

STRATEGIC PLANNING COUNCIL AGENDA

MEETING TYPE:	<input checked="" type="checkbox"/>	Staff	Date:	12/3/02
	<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 Baldridge GUESTS: Wallenius, Wilson

Order of Agenda Items	Desired Outcome	Resources Used	Time Allotted
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|---|---------------------|--|---------|
| A. MINUTES – NOVEMBER 19, 2002 | Decision | | 2 min. |
| B. ACTION ITEMS/SECOND READING | | Bring handouts from
from Nov. 19 mtg. | 60 min. |
| 1. Proposed BP 4225 – Course Repetition
(to replace BP 413) (Minimum
Conditions) | Discussion/Decision | | |
| 2. Proposed BP 5120 – Transfer Center
(Minimum Conditions) | Discussion/Decision | | |
| 3. Proposed BP 5050 – Counseling and
Matriculation (to replace BP 401)
(Minimum Conditions) | Discussion/Decision | | |
| 4. Proposed BP 2510 – Participation in
Local Decision-Making (Minimum
Conditions) | Discussion/Decision | | |
| 5. Matriculation and Transfer Advisory
Committee | Discussion/Decision | | |
| 6. Recommended Faculty Positions for
2003-04 | Discussion/Decision | | |
| 7. Proposed Increase in Planetarium Fees | Discussion/Decision | | |
| 8. Annual Implementation Plan Progress
Reports | Discussion | Distributed at Nov. 19 mtg. | |
| C. FIRST READING | | | |
| D. DISCUSSION ITEMS | | | 30 min. |
| 1. Counseling Reorganization Plan | Discussion | | |
| 2. Enrollment Services Reorganization
Plan | Discussion | | |
| 3. CalWORKs Program (Mary Ann Drinan) | Discussion | | |
| 4. Report on FY 03-04 Budget Outlook
from Resource Allocation Committee
(Jerry Patton) | Information | | |
| E. REPORTS OF PLANNING COUNCILS | | | 15 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 | | | |

F. REPORTS OF CONSTITUENCIES

15 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

G. PENDING ITEMS (Information)

1. Revision of Governance Structure and Organization Chart
2. Proposed Financial Aid Advisory and Appeals Committee
3. Change in SPC Membership
4. Proposed Technology Planning Council

H. OTHER ITEMS



STRATEGIC PLANNING COUNCIL MINUTES

December 3, 2002

The regular meeting of the Palomar College Strategic Planning Council was held on Tuesday, December 3, 2002, in SU-18. The meeting was called to order at 2:00 p.m. by Dr. Sherrill L. Amador.

Roll Call

Members Present: Amador, Barkley, Barton, Bedford, Bishop, Cater, Davis, Dolan, Drinan, Galli, Giese, Halttunen, Lutz, Madrigal, Melena, Miyamoto, Patton, ,

Members Absent: Arguello, Dimmick, Engleman, Fukunaga, Owens, Smith, Weimer

Guests Present: Barbara Baldrige, Chris Chambine (for Weimer), Bonnie Dowd (for Arguello), Carmen Eckman (for Dimmick), Suzanne Gavin (for Smith), Herman Lee, Lise Telson, Dale Wallenius, Darla Wilson

A. Minutes

MSC Barkley, Bishop

The minutes of the meeting of November 19, 2002, were approved.

President's Comments

Dr. Amador thanked the Faculty Senate for following through with the policy issues prior to this meeting. Chris Barkley requested that, in the future, a month be given for the process of policy change to take place so that the Senate has enough time to consider the items, and the other groups will have an opportunity to consider the Senate's suggested changes. Dr. Amador noted that the items with a time constraint were those mandated by minimum conditions.

B. Action Items/Second Reading

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

MSC Barkley, Cater to approve BP 4225 as follows:

BP 4225 - COURSE REPETITION (to replace BP 413)

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.
- F. Special classes for students with disabilities can be repeated beyond the stipulated number if appropriate as a reasonable accommodation for a disability.

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.

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

Title 5, Sections 55761-55765, 56029

2. Proposed BP 5120 – Transfer Center

MSC Lutz, Madrigal to approve BP 5120 as follows:

BP 5120 - TRANSFER CENTER

The District recognizes transfer of its students to baccalaureate level institutions as one of its primary missions. 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, in cooperation with the appropriate campus constituencies, 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.

Title 5, Section 51027

Chris Barkley stated that she would like faculty involved when the plan is made up. Dr. Amador replied that that is a given since the Counseling Department has that as a responsibility, and the primary staff members in that department are counselors. Lynda Haltunen reported that Rebecca Barr had sent the original draft of this policy out to the counselors. Of those who responded, it was 100% in favor of the policy as originally written.

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

MSC Barkley, Cater to approve BP 5050 as follows:

BP 5050 - COUNSELING AND MATRICULATION

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.

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

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

MSC Miyamoto, Barkley to approve BP 2510 as follows:

BP 2510 - PARTICIPATION IN LOCAL DECISION-MAKING
(to replace BP 4.5)

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 and professional matters.

