
	<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:** Arguello, Barkley, Barton, Bedford, Bishop, Cater, Davis, Dimmick, Dolan, Drinan, Engleman, Fukunaga, Galli, Giese, Halttunen, Lutz, Madrigal, Melena, Millet, Miyamoto, Owens, Patton, Smith, Weimer

**RECORDER:** Barbara Baldrige

**GUESTS:** Wallenius, Wilson

Order of Agenda Items	Desired Outcome	Resources Used	Time Allotted
<b>A. <u>MINUTES – NOVEMBER 5, 2002</u></b>	Decision		2 min.
<b>B. <u>ACTION ITEMS/SECOND READING</u></b>			50 min.
1. Proposed BP 4225 – Course Repetition (to replace BP 413) (Minimum Conditions)	Discussion/Decision	Handout	
2. Proposed BP 5120 – Transfer Center (Minimum Conditions)	Discussion/Decision	Handout	
3. Proposed BP 5050 – Counseling and Matriculation (to replace BP 401) (Minimum Conditions)	Discussion/Decision	Handout	
4. BP 7120 – Recruitment and Retention (to replace BP 174 and BP 26)	Discussion/Decision	Handout	
5. BP 3420 – Unlawful Discrimination (to replace BP 101) (Compliance)	Discussion/Decision	Handout	
6. Matriculation and Transfer Advisory Committee	Discussion/Decision	Handout	
7. Counseling Reorganization Plan	Discussion/Decision	Handout	
8. Recommended Faculty Positions for 2003-04 (Diane Lutz, Joe Madrigal)	Discussion/Decision	Handout	
<b>C. <u>DISCUSSION ITEMS/FIRST READING</u></b>			50 min.
1. Institutional Review Process (Mike Rourke)	Discussion		
2. Proposed Increase in Planetarium Fees (Mike Rourke)	Discussion		
3. Proposed Financial Aid Advisory and Appeals Committee (Mary San Agustin)	Discussion	Handout	
4. Change in SPC Membership	Discussion	Handout	
5. Proposed Technology Planning Council (Michael Arguello)	Discussion	Handout	
6. CCLC Policy Manual Numbering	Discussion	Handout	
7. Proposed BP 2510 – Participation in Local Decision-Making (Minimum Conditions)	Discussion	Handout	
8. Project 8 Update	Information		
9. Proposed Reorganization of Enrollment Services (Herman Lee)	Discussion	Handout	
10. CalWORKs Program (Mary Ann Drinan)	Discussion		

**D. REPORTS OF PLANNING COUNCILS**

10 min.

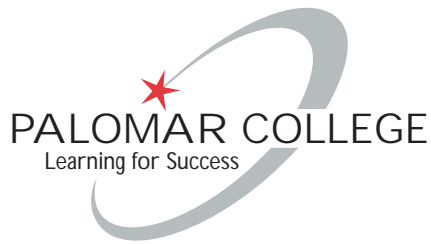
1. **Administrative Services Planning Council** – Jerry Patton
2. **Human Resource Services Planning Council** – Jack Miyamoto
3. **Instructional Services Planning Council** – Diane Lutz
4. **Student Services Planning Council** – Joe Madrigal

**E. REPORTS OF CONSTITUENCIES**

10 min.

1. **Administrative Association** – Mollie Smith
2. **Associated Student Government** – Sean Weimer
3. **Confidential/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 19, 2002

The regular meeting of the Palomar College Strategic Planning Council was held on Tuesday, November 19, 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, Arguello, Barkley, Barton, Bedford, Davis, Dolan, Drinan, Engleman, Fukunaga, Galli, Giese, Halttunen, Lutz, Madrigal, Melena, Miyamoto, Owens, Patton, Smith, Weimer

Members Absent: Bishop, Cater, Dimmick

Guests Present: Barbara Baldridge, Herman Lee, Mike Rourke, Mary San Agustin, Anne Voth (for Cater), Darla Wilson, John Woods

### **A. MINUTES**

MSC Barkley, Halttunen

The minutes of the meeting of November 5, 2002, were approved as corrected.

### **B. ACTION ITEMS/SECOND READING**

#### **1. Proposed BP 4225 – Course Repetition (to replace BP 413)**

Item postponed until the December 3 meeting to allow the Faculty Senate additional time to discuss the matter. (Exhibit B-1)

#### **2. Proposed BP 5120 – Transfer Center**

Item postponed until the December 3 meeting to allow the Faculty Senate additional time to discuss the matter. (Exhibit B-2)

#### **3. Proposed BP 5050 – Counseling and Matriculation (to replace BP 401)**

Item postponed until the December 3 meeting to allow the Faculty Senate additional time to discuss the matter. (Exhibit B-3)

#### **7. Counseling Reorganization Plan**

Chris Barkley reported that the Faculty Senate had discussed the Counseling Reorganization Plan (Exhibit B-7) briefly but took no action. Dr. Amador noted that on reorganization, there is no recommendation; the groups will have the right to offer feedback, discussion, and input. Ms. Barkley stated that the Senate has also requested that we put a moratorium on reorganizations until they have had a chance to discuss them.

Dr. Amador discussed reorganization in general. The people who are most affected by reorganization are the ones who should have the most input in the process. Lynda Halttunen was asked to describe the process used in gathering input from the persons affected by this reorganization. Ms. Halttunen noted that the discussion has been underway since April, 2002. The Chair and Directors in the Counseling area crafted the rationale and job description. It went to the Counseling Department and received nearly unanimous approval. After it went to the SSPC for information, it went back to the Counseling Department for additional changes. It then went back to SSPC for the second reading and was approved. At this point, all but one person in the Counseling Department is in favor of it. Dr. Amador asked Ms. Halttunen to discuss the impact of moving this reorganization forward or not moving it forward will have on students. Ms. Halttunen stated that there are three areas where Counselors are supervising classified staff. In most of those cases, the classified employees are working without supervision, especially from May to August when faculty are not here and during semester and spring breaks. Counselors work a six-hour day, and classified staff work at least an 8½-hour day. The supervisory work being done by faculty could be done by a supervisor as it is lower-level administrative, non-professional work, such as evaluating staff, setting up schedules for staff, or dealing with budgets and reports. There would be a Counselor in the Career Center who would be the professional with expertise in career counseling. Two full-time Counselors would be assigned to the Transfer Center. All of the professional activities that would need to occur would be done by Counselors in those areas, such as attending meetings. They would bring information from those meetings back to the department. Students would be better served if we had a supervisor who would cover the front desk, the Transfer Center, and the Career Center because we could do some cross-training with the classified staff. If the classified staff were combined under one supervisor, we would have more efficient utilization of our resources.

