

STRATEGIC PLANNING COUNCIL AGENDA

MEETING TYPE:			Date:	2/18/03
	<input checked="" type="checkbox"/>	Staff	Starting Time:	2 p.m.
	<input type="checkbox"/>	Product/Project	Ending Time:	4 p.m.
	<input type="checkbox"/>	Special	Place:	SU-18

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

Order of Agenda Items	Desired Outcome	Resources Used	Time Allotted
A. <u>MINUTES - FEBRUARY 4, 2003</u>	Decision		2 min.
B. <u>ACTION ITEMS/SECOND READING</u>			30 min.
1. Proposed BP 1100 – The Palomar Community College District	Decision		
2. Proposed BP 1200 – District Mission (to replace BP 1.1)	Decision		
3. Committees with Administrative Association/CAST Representatives	Decision		
4. Proposed Change – Revenue Allocation Committee	Decision		
5. Proposed Change – Safety and Security Committee	Decision		
6. Proposed Change – Facilities Planning Committee	Decision		
7. Proposed Change – Bookstore Advisory Committee	Decision		
C. <u>FIRST READING</u>			15 min.
1. Proposed BP 3100 – Organizational Structure (to replace BP 20)	Discussion	Handout	
2. Proposed BP 3200 – Accreditation	Discussion	Handout	
3. Proposed BP 3250 – Institutional Planning	Discussion	Handout	
4. Proposed BP 3280 – Grants (to replace BP 311)	Discussion	Handout	
5. Proposed BP 3300 – Public Records	Discussion	Handout	
D. <u>DISCUSSION ITEMS</u>			45 min.
1. Faculty Hiring Procedures (Barkley)	Information		
2. Annual Implementation Plan Progress Reports	Discussion	Exhibit D-2	
3. Name Change from Disabled Student Programs and Services (DSP&S) to Disability Resource Center (DRC)	Discussion	Handout	

E. REPORTS OF PLANNING COUNCILS

20 min.

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

F. REPORTS OF CONSTITUENCIES

20 min.

1. **Administrative Association** – Mollie Smith
2. **Associated Student Government** – Leo Melena
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** – Maria Miller

G. PENDING ITEMS

H. OTHER ITEMS



STRATEGIC PLANNING COUNCIL MINUTES

February 18, 2003

The regular meeting of the Palomar College Strategic Planning Council was held on Tuesday, February 18, 2003, in SU-18. The meeting was called to order at 2:04 p.m. by Dr. Sherrill L. Amador.

Roll Call

Members Present: Amador, Barkley, Barton, Bishop, Champine, Davis, Drinan, Engleman, Giese, Halttunen, Lutz, Madrigal, Melena, Miyamoto, Owens, Patton, Wallenius

Members Absent: Cater, Dimmick, Dowd, Fukunaga, Smith

Guests Present: Barbara Baldrige, Carmen Eckman (for Dimmick), Suzanne Gavin (for Smith), Steve Spear (for Dowd), Darla Wilson

A. Minutes

MSC Bishop, Owens

The minutes of the meeting of February 4, 2003, were approved with the following changes:

Page 2, fourth paragraph, will begin with the words, "Dr. Amador explained that the process of getting . . ."

Page 2, sixth paragraph, will be replaced with the following: "Ms. Drinan made the following comments: 'I really still favor that whole idea of declaring an emergency and looking at the constitution of the small group because if we do not think that the cutting of three million dollars in terms of mid-year cuts is an emergency then you know I don't know how we are defining that term emergency. And at that point you will have those individuals who are able to talk about a variety of issues together in one room. I think we have over representation in some ways here within this group and in that it is necessary to be able to talk about various perspectives and to spend more time than I think that a group of this size can adequately do. And so those are some of the reasons that I favor the constitution of that small group. And also because that group, that committee grew out of discussion among people throughout the campus. It was not something that was done in a week or a month or in two months; it was something that emerged after multiple discussions over a period of multiple months. And it was thoroughly bedded throughout the college and so it has that degree of support that probably is not present for other kinds of processes.'"

Page 3, item D, the sentence will read "All changes will be effective July 1" will be amended as follows: "with the exception of the combination of the Community Services position with Worksite Education, which will be effective March 1."

Page 3, item D, second paragraph, last sentence will read: "The Family and Consumer Sciences Department and Trades and Industry Department have agreed and are fully supportive of the changes brought about by the reorganization."

Page 4, Reports of Constituencies, CCE/AFT, first sentence, "conference" will be replaced with "legislative reception."

Page 4, Reports of Constituencies, PFF/AFT, first sentence, "conference" will be replaced with "legislative reception." Also the resolutions mentioned were passed at last year's CFT convention, and they are seeking ways to implement them without costing money.

B. ACTION ITEMS/SECOND READING**1. Proposed BP 1100 – The Palomar Community College District**

MSC Barkley, Halttunen to approve adoption of this policy as follows:

BP 1100 - The Palomar Community College District

The District has been named the Palomar Community College District.

The name is the property of the District. No person shall, without the permission of the Board, use this name or the name(s) of any college(s) or other facilities of the District, or any abbreviation of them, to imply, indicate or otherwise suggest that an organization, product or service is connected or affiliated with, or is endorsed, favored, supported, or opposed by, the District.

The District consists of the following college(s), education center(s), and sites:

Palomar College San Marcos Campus

Palomar College Escondido Center

and sites at:

Borrego Springs

Camp Pendleton

Fallbrook

Mt. Carmel

Pauma

Poway

Ramona

Education Code Section 72000(b)

2. Proposed BP 1200 – District Mission (to replace BP 1.1)

MSC Wallenius, Halttunen to approve the deletion of BP 1.1 and the adoption of this policy as follows:

BP 1200 District Mission

The mission of the Palomar Community College District:

Palomar College is an educational leader committed to quality learning. We provide our community the knowledge, information, skills, and aesthetic appreciation necessary to live responsibly, effectively, and creatively in an interdependent and changing world.