The term “Academic and Professional Matters” refers to the establishment or modification of the following Policy and Procedure matters:

1. Curriculum, including establishing prerequisites and placing courses within disciplines
2. Degree and certificate requirements
3. Grading policies
4. Educational program development
5. Standards or policies regarding student preparation and success
6. Governance structures, as related to faculty roles
7. Faculty roles and involvement in accreditation processes, including self-study and annual reports
8. Policies for faculty professional development activities
9. Processes for program review
10. Processes for institutional planning and budget development
11. Faculty Hiring Policy, Faculty Hiring Criteria, and Faculty Hiring Procedures
12. Other academic and professional matters as mutually agreed upon by the Governing Board and the Faculty Senate. As other such academic and professional matters are identified, they will be added to this list.

Palomar Faculty Federation

Consistent with the EERA (Educational Employment Relations Act), the Palomar Faculty Federation shall represent faculty on campus committees dealing with salaries, benefits, and working conditions.

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.*

Education Code Section 70902(b)(7); Title 5, Sections 53200 et seq., (Academic Senate), 51023.5 (staff), 51023.7 (students)

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

MSC Barkley, Cater to take from the table.

MSC Barkley, Dolan to approve BP 7120 as follows:

BP 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, in cooperation with the appropriate campus constituencies, shall establish procedures for the recruitment and selection of employees including, but not limited to, the following criteria:

Academic

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. In accordance with AB1725 and BP 2510, 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.

Classified

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.

Administrative and Confidential/Supervisory

The criteria and procedures for hiring administrative, confidential, and supervisory employees shall be established in a way that encourages participation of administrators, the Administrative Association, and the Confidential and Supervisory Team, faculty, and classified staff in all appropriate phases of the process.

Education Code Section 70902(d); 87100 et seq

Bonnie Dowd, as a member of the committee that worked on this policy for the Senate, acknowledged Dr. Amador's efforts in meeting with them to resolve this matter.

6. **Proposed BP 4020 – Program and Curriculum Development (to replace BP 7.08)**

MSC Barkley, Dowd to add this item to the agenda for action.

MSC Barkley, Dowd to approved BP 4020 as follows:

BP 4020 - PROGRAM AND CURRICULUM DEVELOPMENT

(Replaces BP 7.08)

The programs and curricula of the District shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency. To that end, the Superintendent/President, relying primarily on the Faculty Senate, through the Curriculum Committee, shall establish procedures for the development and review of all curricular offerings, including their establishment, modification, or discontinuance.

Furthermore, these procedures shall include:

- regular review and justification of programs and course descriptions;
- opportunities for training for persons involved in aspects of curriculum development.

All new courses and programs and course and program deletions shall be approved by the Board.

Every vocational or occupational training program shall be reviewed every two years by the Board.

New courses that are not part of an existing approved program and all new programs shall be submitted to the Office of the Chancellor for the California Community Colleges for approval as required.

*Education Code Sections 70902(b) and 78016;
Title 5, Section 51022(a)*

7. Matriculation and Transfer Advisory Committee

MSC Dowd, Madrigal to approve the change in the Matriculation Advisory Committee, forming the Matriculation and Transfer Advisory Committee as outlined below:

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 communicating the Palomar College Matriculation Plan and the Transfer Center Plan, goals, objectives, budget revisions, and accomplishments with 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	Director, Information Services
Vice President, Instruction	Director, DSP&S
Vice President, Student Services	Director, Enrollment Services
Non-Credit Matriculation Coordinator	Director, Institutional Research and Planning
One ESL Faculty	Assessment and School Relations Supervisor
One Math Faculty	One Instructional Dean
One English Faculty	Transfer Center Coordinator
One Reading Faculty	Counseling Services Supervisor
Director, EOP&S	One Classified Employee
	One Student

The Ad Hoc Transfer Sub-Committee will consist of the following members:

UC representative	CSUSM representative
High School Counselor	One Generalist Counselor
Articulation Officer	TRIO Counselor
NCHEA Director	Marketing Communications Director
Evaluator	Transfer Center Coordinator
EOP&S Counselor	6 Non-Counseling Faculty
	One Student

8. Recommended Faculty Positions for 2003-04

Diane Lutz and Joe Madrigal presented the updated list of Instruction and Student Services Faculty Hiring Recommendations for Fall, 2003 (Exhibit B-8). Recruitment announcements will state, "pending funding," because of the state budget crisis.

MSC Dowd, Cater to approve the list as prioritized.

9. Proposed Increase in Planetarium Fees

MSC Cater, Dolan to approve the proposed increase in fees, effective Spring, 2003, and to change "PIC" to "student activity sticker" in each instance on Exhibit B-9.

10. Annual Implementation Plan Progress Reports

The group discussed the objectives/activities on the Annual Implementation Plan and the progress made on each of them. (Exhibit B-10) Dr. Amador noted that every item will not be completed during the first year. We will do another progress report in February.