Chris Barkley expressed the Senate's concern that the Director of the Transfer Center should be a Counselor. Diane Lutz pointed out that there is no statutory requirement that the Transfer Center Director be a Counselor. Joe Madrigal stated that he feels that the approved process has been followed meticulously in this matter through the appropriate department, SSPC, and now to SPC. Kathy Davis and Brian Engleman asked about the amount of input from classified staff in this matter and whether or not duties of the staff would be realigned along with the reorganization. Dr. Amador pointed out that the Faculty Senate selected the members to serve on the councils. It is the responsibility of those members, as things move along, to take the information to their constituent groups. Otherwise, there would be no point in having constituent representation on those councils. When people sit on committees and councils, they must be the conduit back to the groups they represent. When a Counselor serves as the Director of the Transfer Center, the professional is doing administrative tasks instead of spending time helping students. As we know we do not have enough Counselors for the number of students we serve and we are not doing as well as we should on numbers of transfers, that is where we should have the professional spending his/her time.

Mary Ann Drinan asked that the councils give their reports to SPC so that members might communicate back to their constituencies. Dr. Amador noted that the members of those councils are supposed to be reporting back to their constituencies themselves. Mr. Madrigal asked Ms. Barkley to inform the representatives on the various councils as to their roles in reporting back to their constituencies. Ms. Barkley agreed to do so.

Following lengthy discussion, it was agreed to give the Faculty Senate and the CCE two more weeks to make its comments on this matter. If we delay any longer, it will have a negative impact on students. This matter will appear for action on the agenda for the December 3 SPC meeting.

Ms. Barkley asked that high-priority items on today's agenda be identified so that she will be certain the Senate has an opportunity to act on them before the semester break. Dr. Amador indicated the following items on today's agenda must be acted upon by SPC no later than December 3: B-1, B-2, B-3, B-6, B-7, C-7, and C-9.

#### 6. Matriculation and Transfer Advisory Committee

Following discussion, it was agreed to give the Faculty Senate two more weeks to make its comments on the Matriculation and Transfer Advisory Committee (Exhibit B-6). It will appear for action on the agenda for the December 3 SPC meeting.

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

Dr. Miyamoto presented BP 3420 for action with revisions as suggested at the last meeting. Ms. Barkley presented additional revisions as suggested by the Senate.

MSC Barkley, Galli to accept BP 3420 as presented, including the revisions made by the Faculty Senate. (Exhibit B-5) Dr. Miyamoto will verify that the revisions noted are those that Ms. Barkley reported orally to the group before the policy is taken to the Board for approval on December 10.

4. BP 7120 - Recruitment and Selection (to replace BP 174 and BP 26)

It was noted that the Recruitment and Selection Policy 7120 (Exhibit B-4) has been under discussion for at least three months and has been on the SPC agenda five times. The Confidential and Supervisory Team has been included in the last paragraph. At the request of the Faculty Senate, the statements indicating that the Board elects to rely primarily upon the advice and judgment of the Faculty Senate on Academic and Professional Matters and that Faculty Hiring is an Academic and Professional Matter have been added.

Chris Barkley stated that the Senate has taken a stand that they do not want to have a new board policy that would supercede BP 174 because the hiring policy and procedures now in place within the policy involve the selection committee makeup. They do not have that in their procedures. Ms. Barkley also stated that if the new policy takes away the old BP 174, they could recruit and interview, but they would have no selection committee until the Senate is able to come up with new procedures that are acceptable to faculty. The other reason is that they sent out both the policy and procedures for the faculty poll, and the vote came back “no” by a two-to-one margin. So the Senate has not approved this policy. Dr. Amador noted that there would be no hiring until all of this is settled. Ms. Barkley stated that she had spoken to the leaders of the other groups and that none of them indicated there was any hurry to approve the policy. At this time, Mollie Smith indicated that she had told Ms. Barkley that it would be a problem to hold up hiring for administrators, and that would be the outcome of tabling this.

Dr. Miyamoto stated that we could approve the new policy with the understanding of maintaining the old procedures until new procedures have been adopted. He is, however, concerned that there is no District representative serving as a facilitator on hiring committees ensuring that we have equal process for every applicant. Ms. Barkley reminded Dr. Miyamoto that it is the responsibility of his office to ensure that every member of a hiring committee is well trained so that everyone on the committee should be looking out for the best interests of the District.

Following lengthy discussion, it was MSC Barkley, Galli to table this matter.

8. Recommended Faculty Positions for 2003-04

Diane Lutz noted that the positions presented at the last meeting (Exhibit B-8) were those that the Instructional Planning Council had approved. Since then, Mr. Madrigal has indicated that there is a need for two positions in Athletics/Physical Education. As she has not had an opportunity to take this to the Deans and IPC, she requested that this matter be postponed to the December 3 meeting.

**C. DISCUSSION ITEMS/FIRST READING**

1. Institutional Review Process

Dr. Mike Rourke reported that the Institutional Review Committee has decided to suspend its review of programs for the remainder of this year. They have contacted all the departments that were scheduled for review this year and notified them that the committee is going to try to realign its process with the strategic planning model this year. If a department wished to go ahead with their self-study, the committee will review it in the spring. If they chose not to do so, their review will be delayed until the process has been revised.

Mary Ann Drinan asked which set of accreditation standards will be used. Dr. Rourke stated that the committee hasn't looked at any specific standards at this point. They have been looking at some of the possible things they might use as standards. He distributed a handout (Exhibit C-1) of potential standards for institutional review. The new ACCJC Standards might be utilized in selecting institutional review standards. Dr. Amador added that we must also determine where the institutional review process fits in with strategic planning. In other words, what happens to the recommendations after they are made? Where is the most appropriate place to get action on the recommendations? The issue of student learning goes across the four new institutional accreditation standards. Having the student learning piece is important.

2. Proposed Increase in Planetarium Fees

Dr. Rourke discussed a proposed increase in planetarium show fees (Exhibit C-2). The costs associated with ongoing operation of the program and replacement and repair of the equipment continue to rise, and it is necessary to increase the fees charged to make up for the increase in costs. This matter will appear for action on the agenda for the December 3 SPC meeting and will be taken to the Governing Board for approval in January.

3. Proposed Financial Aid Advisory and Appeals Committee

Mary San Agustin presented a request to create a Financial Aid Advisory and Appeals Committee (Exhibit C-3). Brian Engleman raised a point that the committee was both advising and making decisions in the request as written. Following lengthy discussion, it was suggested that the last sentence be revised to read as follows: "Furthermore, the committee reviews and makes recommendations to the Dean of Student Support Services on written/oral appeals submitted by a student regarding his/her financial aid status (i.e., academic progress, student loan denials, and projected year income)." This matter will be brought back for action at the December 17 meeting.

4. Change in SPC Membership

Dr. Amador presented a request to change the membership of SPC by adding the President of the Confidential/Supervisory Team and the Chief Advancement Officer/VP Foundation and deleting the Past President of the Administrative Association. (Exhibit C-4) This matter will be brought back for action at the December 17 meeting.