To achieve its mission, the Palomar Community College District follows the mission of the California Community College System as determined by the State Legislature.

The mission is evaluated and revised on a regular basis.

WASC/ACCJC Standard One

3. Committees with Administrative Association/CAST Representatives

MSC Miyamoto, Giese to approve the following revisions to committee membership to allow for representation from the Confidential and Supervisory Team and revise the number of members from the Administrative Association as follows:

- Benefits Committee – one from each of the two groups
- Campus Police Advisory Committee – change to one from CAST group
- Disabled Student Programs and Services Advisory Committee – leave it as one from Administrative Association
- Facilities Planning Committee – one from each of the two groups (add one member)
- Faculty and Staff Diversity Advisory Committee – one from each of the two groups
- Institutional Review Committee – one from each of the two groups (add one member)
- Revenue (Resource) Allocation Committee – one from each of the two groups
- Safety and Security Committee – one from each of the two groups
- Scholarship Committee – change to one from CAST group
- Staff Development and Training Committee – one from each of the two groups (add one member)

4. Proposed Change – Revenue Allocation Committee

MSC Bishop, Eberhart to approve the following changes in the current Resource Allocation Committee:

- Change Name to Revenue Allocation Committee
- Change Role to: The Revenue Allocation Committee establishes the guidelines and timelines for the preparation of the unrestricted and designated budgets. The committee will review the estimated revenue projections for the upcoming fiscal year to determine total funds available as well as projections for future years. The committee will review prioritized funding requests as submitted by the Strategic Planning Council and will recommend allocation and re-allocation/reductions of resources to the strategic plans. The recommended annual unrestricted and designated budgets will be forwarded to the Strategic Planning Council.
- Change Products to:
 - Establishes Guidelines/Timelines for Budget Development
 - Annual college unrestricted and designated budgets
 - Future Year Revenue Projections
- Add: Process: Reviews/approves revenue estimates
- Add: Reporting Relationship: (just prior to “Advises SPC of revenue estimates” and “Reviews SPC priorities and allocates funding”)
- Change Members list: from President and Vice President of The Faculty (or designee) to Two Faculty Members as designated by the Faculty Senate, and add One PFF representative and One Student

5. Proposed Change – Safety and Security Committee

MSC Bishop, Barkley to approve the following changes in the Safety and Security Committee:

- Change Role to: The Safety and Security Committee examines the operation of the College with respect to safety and security. Areas considered by the Committee are: safety manual, periodic safety inspections, general security of facilities, inspection of hazardous materials and equipment, designation of dangerous areas, general laboratory safety, and all matters concerning risk management.
- Change Product to: SP198 requires all California employers to establish and maintain effective injury and illness prevention programs. These must be written and include elements of California Labor Code Section 10.6401.7
- Change Reporting Relationship to: Vice President, Finance and Administrative Services/ Administrative Services Planning Council
- Change Chair to: Environmental Health and Safety Manager
- Change Members list: Add Director, Business Services; Director, Escondido Center/Extended Studies; Student Services Representative; Manager, Human Resources. Change Two Faculty Members to Three Faculty Members representing different divisions, appointed by the Faculty Senate, and One Faculty Member appointed by PFF. Delete: Director of Public Safety Programs and One Community Member.

MSC Millet, Drinan to add one PFF representative in place of one of the four Faculty Members originally recommended to be appointed by the Faculty Senate.

6. Proposed Change – Facilities Planning Committee

MSC Melena, Barkley to approve the following changes in the Facilities Planning Committee:

- Change Role to: The Facilities Planning Committee generates the 20-Year Facilities Master Plan and keeps the plan current. It develops policy and plans to increase the quality and effective use of College facilities. It recommends the Scheduled Maintenance Plan and the Five-Year Capital Outlay Plan. It reviews requests for changes to the physical plant and the impact on various operations of Palomar College. It reviews (and recommends environmental impact studies by qualified consultants if significant environmental resources are potentially endangered by proposed earth movements or alterations of the natural habitat) the impact of the environment of all proposed earth movements or alterations of the natural habitat prior to the beginning of any project, work, or activity. It recommends measures for mitigating the impact within the mandated guidelines of the California Environmental Quality Act of 1970. Decisions will be made by majority vote. The committee will utilize an agenda which identifies and separates information and action items and requires that items be identified before being moved to action.
- Change Products to:
 - Five-year Capital Outlay Plan
 - Scheduled Maintenance Plan
 - Resource impact analysis of recommended policies and plan
- Change Reporting Relationship to: Administrative Services Planning Council/Strategic Planning Council
- Add to “Four Faculty Members” the words “from different divisions”

7. Proposed Change – Bookstore Advisory Committee

MSC Owens, Madrigal to approve the following changes to the Bookstore Advisory Committee:

- Change Role to: The Advisory Committee works as a liaison between the student government, faculty representatives, Administrative Services, and the bookstore vendor to assist in providing quality services from the vendor, and to make recommendations to the vendor for improvement/changes in services to students, faculty, and the college.
- Change Reporting Relationship to: Administrative Services Planning Council
- Change Members to: Two Faculty Members; Two Students; One Administrative Association representative; One Classified Unit Member; One Confidential/Supervisory Team representative; Director of Student Affairs; Bookstore Vendor representative (non-voting).

C. FIRST READING

1. Proposed BP 3100 – Organizational Structure (to replace BP 20)

The Council reviewed this proposed policy:

BP 3100 – Organizational Structure

Reference: Education Code 72400

The Superintendent/President shall establish organizational charts that delineate the lines of responsibility and fix the general duties of employees within the District. The organizational charts are subject to review by the Board.