C. **FIRST READING** – There were no items.

D. **DISCUSSION ITEMS**

1. Counseling Reorganization Plan

Chris Barkley stated that she wished to go on record stating that the Senate has not had a chance to take action on this matter. One of the reasons they put off taking action was the issue regarding the negotiation item on that. They also had requested from Rebecca Barr to know what the Counseling Department had recommended. Discussions they held indicated that they liked the titles of Career Center Coordinator and Transfer Center Coordinator. The Senate feels that Counseling, Instruction, and Technology reorganizations are academic and professional matters because they involve faculty's jobs. Because the Senate has not had an opportunity to endorse the plan, Ms. Barkley is uncomfortable taking it off the agenda and never bringing it back.

The Counseling Department members have sent memos to Dr. Amador indicating their desire to move forward with the Counseling reorganization plan. The continuing consensus out of that department as to what works best for students and how counselors deliver services to students is that this plan actually increases the number of counselors for students. At this point, Dr. Amador feels we have allowed enough time for deliberation, feels it is important to move on, and sees no reason to stop it; consequently, the plan will now move forward.

Kathy Davis expressed concern that certain functions previously performed by the Director of the Career Center and Director of the Transfer Center will be assigned to current classified staff members, who will be appropriately reclassified. She does not see any mention of that reclassification in the funding. Dr. Amador reported that any reclassification that has gone through the process has either been reclassified and the person's pay adjusted accordingly, or the duties have been removed.

2. Enrollment Services Reorganization Plan

Chris Barkley noted that the Senate has not had an opportunity to talk about this, but they feel they do not have to have input on this plan. This reorganization will assist students through their processing. Discussion was held regarding the plan, which will now move forward.

3. CalWORKs Program

Mary Ann Drinan wanted to know how much money the College is receiving in the CalWORKs program and how the money is being spent. She also wanted to know if the College has requested all of the funding that is available that is non-matching funding and has funneled it to the College. Suzanne Gavin responded that all the CalWORKs students are currently being identified and served in the EOP&S office. They have maximized the resources they have. There are three components to the CalWORKs budget: CalWORKs, TANF (federal funds), and child care money. The College is receiving about \$68,000 in TANF funds and a little over \$100,000 in child care. With those funds, CalWORKs students are still receiving this year all of the support that they received last year. Seventy out of 100 students are currently EOP&S and CARE students. There are two part-time counselors assisting the EOP&S and CARE counselors in serving those students. They have taken the training to learn a lot about CalWORKs. Ms. Drinan responded that there is double-duty for those individuals in EOP&S in the sense of assuming some of the responsibilities that would be on the shoulders of CalWORKs counselors. She stated that they are serving more students this semester than they were in the past and that she was questioning the work load. Ms. Gavin agreed with Ms. Drinan's assumption.

Ms. Gavin stated that currently, the 18-hour counselors are each serving about 110 assigned students. Those counselors are paid out of TANF or VTEA funds. However, if the CalWORKs counselor is there and another student walks in who is not assigned to that counselor, they serve those students. No student is turned away. Their work load of the number of students served is not larger than it was prior to the CalWORKs budget cuts. Ms. Drinan asked how much money was coming from the state program. Ms. Gavin responded that the state fund are the child care funds, which are a little over \$100,000, and that does pay for all the CalWORKs students' child care. It also pays for the position to handle the CalWORKs child care paper work. Ms. Drinan asked about the third source of funds that Ms. Gavin had mentioned earlier. Ms. Gavin reiterated that there are three different funding sources that they call "CalWORKs." There has been some misinformation that we are no longer accepting CalWORKs funds and are no longer serving CalWORKs students, which is not true. They have combined all of that within one department and have maximized the resources available to be certain those students are still being served in the same way. They are still getting their books, supplies, and child care paid for. If we are not paying for it with our funds, the County is. Ms. Drinan asked if we are aggressively pursuing funds that are available through the state in order to serve students in CalWORKs. Ms. Gavin responded that we are, and the only funds that we did not request are those that are earmarked CalWORKs fund that require a 50/50 district match. That was about \$166,000. The campus also received another federal program called, "Educational Opportunity Center." It basically serves the same population from an outreach standpoint. It helps the student get into college. Once they get in, they are brought into our process and we continue to serve them.

It has been made clear to the students in orientation that they are still going to be served, but the service will come from the EOP&S office.

4. Report on FY 03-04 Budget Outlook from Resource Allocation Committee

Jerry Patton reported that the Governor has called a special session on December 9 regarding Proposition 98. They are meeting today with representatives from both the assembly and state senate. At stake is \$1.9 billion. Ten percent of that is community colleges: \$190 million. If that were to actually materialize in reduction, it would mean a loss of \$3.1 million to Palomar College this year. The Governor and legislature will go through some kind of process. He will make some kind of recommendation on December 9. There is still discussion as to how the cuts would occur.

Because of the lateness of the hour, the remainder of the agenda was postponed until the next meeting; and the meeting was adjourned at 4:05 p.m.