5. Proposed Technology Planning Council

Mike Arguello presented a request to create a Technology Planning Council. (Exhibit C-5) He discussed the history of the Technology Committee and its perceived need to become a planning council. Kathy Davis noted that the other councils are chaired by Vice Presidents, but the proposed Technology Planning Council would be chaired by the Academic Technology Group Coordinator. She felt it should remain a committee. The majority of the members are from the academic area; therefore, it appears to be more of an academic technology committee, rather than a District technology committee. She stated that to do this now when a decision has not been made on how technology is going to be organized would be premature. When a Vice President is named, or whatever title is given to the new technology leader, let that person determine the makeup of his/her council. Diane Lutz stated that she agrees with Ms. Davis' comments. Ms. Lutz stated that she spoke to Neil Bruington, Chair of the Computer Coordinating Committee, and there is a need for that committee and the Technology Committee to get together and decide who is going to do what. The charges of the two committees overlap tremendously. Ms. Lutz feels that the roles must be defined and this must be clarified before SPC is asked to act on this matter. Mr. Arguello stated that the Technology Committee is now working with the Computer Coordinating Committee to implement some of the suggestions that have been made. Ms. Davis noted that the academic and administrative portions of technology must work together because I.S. has the hardware that runs the network. Jerry Patton stated that he thinks we should wait to see what our technology structure is going to look like before creating such a council. If the structure is not going to change, he feels the VPs of Instruction and Administrative Services should be the ones driving it, and if it is going to be a council, it should be at the VP level. Dr. Amador noted that the chair of the committee is not able to implement anything institutional-wide that comes out of the committee. This may be "putting the cart before the horse." SPC members were asked to share this request with their constituencies and bring feedback to the December 17 meeting.

6. CCLC Policy Manual Numbering

Dr. Amador presented the numbering format utilized by the CCLC for policies in their sample policy manual. They are as follows:

1000s	The District
2000s	Board of Trustees
3000s	General Institution
4000s	Academic Affairs
5000s	Student Services
6000s	Business and Fiscal Affairs
7000s	Human Resources

Mary Ann Drinan asked how many districts use the CCLC policy manual and was told that 30+ districts have subscribed to the CCLC's policy and procedure service. Ms. Drinan also asked about the makeup of CCLC. The Community College League of California is a nonprofit public benefit corporation whose voluntary membership consists of the 72 local community college districts in California. It was formed as the result of a merger of the California Association of Community Colleges, the California Community College Trustees, and the Chief Executive Officers of the California Community Colleges. Within the League are two major organizations which share a common mission, staff, and fiscal resources: the California Community College Trustees (CCCT) and the Chief Executive Officers of the California Community Colleges (CEOCCC). In addition, three other organizations are affiliated with the League: the Association of California Community College Administrators (ACCCA); the California Student Association of the Community Colleges (CalSACC); and the California Community College Classified Senate (CCCCS).

It was noted that the policies that are being recommended to comply with minimum conditions were selected from the Education Code and Title 5. Failure to comply with these minimum conditions will affect our funding. More importantly, it is good practice for a district to have the policies they should have, based upon what the Code is saying.

7. Proposed BP 2510 – Participation in Local Decision-Making

Dr. Amador presented this policy, noting that it is necessary in order to meet minimum conditions as directed by the Chancellor's Office. We were out of compliance in that we did not address in Board Policy that students are to participate in decision-making, although we have been practicing it for a long time. This matter will appear for action on the agenda for the December 3 meeting.

8. Project 8 Update

Dr. Amador presented an update to the group on the training for the implementation of PeopleSoft Version 8. We are attempting to do a much more deliberate process than has been done in the past. Don Sullins is the Project 8 Director. It will take about 1½ years to implement all the modules. This time, we are not going to re-write the software to make it "fit" into the way Palomar College has always done things. Doing that has caused so many patches that every time there is a change, it causes a major staff-intensive workload to fix it. Everyone who has gone through training has been given permission to look at his/her area and look at their processes, because those processes of humans are what the computer does electronically. If you have a bad process, it is not a good idea to re-write the whole software to fit that bad process. Instead, we want to see if there is a better way to do things; then use the richness of the software to implement it. As we do not have a VP of Technology, Dr. Amador is dealing with Project 8 herself. We need to start this now. We don't have the luxury of not doing it as events are going to overtake us, and we have extended the existing contract for maintenance through August, 2003. Our goal is to have as much as possible done by that point so that we will be able to have the maintenance on the new system.

Mary Ann Drinan asked about the costs of PeopleSoft this year in terms of the costs of the module and consultants. Dr. Amador agreed to get those figures for a future meeting. The way we are doing it now is going to cost us a lot less than if we didn't do anything and were out of service on the maintenance contract. Through some of our in-house processes, we are saving funds. When the initial contract with PeopleSoft was put in place, Mr. Patton set aside funds to be ready as each revision comes up, because he knows that this happens in every district, no matter what software is being utilized. We absolutely must be up to date on student financials and payroll and cannot afford to have the system not operating properly. Ms. Drinan stated that she has heard that \$13 million seems to be a minimum cost for those colleges and universities that have fully implemented PeopleSoft and have it working. She asked if we were close to that figure. Mr. Patton stated that before we start implementing Version 8, we are probably between \$7 and \$8 million. Technology is so pervasive now, it is a major portion of what we do.

9. Proposed Reorganization of Enrollment Services

The Council was asked to review the written material provided (Exhibit C-9) and be prepared with feedback at the next meeting. It is important that this organization be in place as soon as possible so that appropriate personnel may be hired.

Non-Agenda Item: Annual Implementation Plan

Copies of the Annual Implementation Plan with the November, 2002, progress reports were distributed to Council members, who were asked to review them prior to the December 3 meeting.

**ADJOURNMENT**

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



## BP 4225 Course Repetition

DRAFT

(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, 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  
(to replace BP 401)

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.

## DRAFT

### Palomar Community College District Board Policy 7120

#### **Recruitment and Selection**

#### **(Replaces BP 174 and BP 26)**

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.*

approved 11-19-02  
SPC

Senate Draft

Senate Draft

Senate Draft

**BP 3420 – UNLAWFUL DISCRIMINATION**

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 ~~these~~ matters as including (but not limited to) ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, physical or mental disability, medical condition, marital status, political affiliation, veteran status, and protected union activities under EERA in any program or activity under California state or federal law or regulation, ~~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. This policy is subject to the provisions of any collective bargaining agreement between the District and an employee bargaining agent.

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

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 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



**BP 101**

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

**BP 3420 UNLAWFUL DISCRIMINATION**

**Revised 11/18/02**

**DRAFT**

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**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.~~

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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.