This item will appear for its second reading on the March 4 agenda.

2. Proposed BP 3200 – Accreditation

The Council reviewed this proposed policy:

BP 3200 – Accreditation

Reference: Accreditation Eligibility Requirement 20, Standard IV.B.1.i

The Superintendent/President shall ensure the District complies with the accreditation process and standards of the Accrediting Commission of Community and Junior Colleges and of accrediting bodies of other District programs that seek special accreditation.

The Superintendent/President shall keep the Board informed of approved accrediting organizations and the status of accreditations.

The Superintendent/President shall ensure that the Board is involved in any accreditation process in which Board participation is required.

The Superintendent/President shall provide the Board with a summary of any accreditation report and any actions taken or to be taken in response to recommendations in an accreditation report.

This item will appear for its second reading on the March 4 agenda.

3. Proposed BP 3250 – Institutional Planning

The Council reviewed this proposed policy:

BP 3250 – Institutional Planning

Reference: Accreditation Standard I.B;

Title 5, Sections 51008, 51010, 51027, 53003, 54220, 55250, 55400 et seq., 55510, 56270 et seq.

The Superintendent/President shall ensure that the District has and implements a broad-based comprehensive, systematic and integrated system of planning that involves appropriate segments of the college community and is supported by institutional effectiveness research.

The planning system shall include plans required by law, including, but not limited to,

- Long-range educational or academic master plan
- Facilities plan
- Faculty and staff diversity plan
- Student equity plan
- Matriculation plan
- Transfer Center plan
- Cooperative Work Experience plan
- EOP&S plan

The Superintendent/President shall submit those plans for which Board approval is required by Title 5 to the Board.

The Superintendent/President shall inform the Board about the status of planning and the various plans.

The Superintendent/President shall ensure the Board has an opportunity to assist in developing the general institutional mission and goals for the comprehensive plans.

This item will appear for its second reading on the March 4 agenda.

4. Proposed BP 3280 – Grants (to replace BP 311)

The Council reviewed this proposed policy:

BP 3280 – Grants
(to replace BP 311)

Reference: Education Code Section 70902

The Board will be informed about all grant applications made and grants received by the District.

The Superintendent/President shall establish procedures to assure timely application and processing of grant applications and funds and assure that the grants that are applied for directly support the purposes of the District.

This item will appear for its second reading on the March 4 agenda.

5. Proposed BP 3300 – Public Records

The Council reviewed this proposed policy:

BP 3300 – Public Records

Reference: Government Code Sections 6250, et seq.

The Superintendent/President shall establish procedures for records management, including access by the public, that comply with the requirements of the California Public Records Act.

This item will appear for its second reading on the March 4 agenda.

D. DISCUSSION ITEMS

1. Faculty Hiring Procedures

Chris Barkley reported that the faculty has agreed with administration on the faculty hiring procedures, and the Faculty Senate has passed them. These were developed through a sub-committee of the Senate.

2. Annual Implementation Report

Dr. Amador and the Council members reviewed the February, 2003, progress reports on the Annual Implementation Plan (Exhibit D-2). Council members were asked to determine if progress is being made, whether or not there is an expected completion date shown, whether or not it will be an ongoing process, and to formulate any questions that may arise.

3. Name Change from Disabled Student Programs and Services (DSP&S) to Disability Resource Center (DRC)

Joe Madrigal explained that the requested name change had been forwarded from the staff in the DSP&S department as they feel this would make the name of the department more compatible with the services that are being provided. This recommendation has been approved by the Student Services Planning Council.

It was agreed that the name change is appropriate.

E. REPORTS OF PLANNING COUNCILS

1. Administrative Services Planning Council

Jerry Patton reported that the ASPC met last Thursday and talked about some of the budget reduction plans. They have an offer from Follett to hire the international students who have lost their on-campus jobs as they are not allowed to work off campus. Mr. Patton expects a similar response from Aramark. Follett will try to figure out how to use even those students who are not international students for some portion of next year.

2. Human Resource Services Planning Council

Jack Miyamoto reported that the HRSPC meeting scheduled for last week had been canceled. At the previous meeting, the big issues were the planned cuts in Human Resources and how that will affect services.

3. Instructional Planning Council

Diane Lutz reported that the IPC discussed possible budget cuts.

4. Student Services Planning Council

Joe Madrigal reported that the SSPC talked about the DSP&S name change and budget cuts that have been made thus far. They have earmarked areas, such as hourly and positions that have not been filled, and they are looking at them as mid-year cuts. Students have been laid-off, and Jerry Patton has been asked to prepare a report summarizing the effect of the numbers of students and where its happened. He will be making a full report to the Governing Board on that. They asked for suggestions from Student Services staff about where cuts can be made. Those suggestions are coming through e-mail. People are taking a lot of time to make some very tough, worthwhile suggestions on more budget cuts.

F. REPORTS OF CONSTITUENCIES

1. Administrative Association - There was no report.

2. Associated Student Government

Leo Melena reported that the ASG political rally/forum had been a tremendous success despite the rain. They were featured on KUSI and Telemundo and in the *Union Tribune* and *North County Times*. They met the objective of informing the students, campus community, and community at large. They are still keeping up their efforts at sending out letters and e-mails to legislators. At last count, they have sent 42,000 e-mails.

ASG is having an informational retreat February 19 to discuss their goals and how they can better work with the College and through the shared governance process.

3. Confidential/Supervisory Team – There was no report.

4. CCE/AFT

Kathy Davis asked when the plans for budget cuts will be announced by the councils. The District is required to give classified employees only 30 days' notice of lay-off. She requested that those employees who are to receive such notices be told as soon as possible. The more information her group is able to give its members, the less rumors and speculations will need to be dealt with. Mr. Patton reported that we probably have identified as many reductions involving full-time staff as are needed for mid-year cuts. The next issue is the year 2003-04. We don't know what will happen then. Mid-year cuts will continue into next year. We will have at least the \$3 million cut, plus the \$6½ million the Governor proposed. The legislature hasn't even started talking about 2003-04 yet. The Chancellor's Office has another working group that is trying to make recommendations. We are trying to come up with something by mid-March for 2003-04. There are no plans to cut any more contract employees during 2002-03.