Barkley Cater MSC

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BP 4225 Course Repetition

(to replace BP 413)

Reference:

Title 5, Sections 55761-55765, 56029

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.
- STET* E. To meet legally mandated training requirements as a condition of continued employment. No limitation on repetitions.
- F. Special classes for students with disabilities can be repeated beyond the stipulated number if appropriate as a reasonable accommodation for a disability as per Title V-56029.

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

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3-16-02
Haltiner, Madrigal
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Palomar Community College District

Board Policy 5120

Transfer Center

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

is that a transfer plan etc. (from our draft)
The Superintendent/President, in cooperation with the appropriate campus constituency, shall assure a commitment to transfer by following minimum standards as set forth in Title 5 language and support legislation, and maintaining the following:

Monetary support of the Transfer Center with District General Funds;

A designated and separate Transfer Center;

Staffing structure to consist of a faculty member as Transfer Center Coordinator and clerical support to meet the following successful transfer components:

Responsibility for activities related to identifying potential transfer students;

Work to increase faculty involvement and serve as a liaison with faculty;

Serve as the liaison between the college and four-year university staff in transfer procedure and policy;

Develop programs and strategies designed to improve the transfer of students, particularly underrepresented students.

~~Title 5, Section 51027, 51027(2), 51027(3), Senate Bill 121~~

correct #'s ?

November 25, 2002

Barkley, C. L.
MSC

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.

BP 401

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Miyamoto Barkley
MSC

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)

replace BP 4.5

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~~

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

First sentence →
at right is taken
from current BP
4.5

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 **and professional** 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.~~

~~A~~

The term "Academic and Professional Matters" means the following Policy and Procedure matters:

Le 7/2/20

1. **Curriculum, including establishing prerequisites and placing courses within disciplines**
2. **Degree and certificate requirements**
3. **Grading policies**
4. **Educational program development**
5. **Standards or policies regarding student preparation and success**
6. **Governance structures, as related to faculty roles**
7. **Faculty roles and involvement in accreditation processes, including self-study and annual reports**
8. **Policies for faculty professional development activities**
9. **Processes for program review**
10. **Processes for institutional planning and budget development**
11. **Faculty Hiring Policy, Faculty Hiring Criteria, and Faculty Hiring Procedures**

12. Other academic and professional matters as mutually agreed upon by the Governing Board and the Faculty Senate. As other such academic and professional matters are identified, they will be added to this list.

B. ~~The Governing Board, through the Superintendent/President or designee, will consult with rely primarily on the Faculty Senate when adopting or modifying policies and procedures on academic and professional matters. Policies and procedures on academic matters shall not be adopted by the Governing Board or implemented until consultation with the Faculty Senate has occurred.~~

C. ~~Modifications of this policy are to be considered a professional matter and fall within the scope of this agreement.~~

Palomar Faculty Federation (Code)

Consistent with the EERA (Educational Employment Relations Act), the Palomar Faculty Federation shall represent faculty on campus committees dealing with salaries, benefits, and working conditions.

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.

← sp. 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.

← sp. 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.*

Barkley, Cater take from table

SENATE DRAFT

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SENATE DRAFT

Palomar Community College District
Board Policy 7120

Barkley, David Dolan
MSC

Recruitment and Selection

(Replaces existing BP 174) 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, **in cooperation with the appropriate campus constituencies**, shall establish procedures for the recruitment and selection of employees including, but not limited to, the following criteria:

Academic

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. **In accordance with AB1725 and BP2510**, 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.

Classified

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.

Conf
Administrative and Supervisory

The criteria and procedures for hiring administrative and supervisory employees shall be established **in a way that encourages participation of administrators**, after affording the Administrative Association and the Supervisory/Confidential Association, **faculty, and classified staff in all appropriate phases of the process**, an opportunity to participate under the Board's policies regarding local decision-making.

Education Code Section 70902(d);

Education Code Section 87100 et seq.

Revised September 17, 2002

SENATE DRAFT

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*Add to Agn for action
Barkley, Gould
MSC*

Palomar Community College District

Board Policy 4020

Program and Curriculum Development

(Replaces existing BP 7.08)

STET The programs and curricula of the District shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency. To that end, *FS* the Superintendent/President the Faculty Senate, through the Curriculum Committee, shall establish procedures for the development and review of all curricular offerings, including their establishment, modification or discontinuance.

Furthermore, these procedures shall include:

- ~~appropriate involvement of the faculty and the Faculty Senate in all processes;~~
 - regular review and justification of programs and course descriptions;
 - opportunities for training for persons involved in aspects of curriculum development.
- courses + course +*

All new *courses + course +* programs and program deletions shall be approved by the Board.

Every vocational or occupational training program shall be reviewed every two years by the Board.

New courses that are not part of an existing approved program and all new programs shall be submitted to the Office of the Chancellor for the California Community Colleges for approval as required.

