



STRATEGIC PLANNING COUNCIL AGENDA

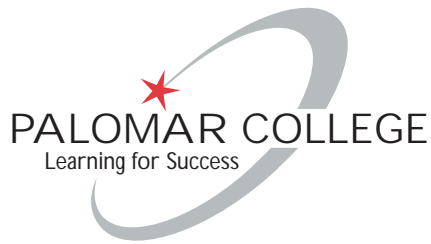
Date:	March 2, 2004
Starting Time:	2:00 p.m.
Ending Time:	4:00 p.m.
Place:	SU-18

CHAIR: Amador

MEMBERS: Barton, Bishop, Cater, Cuaron, Dimmick, Dowd, Drinan, Eberhart, Frady, Giese, Halttunen, Jay, Madrigal, Magana, McCluskey, Millet, Miyamoto, Owens, Patton, Soto, Spear, Wallenius, 2 Additional Faculty Senate reps

RECORDER: Baldrige

	Attachments	Time
A. <u>MINUTES</u>		2 min.
1. Approve Minutes of February 17, 2004		
B. <u>ACTION ITEMS/SECOND READING</u>		
C. <u>ACTION ITEMS/FIRST READING</u>		
D. <u>DISCUSSION/INFORMATION ITEMS</u>		
1. Holiday Schedule 2004-2005;	Exhibit D1	30 min.
Winter Holidays Schedules 2004-05, 2005-06	Exhibit D1b	
E. <u>REPORTS OF PLANNING COUNCILS</u>		20 min.
1. Administrative Services Planning Council – Jerry Patton		
2. Human Resource Services Planning Council – Jack Miyamoto		
3. Instructional Planning Council – Berta Cuaron		
4. Student Services Planning Council – Joe Madrigal		
F. <u>REPORTS OF CONSTITUENCIES</u>		20 min.
1. Administrative Association – Ken Jay		
2. Associated Student Government – Amador Soto		
3. Confidential/Supervisory Team - Jo Anne Giese		
4. CCE/AFT – Becky McCluskey		
5. Faculty Senate – Steve Spear		
6. PFF/AFT – Mary Ann Drinan/Mary Millet		
G. <u>OTHER ITEMS</u>		
H. <u>PENDING ITEMS</u>		
1. BP 6310 – Risk Management (April 6 agenda)		
2. BP 6810 – Illness/Injury Prevention (April 6 agenda)		
3. BP 5030.6 – Fee Exemption for International Students (April 6 agenda)		
4. Credit/No Credit Form (after Faculty Senate has discussed)		



STRATEGIC PLANNING COUNCIL MINUTES

March 2, 2004

The regular meeting of the Palomar College Strategic Planning Council was held on Tuesday, March 2, 2004, in SU-18. The meeting was called to order at 2:01 p.m. by Dr. Sherrill L. Amador.

Roll Call

Members Present: Amador, Barton, Bishop, Cater, Cuaron, Dolan, Dowd, Giese, Halttunen, Jay, Madrigal, McCluskey, Miyamoto, Patton, Roach, Soto, Spear, Wallenius

Members Absent: Dimmick, Drinan, Eberhart, Frady, Millet, Owens

Guests Present: Barbara Baldridge

A. Minutes

MSC Cater, Wallenius

The minutes of the meeting of February 17, 2004, were approved with the following correction:

Page 3, Item D-1, third sentence should read: "Regarding Objective 4, No. 1, Bonnie Dowd requested that the form used by faculty regarding student athlete grades be revised from a letter-grade response to include a dialogue box if the instructor is not able to give an evaluative grade at this point."

B. Action Items/Second Reading

Steve Spear reported that the Faculty Senate has approved eliminating the faculty signature on the Credit/No Credit form. They wanted to clarify that there be some notification made.

MSC Spear, Cater to move item G-4 – Credit/No Credit form to action.

MSC Spear, Bishop to approve adoption of the Credit/No Credit form.