Mr. Madrigal pointed out that there is also an issue with categorical programs. The budget cuts that have been proposed by the Governor are anticipated to be the worst-case scenario. Those budget cuts amount to over 40% cut for DSP&S and EOP&S. Unless we hear more concrete information, that would decimate those two programs.

Ms. Lutz pointed out that CCCSAT and E-Conferencing have been told that they need to make cuts this year. Sherri Hargraves is working on that.

Dr. Miyamoto stated that all of our plans are to identify positions that are in jeopardy for next year and to notify those positions soon enough so that they understand they are in jeopardy while they continue to work through the year. We would notify a person if the position they are in is being eliminated and they have bumping rights to X, Y, and Z. Ultimately, the only person who would ever get a lay-off notice would be the least senior person in the chain.

Dr. Amador stated that part of the discussion that goes on in the councils is the different scenarios. They will go through and cost them out to see if it is feasible because of what happens with the bumping rights. We are looking for opportunities that least impact people and will try to notify people as soon as we can.

Ms. Lutz pointed out that the accreditation secretary position will get a notice because we have our site visit in March, so that will be terminated following the visit. The employee in that position was aware of that when he was hired.

5. Faculty Senate

Chris Barkley reported that the Senate passed the faculty hiring procedures. They also discussed the evaluations that faculty had done of the administrators. They discussed a petition that was brought to the attention of the Senate supporting the need for ADAs. It gave us the opportunity to dispel the rumor that all ADA positions will be eliminated.

6. PFF/AFT

Mary Ann Drinan reported that she and Mary Millet will be at the Community College Council this weekend that will be held in Oakland. There will be discussions regarding budget and lobbying strategies.

Mary Millet reported that there will be a rally organized by the community colleges in northern California on March 17 in Sacramento. They would like to get some people from San Diego to attend.

G. PENDING ITEMS – There were none.

H. OTHER ITEMS

1. Student Fees

Jerry Patton discussed the fiscal problems that have been encountered in maintaining students who have not paid their fees. Dr. Amador discussed the dichotomy of having to cut and then being offered growth funds. We want to keep the revenue or base apportionment. The Legislative Analyst's Office is coming out with their opinion of the Governor's budget later this week. That will either confirm or refute the Governor's estimate of the amount of the deficit. The May revise will give us a better view of what the Governor is going to do. In the meantime, because so much of our budget is in personnel, we need to start doing contingency plans of what we may have to cut, because we have to give people notices. That's the reason why the administrators received the notices.

2. Letters to the Editor Campaign

Suzanne Gavin reported that Mollie Smith asked her to share with the group that, as a member of the Governmental Affairs Committee, she is chairing a "Letters to the Editor Campaign." She hopes that everyone will support this effort and voice our opinions.

The meeting was adjourned at 3:28 p.m.

BP 1100 The Palomar Community College District

Reference:

Education Code Section 72000(b) [No Palomar Board Policy currently exists for this code section]

The District has been named the Palomar Community College District.

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The District consists of the following college(s), education center(s), and sites:

Palomar College San Marcos Campus

Palomar College Escondido Center

and sites at:

Borrego Springs

Camp Pendleton

Fallbrook

Mt. Carmel

Pauma

Poway

Ramona

Approved by SPC: 2/18/03

BP 1200 District Mission

Reference:

WASC/ACCJC Standard One

The mission of the Palomar Community College District:

Palomar College is an educational leader committed to quality learning. We provide our community the knowledge, information, skills, and aesthetic appreciation necessary to live responsibly, effectively, and creatively in an interdependent and changing world.

To achieve its mission, the Palomar Community College District follows the mission of the California Community College System as determined by the State Legislature.

The mission is evaluated and revised on a regular basis.

Approved by SPC: 2/18/03

Committees with Administrative Association and CAST Representatives

- Benefits Committee – one from each group
- Campus Police Advisory Committee – change to one from CAST group
- Disabled Student Programs and Services Advisory Committee – leave it as one from Administrative Association
- Facilities Planning Committee – one from each group (add one member)
- Faculty and Staff Diversity Advisory Committee – one from each group
- Institutional Review Committee – one from each group (add one member)
- **Revenue** (Resource) Allocation Committee – one from each group
- Safety and Security Committee – one from each group
- Scholarship Committee – change to one from CAST group
- Staff Development and Training Committee – one from each group (add one member)

12/17/02

Approved by SPC: 2/18/03

GOVERNANCE STRUCTURE GROUP REQUEST

Request Submitted by Jerry Patton				Date: October 17, 2002 Revised: 12/3/02			
Proposed Name of Requested Group Revenue Allocation Committee							
	Council	X	Committee		Subcommittee		Task Force
Action Requested:			Add		Delete	X	Change
Role, Products, Reporting Relationships: Role: The Revenue Allocation Committee establishes the guidelines and timelines for the preparation of the unrestricted and designated budgets. The committee will review the estimated revenue projections for the upcoming fiscal year to determine total funds available as well as projections for future years. The committee will review prioritized funding requests as submitted by the Strategic Planning Council and will recommend allocation and re-allocation/reductions of resources to the strategic plans. The recommended annual unrestricted and designated budgets will be forwarded to the Strategic Planning Council. <u>Products:</u> <ul style="list-style-type: none"> Establishes Guidelines/Timelines for Budget Development Annual college unrestricted and designated budgets Future Year Revenue Projections <u>Process:</u> <ul style="list-style-type: none"> Reviews/approves revenue estimates <u>Reporting Relationship:</u> <ul style="list-style-type: none"> Advises SPC of revenue estimates Reviews SPC priorities and allocates funding 							
Meeting Schedule: 1 st & 3 rd Tuesdays at 4:00							
Chair: VP, Finance & Administrative Services							
Members: President, Vice President and Secretary of the Faculty Senate (or designee) Two Faculty as designated by the Faculty Senate Vice President, Instruction Vice President, Student Services Vice President, Human Resource Services and Affirmative Action One Administrative Association Member One Confidential/Supervisory Team Member Five Classified Unit Employees (who shall also serve as members of the bargaining unit) One PFF representative One Student appointed by ASG							