B6

**GOVERNANCE STRUCTURE GROUP REQUEST****Request submitted by**

Lynda Halttunen

**Date**

4 October 2002

**Proposed Name of Requested Group** MATRICULATION AND TRANSFER ADVISORY COMMITTEE

	<b>Council</b>	X	<b>Committee</b>		<b>Subcommittee</b>		<b>Task Force</b>
<b>Action Requested:</b>	Approval		<b>Add</b>		<b>Delete</b>	X	<b>Change</b>

**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:** 2<sup>nd</sup> 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 Classified Employee  
One Student

Reviewed by Strategic Planning Council:

Comments:

11-5-03<sup>2</sup>

First Reading

11-11-02

Approved/Denied

**ADDENDUM TO GOVERNANCE STRUCTURE GROUP REQUEST**  
**MATRICULATION AND TRANSFER ADVISORY COMMITTEE**

**Transfer Sub-Committee**

UC representative  
CSUSM representative  
High School Counselor  
Faculty Senator  
One Generalist Counselor  
Articulation Officer  
TRIO Supervisor  
NCHEA Chair  
Marketing Communications Director  
Evaluator



**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.

**Funding:**

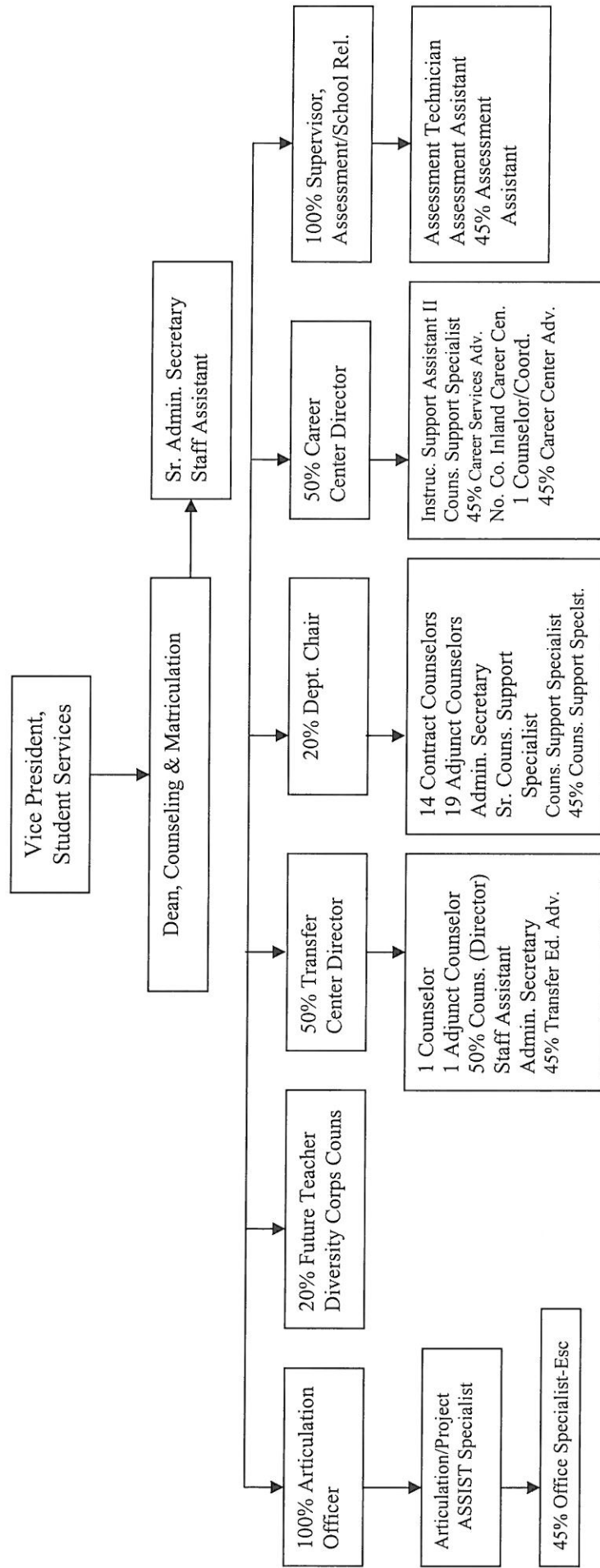
This re-organization is cost efficient. When the counseling faculties (who currently fill the Transfer Center Director and Career Center Director positions) return to full-time generalist counseling positions, one administrative FTE will be available for the Counseling Services Supervisor.

At present, approximately \$60,000 is being spent in hourly replacement (administrative costs) for these two positions. (182 days X 3 hours/day x 2 people X \$45/hour = \$49,140.) In June, both of these Directors have had "over-load" pay. (120 hours x 2 x \$45 = \$10,800.) If the Counseling Services Supervisor position is placed on the Classified Supervisory salary schedule at Range 45 step 1 the salary would be \$41,354 + benefits.

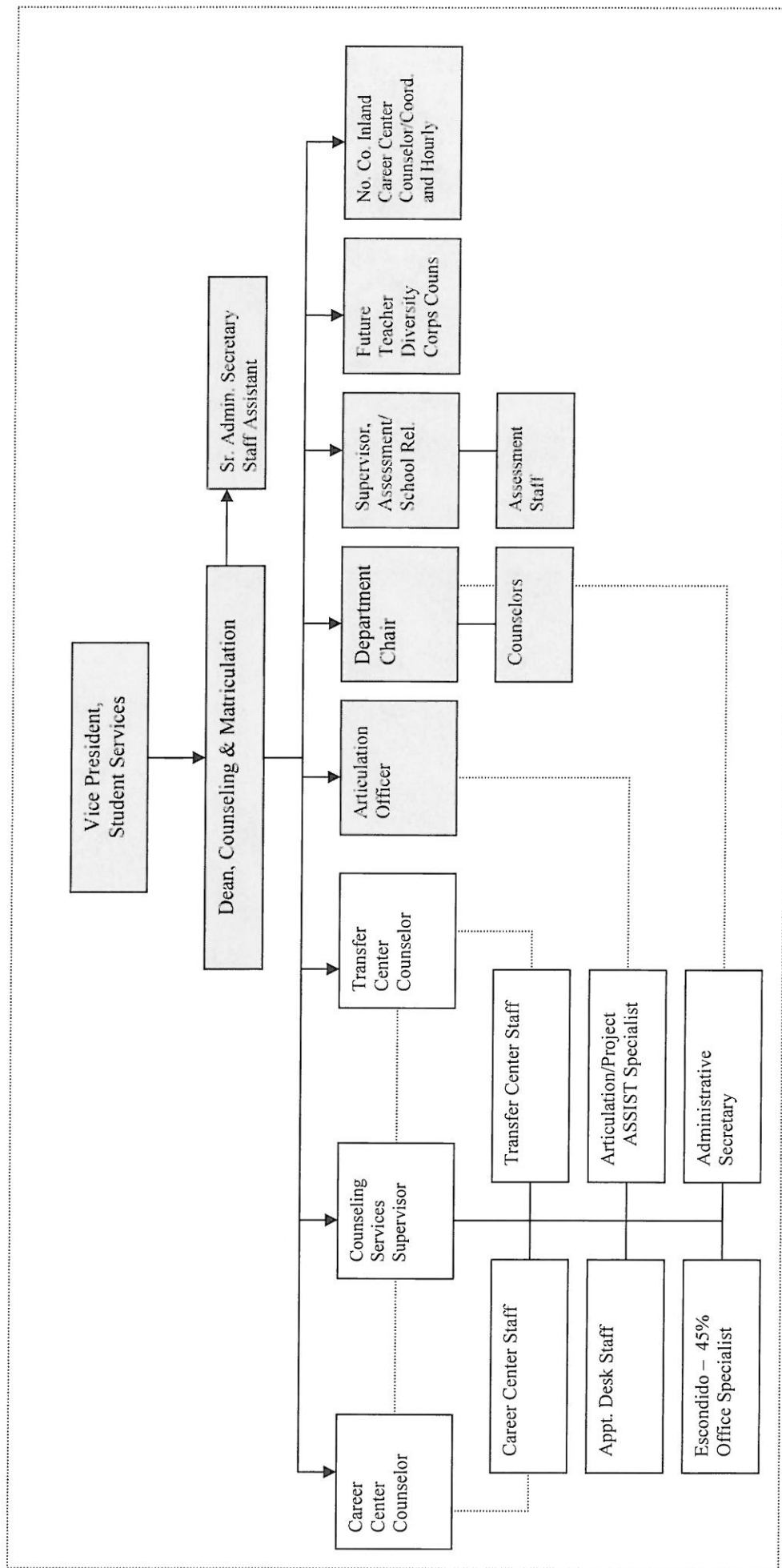
**Duties:**

See attached draft Counseling Services Supervisor position description.