*Education Code Sections 70902(b) and 78016;
Title 5, Section 51022(a)*

September 25, 2002



David Madrigal

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 communicating articulating the Palomar College Matriculation Plan and the Transfer Center Plan, goals, objectives, budget revisions and accomplishments with 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~~ faculty
One Math ~~Instructor~~ faculty
One English ~~Instructor~~ faculty
One Reading ~~Instructor~~ faculty
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~~ Center Coordinator
Counseling Services Supervisor *STET*
One Classified Employee
One Student

SENATE DRAFT

SENATE DRAFT

SENATE DRAFT

Reviewed by Strategic Planning Council:

Comments:

11-5-05

First Reading

12/3/02

Approved/Denied

ADDENDUM TO GOVERNANCE STRUCTURE GROUP REQUEST

MATRICULATION AND TRANSFER ADVISORY COMMITTEE

adHoc

Transfer Sub-Committee

UC representative

CSUSM representative

High School Counselor

~~Faculty Senator~~

One Generalist Counselor

Articulation Officer

TRIO ~~Supervisor~~ Counselor

NCHEA Chair (*Director ?*)

Marketing Communications Director

Evaluator

Transfer Center Coordinator

EOPS Counselor

6 Non Counseling Faculty (*Divisional representation*)

One Student

SENATE DRAFT

SENATE DRAFT

SENATE DRAFT

Instruction and Student Services 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	16.29	14.02	0.54	13,364	441/495	PE and Athletics combined
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	PE/Athletics	16.29	14.02	0.54	13,364	441/495	PE and Athletics combined
8	Chemistry	4.07	5.8	0.41	4,412	447	
9	Interior Design/Drafting	3.64	3.78	0.49	3,621	494	Totals and ratios are a combination of the disciplines
10	Mathematics	24.38	20.93	0.53	26,429	571	
11	Political Science	2.8	2.4	0.54	2,802	539	
12	Speech	6.7	7.6	0.59	4,910	435	
13	History	7	6.4	0.52	8,061	602	
14	English	25.2	20.33	0.55	17,541	385	

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

Approved by Instructional Planning Council 11/27/02

*David Carter
msc*



Strategic Plan 2005 Annual Implementation Plan 2002-2003

Objective/Activity 1 <i>Goal: Student Success</i>		Primary Person & Others Involved: VP Student Services, Chief Advancement Officer
Increase scholarship recipients and donors through improved processes and procedures		Assigned Groups: Scholarship Committee
Estimated Cost:	One Time	Funding Source: Foundation, General Funds
	Ongoing	Time Line: June, 2003
<p>Nov., 2002 The scholarship recipient pool increased by 212%, and donor revenues increased by 44% over the previous academic year. The Foundation Scholarship Technician and the Director of Financial Aid & Scholarships have implemented new advertising publicity strategies and application processes that have eased the burden and time commitment for submitting scholarship applications.</p> <p>Increased efforts by the Financial Aid staff have resulted in over a 200% increase in scholarships awarded during Spring 2002. Earlier production and dissemination of the scholarship booklets has been accomplished for 2002/03.</p>		<p>Feb., 2003</p> <p>May, 2003</p>

Strategic Plan
Annual Implementation Plan 2002-2003

Objective/Activity 2 Goal: Student Success		Primary Person & Others Involved: VP Instruction; VP Student Services; Instructional and Student Services Deans	
Provide comprehensive and innovative class scheduling options to improve accessibility and timely program and degree completion		Assigned Groups: Chairs and Directors	
Estimated Cost:	One Time	Funding Source:	
	Ongoing	Time Line: June, 2003	
Nov., 2002	Feb., 2003	May, 2003	
Student Services managers have attended scheduling parameter meetings with instructional staff to provide input in formulating a more efficient class schedule and course offerings for our students.			
Combination on-line/on-campus classes, allowing classroom sharing, have been scheduled for Spring semester, 2003.			
MNHS Division rearranged Spring, 2003, class schedules to avoid overlap of science majors' courses.			

**Strategic Plan
Annual Implementation Plan 2002-2003**

Objective/Activity 3 <i>Goal: Student Success</i>		Primary Person & Others Involved: VP Finance & Administrative Services; VP Student Services	
Create and implement a system to improve student fee collection and related services		Assigned Groups:	
Estimated Cost:	One Time	Funding Source:	
	Ongoing	Time Line: June, 2003	
<p>Nov., 2002</p> <p>Meetings have been held with Student Services/Fiscal/IS staff to improve the collection of health and optional fees in the PeopleSoft system.</p> <p>Student Accounts are now nearly free from errors. Over 6 million lines of data have been scrutinized to reconcile account postings. Student bills are printed and distributed on a regular and timely basis each semester. For prior semester student account balances, students are not allowed to register, obtain transcripts or grades; for current semester student account balances, students are dropped from classes for non-payment after 2nd week of classes. Phase I of changing the Cashiers Office to a Bursars Office has started with the addition of two temporary employees. The next steps would be to hire permanent staff and move all student account related activities from Admissions and Records to the Bursars Office. Phase II would be to create a "one-stop" area for all student financial transactions; this would require moving the Bursar's Office into the Student Services location.</p>		Feb., 2003	May, 2003