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

Reviewed by Strategic Planning Council:
12/17/02 First Reading

Comments:

2/18/03 Approved

GOVERNANCE STRUCTURE GROUP REQUEST

Request submitted by Jerry Patton					Date October 17, 2002				
Proposed Name of Requested Group Safety & Security Committee									
	Council	X	Committee		Subcommittee		Task Force		
Action Requested:				Add		Delete	X	Change	
Role, Products, Reporting Relationships: <u>Role:</u> The Safety & Security Committee examines the operation of the College with respect to safety & security. Areas considered by the Committee are: safety manual, periodic safety inspections, general security of facilities, inspection of hazardous materials & equipment, designation of dangerous areas, general laboratory safety, and all matters concerning risk management. <u>Product:</u> SP198 requires all California employers to establish and maintain effective injury & illness prevention programs. These must be written and include elements of California Labor Code Section 10.6401.7 <u>Reporting Relationship:</u> Vice President, Finance & Administrative Services/Administrative Services Planning Council									
Meeting Schedule: Monthly									
Chair: Environmental Health & Safety Manager									
Members: <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> Mgr. Environmental Health & Safety Director, Business Services Director, Esc. Center – Extended Studies Student Services Rep Child Development Rep Manager, Human Resources </div> <div style="width: 30%;"> Three Faculty Members, representing different divisions Director, Facilities Director, Health Services Chief of Police One Student appointed by ASG One Faculty Member appointed by PFF </div> <div style="width: 30%;"> Two Classified Unit Employee One Administrative Assn. Member One CAST Member </div> </div>									

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

Reviewed by Strategic Planning Council:

Comments:

12/17/02 First Reading

2/18/03 Approved

Request submitted by Jerry Patton				Date: 10/22/02											
Proposed Name of Requested Group Facilities Planning Committee															
	Council	X	Committee		Subcommittee		Task Force								
Action Requested:			Add		Delete		Change								
<p>Role, Products, Reporting Relationships: Role: The Facilities Planning Committee generates the 20-Year Facilities Master Plan and keeps the plan current. It develops policy and plans to increase the quality and effective use of College facilities. It recommends the Scheduled Maintenance Plan and the Five-Year Capital Outlay Plan. It reviews requests for changes to the physical plant and the impact on various operations of Palomar College. It reviews (and recommends environmental impact studies by qualified consultants if significant environmental resources are potentially endangered by proposed earth movements or alterations of the natural habitat) the impact of the environment of all proposed earth movements or alterations of the natural habitat prior to the beginning of any project, work, or activity. It recommends measures for mitigating the impact within the mandated guidelines of the California Environmental Quality Act of 1970. Decisions will be made by majority vote. The committee will utilize an agenda which identifies and separates information and action items and requires that items be identified before being moved to action</p> <p>Products: - Five-year Capital Outlay Plan - Scheduled Maintenance Plan - Resource impact analysis of recommended policies and plan</p> <p>Reporting Relationship: Administrative Services Planning Council/Strategic Planning Council</p>															
Meeting Schedule: 2 nd & 4 th Tuesdays at 2:00 – 3:30															
Chair: Vice President, Finance and Administrative Services															
<p>Members:</p> <table border="0"> <tr> <td>Facilities Director</td> <td>One Senior/Executive Administrator</td> </tr> <tr> <td>Facilities Planning Manager</td> <td>One Classified Unit Member</td> </tr> <tr> <td>Four Faculty Members from different divisions</td> <td>One Administrative Association Member</td> </tr> <tr> <td>One Student appointed by ASG</td> <td>One Confidential Supervisory Team Member</td> </tr> </table>								Facilities Director	One Senior/Executive Administrator	Facilities Planning Manager	One Classified Unit Member	Four Faculty Members from different divisions	One Administrative Association Member	One Student appointed by ASG	One Confidential Supervisory Team Member
Facilities Director	One Senior/Executive Administrator														
Facilities Planning Manager	One Classified Unit Member														
Four Faculty Members from different divisions	One Administrative Association Member														
One Student appointed by ASG	One Confidential Supervisory Team Member														

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

Reviewed by Strategic Planning Council:

Comments:

12/17/02 First Reading

2/18/03 Approved/Denied


GOVERNANCE STRUCTURE GROUP REQUEST

Request submitted by Jerry Patton					Date 12/4/02		
Proposed Name of Requested Group Bookstore Advisory Committee							
	Council	<input checked="" type="checkbox"/>	Committee		Subcommittee		Task Force
Action Requested:			Add		Delete	<input checked="" type="checkbox"/>	Change
Role, Products, Reporting Relationships: Role: The Advisory Committee works as a liaison between the student government, faculty representatives, Administrative Services, and the bookstore vendor to assist in providing quality services from the vendor, and to make recommendations to the vendor for improvement/changes in services to students, faculty, and the college. Product: Reporting Relationship: Administrative Services Planning Council							
Meeting Schedule: 1 st Monday at 1 p.m.							
Chair: Vice President, Finance and Administrative Services							
Members: Two Faculty Members Two Students One Administrative Association representative One Classified Unit representative One Confidential/Supervisory representative Director of Student Affairs Bookstore vendor representative (non-voting)							

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

Reviewed by Strategic Planning Council:

Comments:

1/21/03 First Reading

2/18/03 Approved

BP 3100 Organizational Structure

(to replace BP 20)

Reference:

Education Code 72400

The Superintendent/President shall establish organizational charts that delineate the lines of responsibility and fix the general duties of employees within the District. The organizational charts are subject to review by the Board.