# Current Organization Chart Counseling and Matriculation



# Proposed Organization Chart Counseling and Matriculation



# 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

9/24/02

11/19/02

Carry-Over Faculty Positions from Last Year

Dental Assisting – Instructor/Director  
Dental Assisting – Instructor  
ECHT  
Mathematics (2)  
English  
Business Education

## **Some Possible Criteria**

### **Education Code**

78016. (a) Every vocational or occupational training program offered by a community college district shall be reviewed every two years by the governing board of the district to ensure that each program, as demonstrated by the California Occupational Information System, including the State-Local Cooperative Labor Market Information Program established in Section 10533 of the Unemployment Insurance Code, or if this program is not available in the labor market area, other available sources of labor market information, does all of the following:

- (1) Meets a documented labor market demand.
- (2) Does not represent unnecessary duplication of other manpower training programs in the area.
- (3) Is of demonstrated effectiveness as measured by the employment and completion success of its students.

### **New ACCJC Accreditation Standards**

## **Standard II: Student Learning Programs and Services**

### **A. Instructional Programs**

2. The institution assures the quality and improvement of all instructional courses and programs offered in the name of the institution, including collegiate, developmental, and pre-collegiate courses and programs, continuing and community education, study abroad, short-term training courses and programs, programs for international students, and contract or other special programs, regardless of type of credit awarded, delivery mode, or location.
  - a. The institution uses established procedures to design, identify learning outcomes for, approve, administer, deliver, and evaluate courses and programs.
  - b. The institution relies on faculty expertise and the assistance of advisory committees when appropriate to identify competency levels and measurable student learning outcomes for courses, certificates, programs including general and vocational education, and degrees. The institution regularly assesses student progress towards achieving those outcomes.
  - c. High-quality instruction and appropriate breadth, depth, rigor, sequencing, time to completion, and synthesis of learning characterize all programs.

C2

## PROPOSED CHANGES TO THE FEE STRUCTURE OF PLANETARIUM SHOWS

SPAW 3

Proposal (To be in effect for the Fall 2002 Semester)

1. Increase the fee charged for School Shows from \$1.00 to \$2.00.
2. Increase the minimum fee charged for School Shows from \$40.00 to \$60.00. This is the fee we charge school groups that have less than 40 people attending the show.
3. Increase the Late Cancellation Fee for School Shows from \$20.00 to \$40.00. This is the fee we charge groups that cancel their reservation within two weeks of their scheduled show or do not show up at all.
4. Increase the fee we charge for the Evening Programs from \$3.00 for adults and \$2.00 for students with a PIC and children under 12 years old to \$4.00 for adults and \$3.00 for students with a PIC and children under 12 years old.
5. The policy of a group of 10 and over, paying in advance will still be in effect with the fee increases.
6. Initiate a Season Ticket Program for the Evening Shows as follows:
  - a. Patrons can purchase a Season Ticket Pass good for all four of the different shows that we offer during the year.
  - b. The price of the Season Ticket Pass will be \$12.00 for adults and \$8.00 for students with a PIC and children under 12 years old.
  - c. The Season Ticket Pass is only good for the year that it was issued.
  - d. The Season Ticket Pass enables the holder to obtain a discount on the show fees, but it does not reserve a seat for a particular show. This will allow greater flexibility for the holder to choose one of the four opportunities for that particular program. The holder must call to make a reservation.
  - e. Procedures, etc. are listed in the attached document - "Planetarium Show Season Ticket Pass Program".

### Justification of Fee Increases

1. Operating costs (supplies, postage, printing, maintenance, repairs, etc.) continue to rise with no increases in the Planetarium unrestricted budget. As a result the Planetarium designated budget is used which inhibits the ability to replace and update equipment.
2. The fees charged for the shows have remained the same for nearly ten years with the cost of education and entertainment significantly higher.
3. It may be necessary to have a reserve fund to be used to help defray the costs of constructing and/or equipping a new Planetarium Building near the new Science Building.

<b>Request submitted by</b> Mary San Agustin				<b>Date</b> 4 October 2002			
<b>Proposed Name of Requested Group</b> FINANCIAL AID ADVISORY & APPEALS COMMITTEE							
	<b>Council</b>	X	<b>Committee</b>		<b>Subcommittee</b>		<b>Task Force</b>
<b>Action Requested:</b>		Approval		<b>Add</b>		<b>Delete</b>	X <b>Change</b>
<b>Role, Products, Reporting Relationships:</b> The purpose of the Financial Aid Advisory / Appeals Committee is to assist the Financial Aid & Scholarships Office with carrying out its mission of providing service to potential and current Palomar College students. The Financial Aid Advisory / Appeals Committee advises and makes recommendations to the Director of Financial Aid & Scholarships on matters related to the application of policy, procedures and practice relative to the administration of federal, state and institutional student financial aid programs. Furthermore, the committee reviews and makes decisions on written / oral appeals submitted by a student regarding his / her financial aid status (i.e., academic progress, student loan denials and projected year income).							
<b>Meeting Schedule:</b> The committee will meet once a month, or as needed.							
<b>Chair:</b> To be selected by committee members.							
<b>Members:</b> Director of Financial Aid & Scholarships (non-voting) Faculty Representative General Counseling Representative - Faculty EOPS or DSPS Counselor Representative Athletic Department Faculty Representative Evaluations Department Representative Fiscal Services Representative (i.e., Cashiers or Disbursement) Financial Aid Academic - Counselor Financial Aid Advisor Student Representative							

Reviewed by Strategic Planning Council:

Comments:

\_\_\_\_\_ First Reading

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





# GOVERNANCE STRUCTURE GROUP REQUEST

C4

<b>Request submitted by</b> Sherrill Amador						<b>Date</b> Revision 11/19/02				
<b>Proposed Name of Requested Group</b> Strategic Planning Council										
<input checked="" type="checkbox"/>	<b>Council</b>		<input type="checkbox"/>	<b>Committee</b>		<input type="checkbox"/>	<b>Subcommittee</b>		<input type="checkbox"/>	<b>Task Force</b>
<b>Action Requested:</b>			<input type="checkbox"/>	<b>Add</b>	<input type="checkbox"/>	<b>Delete**</b>	<input checked="" type="checkbox"/>	<b>X</b>	<b>Change</b>	
<b>Role, Products, Reporting Relationships:</b>										
<b>Meeting Schedule:</b>										
<b>Chair:</b>										
<b>Members:</b>										
<u>Add Members:</u> Chief Advancement Officer/VP Foundation President, Confidential and Supervisory Team										
<u>Delete Member:</u> Past President, Administrative Association (or designee)										