Strategic Plan **Annual Implementation Plan 2002-2003**

Objective/Activity 4 <i>Goal: Student Success</i>		Primary Person & Others Involved: VP Instruction; VP Student Services	
Improve articulation with area high schools at the discipline level and within student services		Assigned Groups: Chairs & Directors; Instructional and Student Services Deans; Matriculation Advisory Committee; Articulation Officer	
Estimated Cost:		Funding Source:	
		One Time	Time Line: June, 2003
		Ongoing	
<p>Nov., 2002</p> <p>Our recent eXpo 2002 event was instrumental in bringing approximately 1,000 high school seniors to the college. During the half-day activity, various instructional programs and support services were highlighted for the students.</p> <p>Mathematics Department has representation on the Vertical Team of the Gear-Up program with San Marcos High School.</p> <p>In process of developing an articulation model to create a better tracking process, a data file, and increased number of students enrolled in Tech Prep-articulated courses.</p> <p>Development of several high school-Palomar College articulation agreements are in progress.</p> <p>Area high schools were invited to participate with Multicultural Studies Department in the Day of the Dead celebration.</p> <p>Anne Stadler has assists in testing ESL students at all area high schools in the STARS program. She coordinates with Diane McAllister, high school counselors and some high school ESL instructors.</p> <p>Colleen Weldele is working on communicating and articulating course content and standards for Palomar College ESL courses with Bea Warner, Director of Programs for English learners for the Escondido Union High School District.</p>		Feb., 2003	May, 2003

**Strategic Plan
Annual Implementation Plan 2002-2003**

Objective/Activity 5 Goal: Student Success		Primary Person & Others Involved: VP Instruction; VP Student Services; Director, Institutional Research and Planning	
Develop and implement programs and services to increase persistence, completion, and transfer		Assigned Groups:	
Estimated Cost:	One Time	Funding Source:	
	Ongoing	Time Line: June, 2003	
Nov., 2002	Feb., 2003	May, 2003	
<p>An activity currently under way is an e-service pilot project to involve faculty in reporting academic progress for student athletes and financial aid recipients. It is anticipated that his activity will improve retention and successful course completion by student participants.</p> <p>Life Sciences Department is partnering with CSUSM on a Bridges grant to assist in persistence, completion and transfer of racial and ethnic minority science students.</p> <p>We are using VTEA funds to enhance tutoring and counseling services and assist students in removing barriers to completion and transfer.</p> <p>The Police and Fire Academy curriculum has been revised to facilitate timely completion and access to support services (financial aid, tuition assistance for military).</p> <p>IR&P has generated baseline persistence and transfer information for tracking progress on this objective. We presented this information at a First Friday workshop for new faculty and we are incorporating it into a Strategic Plan Evaluation Report.</p>			

Strategic Plan
Annual Implementation Plan 2002-2003

Objective/Activity 6 Goal: Teaching and Learning Excellence		Primary Person & Others Involved: President; VP Instruction; VP Student Services; Director, Institutional Research & Planning; Director, Student Affairs	
Foster a learning culture that promotes institutional and student expectations, responsibilities, and respect		Assigned Groups: All constituent groups	
Estimated Cost:	One Time	Funding Source:	
	Ongoing	Time Line: June, 2003	
Nov., 2002	No work on this objective has been done. Beginning Spring semester, a work group will be formed to determine what exists at Palomar in print on institutional and student expectations, responsibilities, and respect and how to effectively bring a change in the learning culture for students. The June, 2003, target should be met.	Feb., 2003	May, 2003

Objective/Activity 7 Goal: Teaching & Learning Excellence		Primary Person & Others Involved: Curriculum Co-Chairs	
Implement a user friendly curriculum process		Assigned Groups: Curriculum Committee	
Estimated Cost:	One Time	Funding Source: General Fund; Categorical	
	Ongoing	Time Line: June, 2003	
Nov., 2002	An Ad Hoc Committee has been identified to assist in this task which will largely be done in the Spring semester. Needed changes to forms, instructions and processes have begun to be identified.	Feb., 2003	May, 2003

Strategic Plan
Annual Implementation Plan 2002-2003

Objective/Activity 8 Goal: Organizational and Professional Development		Primary Person & Others Involved: President; VP Human Resource Services	
Implement a more timely process for approval and filling of new and replacement positions		Assigned Groups:	
Estimated Cost:	One Time	Funding Source:	
	Ongoing	Time Line: January, 2003	
<p>Nov., 2002 A revised Board Policy 7120 - Recruitment and Selection is ready for action by SPC. A group of faculty and administrators have been working on faculty procedures which address a more timely process for approval and filling new/replacement positions. The January target for the faculty portion may not be met.</p> <p>Significant progress has been made in the approval process with the development and usage of the new Position Authorization Form. We are making good progress toward filling new and replacement positions more quickly, by cross-training within the Employment Services department to ensure prompt turn-around on our part during peak recruiting periods. Our ability to produce a selection committee video before Spring 2003 has been delayed due to a lack of agreement on the hiring policy; we now hope to have that video completed by May 2003.</p>		<p>Feb., 2003</p> <p>May, 2003</p>	