BP 20

Organization for Administration

The administrative membership and organizational chart appear in Appendices F and G.

BP 3200 Accreditation

Reference:

Accreditation Eligibility Requirement 20, Standard 10-A.7

IV. B. 1. i

The Superintendent/President shall ensure the District complies with the accreditation process and standards of the Accrediting Commission of Community and Junior Colleges and of ^{accrediting bodies} other District programs that seek special accreditation.

The Superintendent/President shall keep the Board informed of approved accrediting organizations and the status of accreditations.

The Superintendent/President shall ensure that the Board is involved in any accreditation process in which Board participation is required.

The Superintendent/President shall provide the Board with a summary of any accreditation report and any actions taken or to be taken in response to recommendations in an accreditation report.

BP 3250 Institutional Planning

Reference:

Accreditation Standard 3; I. B

Title 5, Sections 51008, 51010, 51027, 53003, 54220, 55250, 55400 et seq., 55510, 56270 et seq.

The Superintendent/President shall ensure that the District has and implements a broad-based comprehensive, systematic and integrated system of planning that involves appropriate segments of the college community and is supported by institutional effectiveness research.

The planning system shall include plans required by law, including, but not limited to,

- Long-range educational or academic master plan
- Facilities plan
- Faculty and staff diversity plan
- Student equity plan
- Matriculation *Plan*
- Transfer Center *Plan*
- Cooperative Work Experience *Plan*
- EOPS *Plan*

The Superintendent/President shall submit those plans for which Board approval is required by Title 5 to the Board.

The Superintendent/President shall inform the Board about the status of planning and the various plans.

The Superintendent/President shall ensure the Board has an opportunity to assist in developing the general institutional mission and goals for the comprehensive plans.

BP 3280 Grants

(to replace BP 311)

Reference:

Education Code Section 70902

The Board will be informed about all grant applications made and grants received by the District.

The Superintendent/President shall establish procedures to assure timely application and processing of grant applications and funds, and that the grants that are applied for directly support the purposes of the District.

BP 311

Instructional Grants (91-15055)

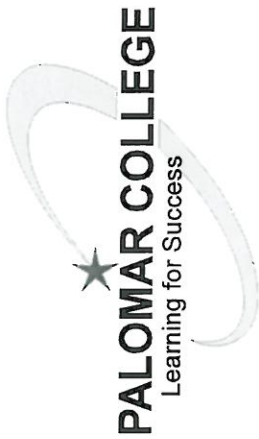
Instructional grants up to \$1,000 may be available to faculty and to full-time members of the instructional staff of the District for projects of significance to the improvement of the instructional program of the District. An Instructional Grant may be awarded for the project if, in the opinion of the appropriate Chairperson/Director and Division Dean or Assistant Superintendent/Vice President for Instruction for staff reporting to the Assistant Superintendent/Vice President for Instruction, the project involves substantial time and effort beyond that considered to be the normal obligation to the District. The Assistant Superintendent/Vice President for Instruction shall publish a summary of Instructional Grant activities for the year. Projects which are funded and completed under the terms of this policy do not qualify for professional development credit or other District compensation. GB 5-26-92 Amended

BP 3300 Public Records

Reference:

Government Code Sections 6250, et seq.

The Superintendent/President shall establish procedures for records management, including access by the public, that comply with the requirements of the California Public Records Act.



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
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. 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.	Feb., 2003 The number of completed scholarship applicants for 2001-2002 academic year increased by 183%. The Foundation has increased scholarship revenue by \$362,000 since 2001. Earlier production and dissemination of the scholarship booklet has been accomplished for Spring 2003.	May, 2003

2/15/03

D-2

Strategic Plan

Annual Implementation Plan 2002-2003

Objective/Activity 2 <i>Goal: Student Success</i>		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:		Funding Source:	
One Time		Time Line: June, 2003	
Ongoing		May, 2003	
<p>Nov., 2002</p> <p>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.</p> <p>Combination on-line/on-campus classes, allowing classroom sharing, have been scheduled for Spring semester, 2003.</p> <p>MNHS Division rearranged Spring, 2003, class schedules to avoid overlap of science majors' courses.</p>		<p>Feb., 2003</p> <p>Student Services managers have attended instructional departmental meetings to provide input on class scheduling options.</p> <p>Departments/programs are reviewing their degree/certificate requirements spring 2003 semester. They will recommend the sequence in which the courses should be taken and review the requirements for excess units. Future scheduling will be done in such a way that full time students can complete the requirements in a two year period, if that is not already the case.</p> <p>Scheduling options reflected in Class Schedule- some sites that were noted only in the credit section are now also attached to the education center nearest their locations. Thus, these classes will more likely be located and attended by students living in the respective communities.</p> <p>MNHS discovered a scheduling conflict for majors (PHYS 232 and MATH 205) spring semester. This will be eliminated as the spring 2004 schedule is built.</p> <p>The activities scheduled for this year will be completed by May 2003. We should always be looking for innovative scheduling options, so in that sense, the activity should be ongoing.</p>	

Strategic Plan Annual Implementation Plan 2002-2003

Objective/Activity 3 Goal: Student Success		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.</p> <p>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>		<p>Feb., 2003</p> <p>A procedure of mailing student payment reminder notices and subsequent drop process for nonpayment was implemented for the Spring '03 term. As of the census date, the class rolls were cleared of students who did not pay fees. A total of 1682 students have been dropped. Only 79 have been reinstated as of 2/01/03. Students who do not pay fees for late start classes will be dropped at the midterm date. Other students with outstanding fee balances will have future registration and transcript privileges withheld.</p>	<p>May, 2003</p>