C. First Reading – There were no items.

D. Discussion/Information Items

1. Holiday Schedule 2004-2005; Winter Holiday Schedules 2004-2005, 2005-2006

Dr. Amador noted that about three years ago, the Board approved the winter holiday schedule, which impacts the classified staff, CAST group, and the administrators. It does not affect the academic calendar. Dr. Jack Miyamoto presented the proposed Holiday Schedule for the 2004-2005 fiscal year and the Winter Holiday Schedules for 2004-2005 and 2005-2006.

E. Reports of Planning Councils

1. Administrative Services Planning Council – No report

2. Human Resource Services Planning Council – No report

3. Instructional Planning Council

Berta Cuaron reported that the Instructional Planning Council discussed Title 5 grants and that we are not going to proceed with our planning grant proposal for this year. As a result of that dialogue, a discussion was held regarding trying to be more proactive in terms of being able to respond to future grant opportunities. A task force has been formed to discuss funding opportunities, time lines, and the types of activities that would be appropriate for Palomar to pursue in order to grow and develop in the areas of instruction and support services. The task force's feedback will be taken to IPC; and, depending upon the outcome of that, it will be brought to SPC for either action or information. Many people are interested in writing grants, but it is a lengthy process and very time consuming. IPC is working to discover how to leverage themselves as to time and interest to do that.

IPC also extensively discussed their institutional reviews that divisions had reported at a prior meeting. Executive summaries discussed accomplishments, goals, and issues. They used those issues and the annual implementation plan to develop a laundry list of initial discussions of budgeting priorities for instruction for next year. They have developed a list of 15-20 items of generic common areas of need and interest globally across instruction. At their next two meetings, they will begin looking at some actual dollar implications and begin the dialogue to establish priorities. Much of that is contingent upon what the fiscal picture looks like for next year.

IPC also discussed the Learning Outcomes Task Force. Ms. Cuaron shared with them the Principles of Assessment that is being looked at by the task force.

IPC also did some minor modifications to the Rationale for Faculty Position Priorities. The Senate is currently looking at it also. As soon as they get endorsement on it, they will begin putting it back out for faculty positions for prioritization for 2005-06.

4. Student Services Planning Council

Joe Madrigal reported the SSPC met on February 25. They discussed a proposal to fill the vacant position of Student Activities Coordinator. Bruce Bishop has modified the job description and received the approval of SSPC to move forward with that proposal. The position description will be taken to Human Resource Services so that Dr. Miyamoto may review it and assign a range to it. This position will be a member of the classified unit.

Mr. Madrigal requested that his managers have their May AIP progress reports to him by April 30.

F. Reports of Constituencies

1. Administrative Association – No report

2. Associated Student Government

Jason Roach, Executive Vice President, reported that they had a productive meeting. They discussed solutions for ASG involvement in restoring and maintaining the arboretum. An ad hoc committee was formed to address the issue and look into various resources that might be utilized without costing Palomar any money.

ASG also discussed their upcoming trip to Washington, D.C., their appointments with legislators, and what they will be discussing with them.

ASG discussed Spring Fest, which will be held March 24-25.

The Election Committee was formed for their upcoming elections, which will elect all the executive positions for ASG and several senator positions.

ASG also approved the proposed Student Activities Coordinator position.

They also discussed Student Union decorations, such as plants, flags, and banners.

3. Confidential/Supervisory Team – No report
4. CCE/AFT – No report
5. Faculty Senate

Steve Spear reported that on February 23, the Senate dealt with some fairly complex issues related to SPC, so they have nothing to report from that meeting.

At their March 1 meeting, they decided to send a small change in professional development procedures to SPC, probably at the next meeting.

Jerry Patton attended the Senate meeting to explain the financial situation with the bookstore.

The Senate approved the Credit/No Credit form.

The draft instructional hiring form was moved to action for their meeting next Monday. (Note: Dr. Amador suggested at this time that, in order to expedite this matter, if the Senate approves the form, it be utilized immediately. There was no objection from anyone present.)

Judy Crowe was selected the new TERB Coordinator beginning this summer.