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

Reviewed: \_\_\_\_\_ 1<sup>st</sup> Reading by SPC      Comments: \_\_\_\_\_

                         \_\_\_\_\_ Approved by SPC



## GOVERNANCE STRUCTURE GROUP REQUEST

<b>Request submitted by</b> Sherrill Amador					<b>Date</b> Jan, 25, 2002 (rev. 2/14/02, 2/28/02, 3/5/02)						
<b>Proposed Name of Requested Group</b> Strategic Planning Council											
X	Council		Committee		Subcommittee		Task Force				
<b>Action Requested:</b>			X	Add	X	Delete**	Change				
<p><b>Role, Products, Reporting Relationships:</b></p> <p>The Strategic Planning Council, representing all constituent groups of Palomar College, implements the strategic plan, <b>develops</b> or <b>revises</b> governance policies, and <b>communicates</b> with the respective groups. The strategic planning process guides budget priorities. Recommendations made by the Strategic Planning Council will reflect the values and support the mission of the College and be in the best interest of improving student success and serving the community.</p> <p><u>Role:</u> The Strategic Planning Council, as the <b>recognized participatory governance body of the College</b>, 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.</p> <p>Communication with individual constituencies and participation in the Council meetings are the primary responsibilities of the Strategic Planning Council members.</p> <p><u>Products:</u> Palomar College's Strategic Plan, Annual Implementation Plans, Criteria for Annual Evaluation of the planning outcomes, Annual Progress Report, Policies and Procedures recommendations.</p> <p><b>**Delete President's Advisory Council and Educational Master Planning Committee</b></p> <p><u>Reporting Relationship:</u> Superintendent/President</p>											
<p><b>Meeting Schedule:</b> First and Third Tuesdays, 2 to 4 p.m.</p>											
<p><b>Chair:</b> Superintendent/President</p> <p><b>Members:</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;">           Vice President, Instruction            Vice President, Student Services            Vice President, Finance and Administrative Services            Vice President, Human Resource Services            President, Faculty Senate            Past President, Faculty Senate (or designee)            3 Faculty Members appointed by Faculty Senate            2 Co-Presidents, Palomar Faculty Federation            President, Administrative Association            Past President, Administrative Association (or designee)         </td> <td style="width: 50%; vertical-align: top;">           1 Dean, Instruction            1 Dean, Student Services            Director, Institutional Research            Director, Student Affairs            Faculty Coordinator, Professional Development            President, CCE            Past President, CCE (or designee)            Vice President, CCE            President, ASG            Executive Vice President, ASG (or designee)         </td> </tr> </table>										Vice President, Instruction Vice President, Student Services Vice President, Finance and Administrative Services Vice President, Human Resource Services President, Faculty Senate Past President, Faculty Senate (or designee) 3 Faculty Members appointed by Faculty Senate 2 Co-Presidents, Palomar Faculty Federation President, Administrative Association Past President, Administrative Association (or designee)	1 Dean, Instruction 1 Dean, Student Services Director, Institutional Research Director, Student Affairs Faculty Coordinator, Professional Development President, CCE Past President, CCE (or designee) Vice President, CCE President, ASG Executive Vice President, ASG (or designee)
Vice President, Instruction Vice President, Student Services Vice President, Finance and Administrative Services Vice President, Human Resource Services President, Faculty Senate Past President, Faculty Senate (or designee) 3 Faculty Members appointed by Faculty Senate 2 Co-Presidents, Palomar Faculty Federation President, Administrative Association Past President, Administrative Association (or designee)	1 Dean, Instruction 1 Dean, Student Services Director, Institutional Research Director, Student Affairs Faculty Coordinator, Professional Development President, CCE Past President, CCE (or designee) Vice President, CCE President, ASG Executive Vice President, ASG (or designee)										

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

Reviewed: 3/5/02 - 1<sup>st</sup> Reading by PAC

Comments:

3/19/02 – Approved by President's Advisory Council



05

## GOVERNANCE STRUCTURE GROUP REQUEST

<b>Request submitted by</b> Michael Arguello, Co-Chair, Technology Committee					<b>Date</b> November 5, 2002						
<b>Proposed Name of Requested Group</b> Technology Planning Council											
X	Council		Committee		Subcommittee		Task Force				
<b>Action Requested:</b>			X	Add		Delete		Change			
<b>Role, Products, Reporting Relationships:</b> Role: <ul style="list-style-type: none"> <li><input type="checkbox"/> To recommend information technology policy, procedures, training, acquisitions, and implementation based on best advise available from internal and external sources.</li> <li><input type="checkbox"/> Ensure compliance with state information technology guidelines.</li> <li><input type="checkbox"/> Promote effective working relationships to promote use of information technology among all members of the college community.</li> <li><input type="checkbox"/> Recommend District standards for hardware, software, licensing, training, and infrastructure.</li> <li><input type="checkbox"/> Coordinates efforts of other District groups involved with information technology, e.g. Computer Coordinating Committee.</li> </ul> Products: <ul style="list-style-type: none"> <li><input type="checkbox"/> Update College Information Technology Master Plan every two years.</li> <li><input type="checkbox"/> Update Local Telecommunications and Technology Implementation Plan yearly.</li> </ul> Reporting Relationship: <ul style="list-style-type: none"> <li><input type="checkbox"/> Strategic Planning Council</li> </ul>											
<b>Meeting Schedule:</b> Fourth Wednesday, 1:30 – 3:30 p.m, and as necessary.											
<b>Chair:</b> Coordinator, Academic Technology Group (Interim)											
<b>Members:</b> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;">           Representatives appointed by the following Vice-presidents:           <ul style="list-style-type: none"> <li><input type="checkbox"/> Finance</li> <li><input type="checkbox"/> Human Resources</li> <li><input type="checkbox"/> Instruction</li> <li><input type="checkbox"/> Student Services</li> </ul>           Director, Information Services            Director, Institutional Research            Director, Library, Educational TV &amp; Media Center            One senior or executive administrator appointed by the President         </td> <td style="width: 50%; vertical-align: top;">           Coordinator, Academic Technology Group            Academic Technology Supervisor            Director, Enrollment Services            Seven Faculty Members            Director, Student Affairs            Technology Training Coordinator            Chair, Computer Coordinating Committee            Manager, Network &amp; Technical Services            Manager, Systems &amp; Programming            One classified computer technician appointed by CCE/AFT         </td> </tr> </table>										Representatives appointed by the following Vice-presidents: <ul style="list-style-type: none"> <li><input type="checkbox"/> Finance</li> <li><input type="checkbox"/> Human Resources</li> <li><input type="checkbox"/> Instruction</li> <li><input type="checkbox"/> Student Services</li> </ul> Director, Information Services Director, Institutional Research Director, Library, Educational TV & Media Center One senior or executive administrator appointed by the President	Coordinator, Academic Technology Group Academic Technology Supervisor Director, Enrollment Services Seven Faculty Members Director, Student Affairs Technology Training Coordinator Chair, Computer Coordinating Committee Manager, Network & Technical Services Manager, Systems & Programming One classified computer technician appointed by CCE/AFT
Representatives appointed by the following Vice-presidents: <ul style="list-style-type: none"> <li><input type="checkbox"/> Finance</li> <li><input type="checkbox"/> Human Resources</li> <li><input type="checkbox"/> Instruction</li> <li><input type="checkbox"/> Student Services</li> </ul> Director, Information Services Director, Institutional Research Director, Library, Educational TV & Media Center One senior or executive administrator appointed by the President	Coordinator, Academic Technology Group Academic Technology Supervisor Director, Enrollment Services Seven Faculty Members Director, Student Affairs Technology Training Coordinator Chair, Computer Coordinating Committee Manager, Network & Technical Services Manager, Systems & Programming One classified computer technician appointed by CCE/AFT										