**Strategic Plan
Annual Implementation Plan 2002-2003**

Objective/Activity 9 Goal: Organizational and Professional Development		Primary Person & Others Involved: VP Human Resource Services; Training Coordinator	
Establish and fund ongoing employee training programs that assess needs, assure competencies, and use appropriate delivery methods		Assigned Groups: Professional Development Committee; Academic Technology Group; Staff Development Committee	
Estimated Cost:	One Time	Funding Source:	
	Ongoing	Time Line: June, 2003	
Nov., 2002 Employee training programs are in development, some training opportunities are currently being offered, and funding for the program has been established. Efforts to date have focused on assessing the learning environment and discovering employee training needs while avoiding replication of current programs. Seven courses are offered in the month of November.	Feb., 2003	May, 2003	

Objective/Activity 10 Goal: Organizational and Professional Development		Primary Person & Others Involved: President; Vice Presidents; Director, Institutional Research & Planning	
Formalize a governance process that assures appropriate evaluation of, and response to, committee recommendations		Assigned Groups: All constituent groups	
Estimated Cost:	One Time	Funding Source:	
	Ongoing	Time Line: January, 2003	
Nov., 2002 A work group of SPC developed a draft of a governance structure reflecting the new SPC structure, councils, process, and procedures. It was presented at the November 5 SPC meeting. The draft will work its way through the process for approval to replace pages 1-3 in the 2001-02 Faculty Manual. Target for completion should be February, 2003.	Feb., 2003	May, 2003	

**Strategic Plan
Annual Implementation Plan 2002-2003**

Objective/Activity 11 Goal: Organizational and Professional Development		Primary Person & Others Involved: President, Vice Presidents	
Promote a culture of inclusiveness, participation, collaboration, and mutual respect that recognizes and celebrates the value of contributions		Assigned Groups: All constituent groups	
Estimated Cost:	One Time	Funding Source: General Fund; Categorical	
	Ongoing	Time Line: June, 2003	
Nov., 2002 Beginning at the August convocation, all staff were included and recognized for their contributions. The new governance structure (draft) addresses the context for promoting a new culture. A culture change takes years, but the initial step is to have a well-defined structure. The defined structure should be completed by June, 2003.	Feb., 2003	May, 2003	

Objective/Activity 12 Goal: Organizational and Professional Development		Primary Person & Others Involved: President, Vice Presidents	
Delineate and integrate the District's organizational and governance structures		Assigned Groups: All constituent groups	
Estimated Cost:	One Time	Funding Source: General Fund; Categorical	
	Ongoing	Time Line: June, 2003	
Nov., 2002 The governance structure which delineates councils and committees, currently under review and revision, will be the basis for connecting the District organization to governance. Once councils and committees have been revised, added, or deleted, diagrams will be developed showing the connection. SPC is currently in that process at stage one – governance structure. The June, 2003, target is possible.	Feb., 2003	May, 2003	

**Strategic Plan
Annual Implementation Plan 2002-2003**

Objective/Activity 13 Goal: Resource Management		Primary Person & Others Involved: VP Finance & Administrative Services; Director of Fiscal Services	
Explore options for flexible multi-year departmental budget planning		Assigned Groups: Resource Allocation Committee	
Estimated Cost:	One Time	X	Funding Source:
	Ongoing		Time Line: January, 2003 (Options)
Nov., 2002	Feb., 2003		May, 2003
Resource Allocation Committee is currently studying it's role under the strategic planning process and will soon begin development of the 2003-04 budget. The first step in budget development is to estimate ending fund balances and project revenue for the fiscal year. RAC will review the financial status of the College, including last year's expenditure increases and possible expenditure increases in 2003-04, before they consider allowing unexpended budget to roll into the next fiscal year.			

Objective/Activity 14 Goal: Resource Management		Primary Person & Others Involved: Vice President, Finance & Administrative Services	
Continue efforts to make budget reports user friendly			
Estimated Cost:	One Time		Assigned Groups:
	Ongoing	X	Funding Source:
	Time Line: June, 2003		
Nov., 2002	Feb., 2003		May, 2003
The improvements made by PeopleSoft in Version 7.52 were significant, based on the feedback of end-users. In addition, for the very first time, the College engaged an outside training consultant who developed the curriculum and training materials. The new Training Coordinator is continuing with on-going refresher classes by using a faculty member as the professional trainer.			