6. PFF/AFT – No report

G. Pending Items

1. BP 6310 – Risk Management (April 6 agenda)
2. BP 6810 – Illness/Injury Prevention (April 6 agenda)
3. BP 5030.6 – Fee Exemption for International Students (April 6 agenda)

H. Other Items

1. Budget

Jerry Patton presented an update on the budget and recommended that everyone vote today. It was noted that Propositions 57 and 58 are crucial for community colleges for 2003-04. The state is short student fees. Palomar College's shortfall is \$1.3 million. State apportionment is a combination of the state's contribution, property taxes, and student fees. We had set aside \$1.2 million, but we don't know yet what property taxes are going to be. It is not expected to be as severe as it was last year. Hopefully, the economy is turning around, and we won't have as much of a shortfall.

We are going to do a roll-over budget again this year. If you don't have any changes in General Fund Unrestricted, you don't need to do anything. If you want to reallocate funds between object codes, you should notify Fiscal Services. For categorical and grants, you must submit a budget. If Propositions 57 and 58 pass and we have some additional funds, we will be back to looking at the Governor's January proposal, which is significantly healthy for us. It will go through several iterations, then the Governor will come out with his May revise, and we will go through the whole legislative process to end up with the final budget bill. If the bond passes, we could receive some increases in revenue. We would still need to process any increases through the planning councils. New dates will be provided for submission of requests. Planning councils were asked to be diligent and frugal in submission of their requests. Dr. Amador added that it is important for the councils to go through priority setting so that they can move right into finding them as the money comes in.

2. Minimum Conditions

Dr. Amador read a letter received from the Chancellor's Office congratulating Palomar College for being in compliance with minimum conditions.

3. Student Learning Outcomes Task Force

Dr. Amador reported that a small work group has finished all its work and will take it back to the task force on Thursday. They have a new structure. The Principles of Assessment originated by ALP has been revised and will be out this afternoon. They also have developed flow charts to show how it reports to the various councils and the Senate. They also have a budget to implement it, which would come to SPC, because this is an accreditation recommendation. After it goes to the task force on Thursday, it will go out to the various groups. It will then go through the governance process of approving the structure and moving on to actually doing it.

4. New Conference Room Available

Bruce Bishop reported that there is a new conference room available, which accommodates 12-14 people (SU28A). Use of the room may be scheduled through the Office of Student Affairs.

There being no further business, the meeting was adjourned at 2:35 p.m.

2004-2005 AND 2005-2006 WINTER HOLIDAYS

December/January 2004/2005

Exhibit D-1b

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
December 19	December 20	December 21	December 22	December 23	December 24	December 25
	Work day	Work day	Work day	Work day	Christmas Day	Christmas Day
December 26	December 27	December 28	December 29	December 30	December 31	January 1
	Admissions Day	Local Holiday	Local Holiday	Added Bd. Holiday	New Year's Day	New Year's Day
January 2	January 3	January 4	January 5	January 6	January 7	January 8
	Work day	Work day	Work day	Work day	Work day	

December/January 2005/2006

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
December 18	December 19	December 20	December 21	December 22	December 23	December 24
	Work day	Work day	Work day	Work day	Work day	
December 25	December 26	December 27	December 28	December 29	December 30	December 31
Christmas Day	Christmas Day	Admissions Day	Added Bd. Holiday	Local Holiday	Local Holiday	
January 1	January 2	January 3	January 4	January 5	January 6	January 7
New Year's Day	New Year's Day	Work day	Work day	Work day	Work day	

Prepared 2/12/04

DRAFT

Exhibit D-1a
SPC 3/2/04



HOLIDAY SCHEDULE

2004-2005

DATE HOLIDAY OBSERVED	HOLIDAY
Monday, July 5	Independence Day
Monday, September 6	Labor Day
Friday, November 12	Veterans' Day
Thursday, November 25	Thanksgiving Day
Friday, November 26	Local Holiday
Friday, December 24	Christmas Day
Monday, December 27	Admissions Day
Tuesday, December 28	Local Holiday
Wednesday, December 29	Local Holiday
Thursday, December 30	Added Board Holiday
Friday, December 31	New Year's Day
Monday, January 17	Martin Luther King, Jr. Day
Friday, February 18	Lincoln's Day
Monday, February 21	Washington's Day
Friday, March 25	Spring Holiday
Monday, May 30	Memorial Day