Reviewed by Strategic Planning Council:

Comments:

\_\_\_\_\_ First Reading

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

### Current Membership, Technology Committee

Coordinator, Academic Technology Group, Co-chair

Director, Information Services, Co-chair

Director, Library, Educational TV & Media Center

One representative appointed by each of the four Vice-presidents:

- ☐ Finance
- ☐ Human Resources
- ☐ Instruction
- ☐ Student Services

Seven Faculty Members

Technology Training Coordinator

Chair, Computer Coordinating Committee

One classified computer technician appointed by CCE/AFT

One senior or executive administrator appointed by the President

### Proposed Membership, Technology Planning Council

Coordinator, Academic Technology Group, Interim/Rotating Chair

Director, Information Services

Director, Library, Educational TV & Media Center

Representatives appointed by the following Vice-presidents

- ☐ Finance (1)
- ☐ Human Resources (1)
- ☐ Instruction (2) \*
- ☐ Student Services (1)

Seven Faculty Members

Technology Training Coordinator

Chair, Computer Coordinating Committee

\* Director, Enrollment Services

\* Director, Institutional Research

\* Director, Student Affairs

\* Academic Technology Supervisor

\* Manager, Network & Technical Services

\* Manager, Systems & Programming

One classified computer technician appointed by CCE/AFT

One senior or executive administrator appointed by the President

\* Changes

**Table of Contents**

---

Chapter 1: The District..... 2

Chapter 2: Board of Trustees..... 5

Chapter 3: General Institution.....45

Chapter 4: Academic Affairs.....68

Chapter 5: Student Services .....90

Chapter 6: Business and Fiscal Affairs ..... 118

Chapter 7: Human Resources..... 138

# Proposed BP 2510 Participation in Local Decision-Making

Reference:

***Education Code Section 70902(b)(7);***

***Title 5, Sections 53200 et seq., (Academic Senate), 51023.5 (staff), 51023.7 (students)***

**Note: The language below reflects the minimum policy requirements of the Education Code and Title 5.**

The Board is the ultimate decision-maker in those areas assigned to it by state and federal laws and regulations. In executing that responsibility, the Board is committed to its obligation to ensure that appropriate members of the District participate in developing recommended policies for Board action and administrative procedures for Superintendent/President action under which the District is governed and administered.

Each of the following shall participate as required by law in the decision-making processes of the District:

Faculty Senate (Title 5, Sections 53200-53206.)

Pursuant to rules adopted by the Board of Governors of the California Community Colleges, the Governing Board elects to rely primarily upon the advice and judgment of the Faculty Senate on academic matters. The Board or its designees will consult collegially with the Faculty Senate, as duly constituted, with respect to academic and professional matters, as defined by law. Procedures to implement this section are developed collegially with the Faculty Senate.

First sentence →  
at right is taken  
from current BP  
4.5

Staff (Title 5, Section 51023.5.)

Staff shall be provided with opportunities to participate in the formulation and development of District policies and procedures that have a significant effect on staff. The opinions and recommendations of the CCE/AFT, Administrative Association, and Confidential and Supervisory Team will be given every reasonable consideration.

Students (Title 5, Section 51023.7.)

The Associated Students shall be given an opportunity to participate effectively in the formulation and development of District policies and procedures that have a significant effect on students, as defined by law. The recommendations and positions of the Associated Students will be given every reasonable consideration. The selection of student representatives to serve on District committees or task forces shall be made after consultation with the Associated Students.

Except for unforeseeable emergency situations, the Board shall not take any action on matters subject to this policy until the appropriate constituent group or groups have been provided the opportunity to participate.

Nothing in this policy will be construed to interfere with the formation or administration of employee organizations or with the exercise of rights guaranteed under the Educational Employment Relations Act, Government Code Sections 3540, et seq.

## **Proposal to Reorganize Enrollment Services**

For many years the Admissions operation has suffered from supervisory ambiguity and supervisory role conflict.- too many supervisors, confusing directives, and different supervisory styles. The proposed restructuring provides clear lines of authority and direction and promotes efficiency in providing admissions and enrollment services.

1. Downgrade the current Technical Supervisor, Admissions to an Admissions and Enrollment Technician position.

A savings of \$21, 612 will be realized. The responsibilities will include providing back-up front-line support, reviewing residency classification appeals, processing student fee exemptions, and limited supervision of staff from 4:30pm to 7:30pm.