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:	
		Time Line: June, 2003	
<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 assisted 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>		<p>Feb., 2003</p> <p>Luncheons for high school counselors and administrators are being planned for Spring 2003 to increase the exchange of information regarding articulation of programs and courses. Ten Tech Prep agreements with high school districts have been completed. Eleven new course agreements have been developed.</p> <p>Several high schools are interested in our offering advanced classes for their students. While this is not something that we are pursuing at this time due to growth limitations, we will use the opportunity to improve articulation with those schools.</p> <p>As part of the STARS program spring orientation, the Non-Credit Matriculation Coordinator and the Director of Reading Services make presentations to high school students and/or their parents.</p> <p>In spring, the Performing Arts Department will give workshops and performances in dance, music and theater on high school campuses.</p> <p>Completed an articulation agreement with Oceanside High School for Advanced First Aid.</p> <p>Completed the adoption and implementation of a new Tech Prep articulation model to make the transition from high school to college seamless. Since November, ten new agreements have been signed; 106 are in various stages of revision.</p> <p>Talks have begun between the principal of the new Mission Hills High School and Palomar College staff to articulate several occupational courses and programs when that school opens in 2004.</p> <p>This should be an ongoing activity of the college.</p>	

Strategic Plan

Annual Implementation Plan 2002-2003

Objective/Activity 5 <i>Goal: Student Success</i>		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:		Funding Source:	
		Time Line: June, 2003	
Nov., 2002	<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>	<p>Feb., 2003</p> <p>The e-service pilot project for student athletes and financial aid students is now under way. The pilot is being evaluated for possible expansion to campus-wide use for all students. A decision will be made by Summer for Fall '03 implementation.</p> <p>EME secured a grant to establish a tutoring lab to assist students in mastering course objectives.</p> <p>The Art Department's digital offerings are being reviewed for currency and relevance to reduce time spent on teaching technical software skills and to emphasize building artistic and conceptual skills.</p> <p>In spring, the Art Department will meet with colleagues at CSUSM to align Palomar's lower division requirements and programs with those of CSUSM.</p> <p>With the Dean of Matriculation and Counseling and the Assessment Office, the English Department has clarified and streamlined the process for challenges to placement tests and prerequisites.</p> <p>To increase persistence and retention, English 10 has been revised, and changes will be implemented in 2003-04.</p> <p>During 2002-03, the Career Awareness Project has been developed and implemented for students in ESL 1 and CNED 185 to provide language appropriate lessons intended to help students learn how to design and develop life and career goals to use college resources to reach those goals.</p> <p>To provide technology skills students must have to persist and succeed in college classes, the department is developing a computer literacy curriculum for ESL 1 and CNED 185.</p> <p>Reading Services conducts a Cross Course Tutoring Training Program in which Reading 110 students tutor learning disabled students.</p> <p>The Life Sciences Department continues to work with CSUSM on a Bridges grant. Supplemental instruction on the weekends will start shortly.</p> <p>This should be an ongoing activity of the college.</p>	May, 2003

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:		Funding Source:	
	One Time		
	Ongoing	X	
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.		May, 2003
Feb., 2003 No progress on writing a document to state expectations has been developed to date. The President and Director of Student Affairs will form a working task force to draft a document. Completion in 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:		Funding Source: General Fund; Categorical	
	One Time		
	Ongoing	X	
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.		May, 2003
Feb., 2003 The Ad Hoc Committee has been working on this task. It is focusing on revising the forms and instructions at this time. This activity should be completed by 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</p> <p>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>Of the 31 individual goals originally established, 16 (52%) have been completed. An additional 11 (35%) are currently being worked on and will be completed by May, 2003. The other 4 goals (13%) are out of our control due to finalization of policies/procedures, and therefore will need to be delayed into the next year.</p> <p>The Board Policy on Recruitment and Selection was approved by the Board in December. The Faculty Senate and Administration agreed to faculty hiring procedures in February.</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
<p>Nov., 2002</p> <p>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.</p>	<p>Feb., 2003</p> <p>Employee training program currently offers eight to nine classes per month. As of February 17, 2003, two hundred and fifty employees will have access to beginner through advanced level courses for the Microsoft Office Suite using a computer based training program. Five trainers have been hired and will begin training technical courses for faculty and staff in March.</p> <p>The Professional Development Office conducts an annual needs assessment for faculty and plans an extensive program of both planned and self-designed activities for the following year. Most activities are open to staff as well as faculty. Currently the workshops use a variety of delivery methods, the most significant being instructor led (approximately 80%).</p> <p>The Academic Technology Group continues to provide training to faculty and staff.</p> <p>This should be an ongoing activity of the college.</p>	<p>May, 2003</p>

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

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 The SPC agreed to the new governance structure at its January 21 meeting (completed). The individual committees are being reviewed for memberships and role, products and reporting relationships. All changes are being processed through SPC. Expected completion in June, 2003.	May, 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 The completion of the committee structure in Objective 10 by June, 2003, will provide the structure and context for culture changes. This objective will need to be an ongoing process in the future.	May, 2003	

Strategic Plan
Annual Implementation Plan 2002-2003

Objective/Activity 12 Goal: <i>Organizational and Professional Development</i>			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	X	Time Line: June, 2003
<p>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.</p>	<p>Feb., 2003 The completion of this objective is in stage two. As soon as all committees have been reviewed, the charts showing relationships will be developed for review by SPC. Expected completion date is June, 2003.</p>		<p>May, 2003</p>