Strategic Plan Annual Implementation Plan 2002-2003

Objective/Activity 15 Goal: Resource Management		Primary Person & Others Involved: President; Advancement Office	
Develop and implement institutional strategies to lobby for community college interests and funding		Assigned Groups: SPC	
Estimated Cost:	One Time	Funding Source:	
	Ongoing	Time Line: January, 2003	
Nov., 2002 A Government Affairs Task Force was appointed and met to define the Government Affairs Committee's role, products, and reporting relationship. The committee has been formed and will have its first meeting on December 12, 2002. An agenda of tasks and strategies will be developed to begin implementation of an organized lobbying effort. Jan, 2003, target will be met.		Feb., 2003	May, 2003

Objective/Activity 16 Goal: Resource Management		Primary Person & Others Involved: Vice Presidents – Instruction, Administrative Svcs, Student Svcs, Human Resources	
Develop and implement a long range budget plan for computer hardware and software upgrades and/or replacement		Assigned Groups: Technology Committee	
Estimated Cost:	One Time	Funding Source: General Fund; Categorical	
	Ongoing	Time Line: June, 2003 (Plan)	
Nov., 2002 Out of the strategic planning processes, a coordinated technology plan will emerge that will guide the use of technology, thereby providing a Technology Master plan that will be used by the Strategic Planning Council and subsequently, RAC to develop a long-range budget plan. The availability of funds through state apportionment will most likely need augmentation by the use of debt instruments to provide funding for a long-range budget plan. RAC will also consider the use of leasing desktops versus outright purchase.		X	May, 2003

**Strategic Plan
Annual Implementation Plan 2002-2003**

Objective/Activity 17 <i>Goal: Facilities Improvement</i>		Primary Person & Others Involved: VP Finance & Administrative Services; Director of Facilities	
Develop and fund an ongoing district-wide maintenance plan for buildings and grounds that demonstrates the commitment to a clean, attractive learning environment		Assigned Groups: Facilities Committee	
Estimated Cost:	One Time	Funding Source: General Funds	
	Ongoing	Time Line: January, 2003	
<p>Nov., 2002</p> <p>Considerable effort by the Grounds Unit of Facilities to improve the landscaping of the San Marcos campus. Also, RAC provided a significant amount of funding for building improvements, including painting, gutters, restrooms, classrooms, and classroom furniture. Facilities is still completing this work. Facilities will continue working on being efficient with funding provided in its operation budget. RAC will endeavor to fund the priorities coming out of Strategic Planning Council, and assuming that one of the priorities will be to fund building and grounds improvements.</p>		Feb., 2003	May, 2003

**Strategic Plan
Annual Implementation Plan 2002-2003**

Objective/Activity 18 Goal: Facilities Improvement		Primary Person & Others Involved: President; Co-chairs of Educational & Facilities Master Plan Task Force	
Complete and begin implementation of the Educational and Facilities Master Plan		Assigned Groups: EFMPTF	
Estimated Cost:	One Time	X	Funding Source:
	Ongoing		Time Line: June, 2003 (Plan)
Nov., 2002 The Education and Facilities Master Plan Task Force has completed the drafts from departments/programs, and District structure scenarios have been developed based on data and input. SPC and open forums have seen the presentation of work to date. The Governing Board will have its second workshop on the E&FMP on November 19. The completion of the plan is on target for June, 2003.		Feb., 2003	May, 2003

**Strategic Plan
Annual Implementation Plan 2002-2003**

Objective/Activity 19 Goal: Facilities Improvement		Primary Person & Others Involved: VP Finance & Administrative Services; Director/Chief Public Safety; Director of Facilities	
Develop and implement a flexible parking plan that accommodates the needs of students, faculty, staff, and the community		Assigned Groups:	
Estimated Cost:	One Time	X	Funding Source:
	Ongoing		Time Line: June, 2003
<p>Nov., 2002</p> <p>This objective has several components to achieve and identify progress. Lots 1 & 2 have been redesigned, achieving an additional 162 parking spaces. A traffic engineer is analyzing the remaining lots to see if more efficiency in design layout can be achieved. The engineer is also studying making Comet Circle a two way street. The College is considering creating more parking lots, hopefully to achieve an additional 1,000 spaces. The Campus Police Committee is undertaking a review of the current parking policy with the intent of creating a policy that is user-friendlier.</p>		Feb., 2003	May, 2003

**Strategic Plan
Annual Implementation Plan 2002-2003**

Objective/Activity 20 Goal: Facilities Improvement		Primary Person & Others Involved: VP Finance & Administrative Services; Director of Facilities (Kelley Hudson-MacIsaac); Director & Police Chief; Director of Education Centers (Norma Bean)	
Evaluate and improve facilities-related safety and security throughout District		Assigned Groups: Safety-Security Committee	
Estimated Cost:	One Time	Funding Source: Parking Fund; General Fund	
	Ongoing	Time Line: June, 2003	
Nov., 2002 The Campus Police Committee and Safety-Security Committee are reviewing the conditions at all locations and will develop suggestions and recommendations. A campus emergency telephone system has been designed and the infrastructure has been put in place. The telephones and "blue-light" alert system is scheduled to be purchased next year if funds are available. Grounds has been trimming trees and shrubs to cut back undergrowth and provide more open environment on the San Marcos campus.		Feb., 2003	May, 2003