2. Change the current Supervisor, Admissions position to a Supervisor, Admissions and Enrollment.

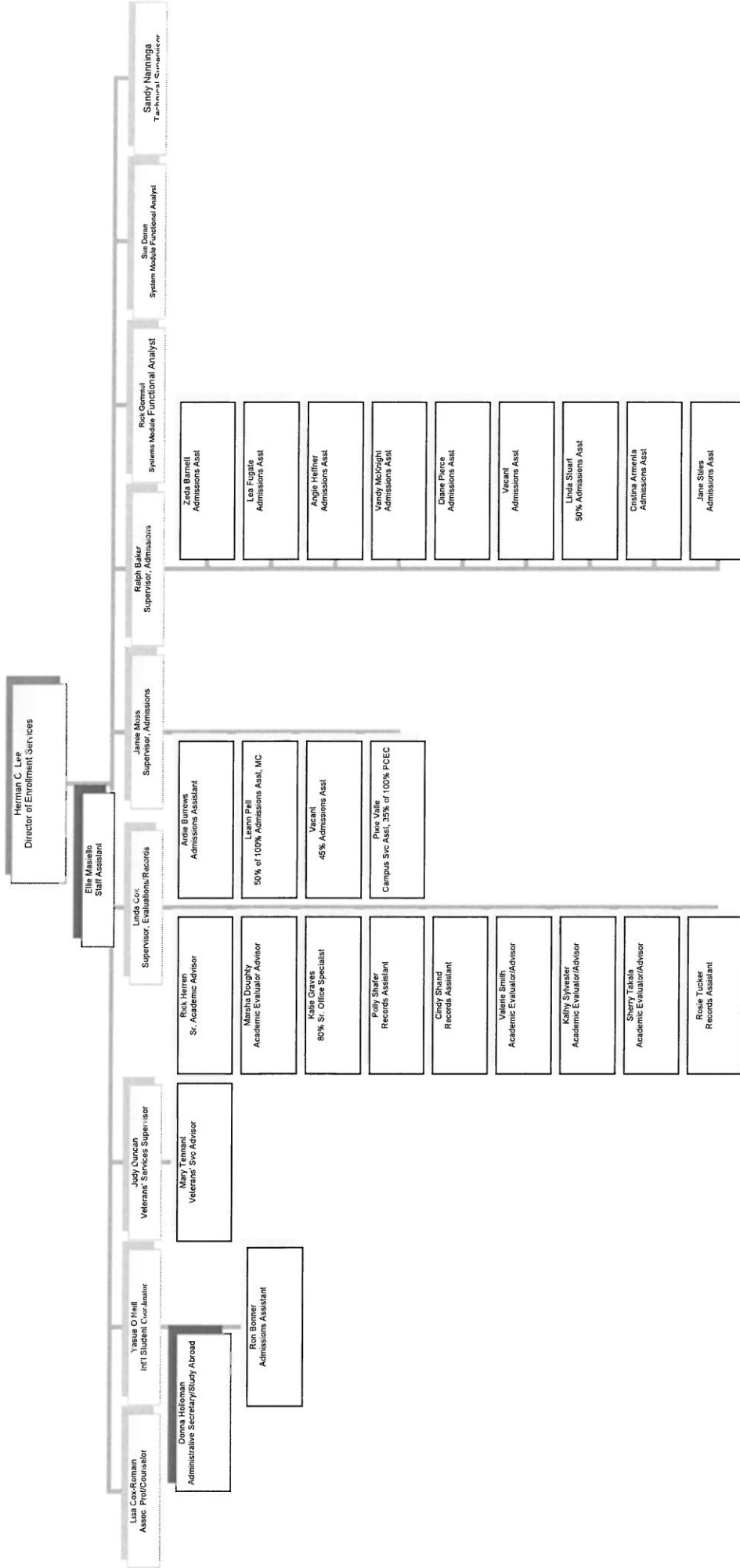
There will be an increased cost of \$2314.00 annually. The new position will assume full Admissions Office supervisory responsibilities, currently split between two positions, and the higher classification reflects the increase in responsibility.

3. Change the current Senior Office Specialist 80% to a Records Assistant 80%.

There is an increased cost of \$1142 annually. Currently, the position is 100% funded from transcript fees. After reorganization, 75% will be district funded and 25% will be funded from transcript fees. The changed duties and responsibilities reflect student records and transcripts work and will assist the Records Office in implementing prior course credits with the implementation of PS Academic Advisement.

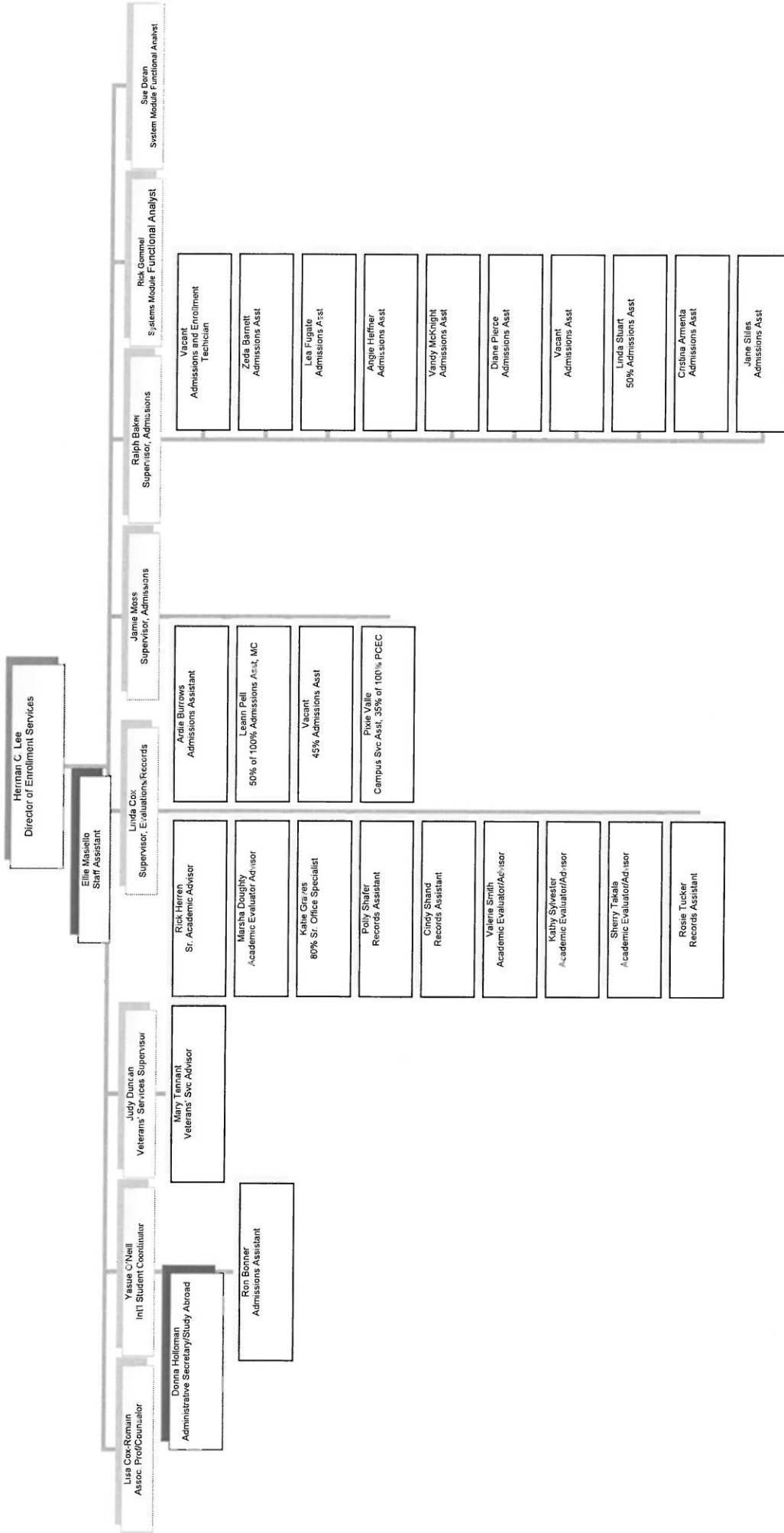
**There will be no increase cost to the district.**

# Enrollment Services Current Organizational Chart August 2002





# Enrollment Services Proposed Organizational Chart January 2003



Proposal For Reorganization of Enrollment Services

Position	Current Range	Salary	Proposed Title	Proposed Range	Salary	Difference
Supervisor, Admissions	45/3	\$45,650.00	Supervisor, Admissions and Enrollment	47/3	\$47,964.00	\$2,314.00
Technical Supervisor, Admissions	46/20	\$60,000.00	Admissions and Enrollment Technician	42/1	\$38,388.00	-\$21,612.00
Senior Office Specialist 80%	14/2	\$22,787.00	Records Assistant 80%	16/2	\$23,929.00	\$1,142.00
			Convert to district funds		<b>Sub-total</b>	-\$18,156.00
					<b>Net</b>	\$18,156.00
						\$0.00