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		
Nov., 2002	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.		Feb., 2003 Due to the state budget crisis, the Revenue Allocation Committee has postponed the forming of a taskforce to study flexible multi-year departmental budgeting. The committee will appoint a taskforce sometime in FY03-04 for possible FY04-05 consideration.
		Time Line: January, 2003 (Options) May, 2003	

Objective/Activity 14 Goal: Resource Management		Primary Person & Others Involved: Vice President, Finance & Administrative Services	
Continue efforts to make budget reports user friendly		Assigned Groups:	
Estimated Cost:	One Time		Funding Source:
	Ongoing	X	
Nov., 2002	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.		Feb., 2003 NVision reports provide drilldown capabilities; on-going training refresher courses are offered through the Training Coordinator. Budget development for FY03-04 will be roll-over of FY02-03. Planning Councils are developing various recommendations to address the mid-year budget cuts and the FY03-04 budget cuts.
		Time Line: June, 2003 May, 2003	

Strategic Plan Annual Implementation Plan 2002-2003

Objective/Activity 15 <i>Goal: Resource Management</i>		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 A Government Affairs Committee has been developed and has met once, December 2002 (first stage of completion). Monthly meetings will produce an advocacy plan along with constituency-based structure for responding to issues. As part of its agenda, development and implementation of lobbying efforts are being developed. Spring semester activities will serve as evidence of completion by June, 2003.	May, 2003	

Objective/Activity 16 <i>Goal: Resource Management</i>		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.	Feb., 2003 The state budget crisis will preclude line item budgets for computer replacements in FY02-03 and most likely FY03-04. The Project 8 upgrade will proceed with already budgeted funds. The Technology Committee has renewed the Adobe Software Licensing agreement; in addition, Information Systems and the Technology Committee have completed an inventory of hardware and software in use within the Instructional areas. From this inventory, a hardware replacement plan can be implemented when the state's economy recovers in future years.	May, 2003	

Strategic Plan

Annual Implementation Plan 2002-2003

Objective/Activity 17 Goal: Facilities Improvement		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	
Nov., 2002 <i>Things have been</i>	<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>	<p>Feb., 2003</p> <p>Improvements have continued in Grounds and Maintenance. Painting, gutters, restroom improvements, classroom improvements will continue with existing funding set aside for these improvements. State scheduled maintenance will continue with the District's 1:1 match. Additional funding set asides will be difficult to achieve over the next fiscal year.</p>	May, 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	Funding Source:	
	Ongoing	Time Line: June, 2003 (Plan)	
Nov., 2002	<p>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.</p>	<p>Feb., 2003</p> <ul style="list-style-type: none"> The process on this objective is on target for a June completion. In November, the Governing Board approved the draft of the District structure for writing the educational plan. The draft of the Educational Plan portion of this objective will be presented to the Governing Board in March. In April the Governing Board will have a workshop on the Facilities Plan. 	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 Ongoing	Funding Source:
Nov., 2002 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.		Feb., 2003 Lot 12 and Comet Circle study and plans have been completed by the traffic consultant. An additional 150-160 spaces can be achieved in Lot 12 by efficient layout of spaces. No funding has been identified for this lot, but Facilities will proceed with as much work as can be done in-house. Comet Circle is proposed to be two-way from Lot 15 around to Lot 9 and possibly Lots 3, 4, and 5.	May, 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 Ongoing X	Funding Source: Parking Fund; General Fund
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 Campus Police and Safety Committees continuing reviewing the campus for safety-related issues. Safety at outreach locations continue to be assessed for staffing and/or contracting to outside vendors.	May, 2003

Proposed Name Change For Disabled Student Programs and Services (DSP&S)

The staff of DSP&S request that we be allowed to change the name of our program to *Disability Resource Center (DRC)*. Our rationale is as follows:

- Political correctness. The spirit of the Americans with Disabilities Act implies that it is more appropriate to refer to individuals as *persons with disabilities* rather than *disabled persons*, meaning that a disability is an attribute rather than a descriptor of the person as a whole. The old title also implies that persons with disabilities have a track of programs just for them, whereas in fact most of what we do is to support students in the regular mainstream activities of the campus. We offer resources, not a separate program.
- Self-determination. DSP&S is the Chancellor's Office title for the umbrella program that funds services to students with disabilities. There is no requirement that programs in individual colleges label themselves as DSP&S, in fact, although many colleges retain the label, there has been a move away from the label and toward more appropriate labels. *Disability Resource Center (DRC)* is used with some frequency at the community college and university level.
- Ease of Use. The new title and acronym are actually easier to use and say than the previous one. Students and staff are also less likely to confuse us with the similarly titled EOP&S.
- Ease of transition. We expect a two year transition period while students, staff and faculty get accustomed to the new label. The name is similar and clearly descriptive, and it starts with *Disability*, so it will be easy for people to find in indexes and internet searches.

Transition Issues

- Cost. There should be minimal direct impact. *Internally*, we will continue to use existing brochures, forms, business cards, etc. until the supplies are depleted, then reprint with the new title. Signage would be an expense, but since the college is moving toward more consistent signage, the change could be made when this is instituted. Some labor would be involved to correct wording and consistency on our web pages. *Externally*, as catalogs and schedules are printed, some labor would be involved to change to the new title. The web site will also need to be modified in content and indexing. Fiscal would not necessarily have to change its accounts since the funding mechanism remains as DSP&S.
- Institutional acceptance. We expect that it will take two years for the college to grow accustomed to the name change. All campus entities (mailroom, instructional departments, student services, etc.) will have to be notified. For at least the first year, we may have to append a parenthetical (i.e. DSP&S) to the title to ease the transition and minimize confusion.

While a degree of effort is necessary to enact this change, we feel that it is an appropriate change to make during a time when the face of the college is changing. Thanks for your consideration.

approved by SPC 7-18-03