



STRATEGIC PLANNING COUNCIL AGENDA

Date: October 19, 2004
Starting Time: 2:00 p.m.
Ending Time: 4:00 p.m.
Place: SU-18

CHAIR: Richard Jones

MEMBERS: Akins, Barton, Bishop, Charas, Cuaron, Dimmick, Dowd, Frady, Gordon, Halttunen, Ivey, Jay, Kelber, Kovrig, Madrigal, McCluskey, Miyamoto, Newmyer, Owens, Snow, Snyder, Townsend-Merino, Versaci, Waite

RECORDER: Ashour

	Attachments	Time
A. <u>MINUTES</u>		2 min
1. Approve Minutes of October 5, 2004		
B. <u>ACTION ITEMS/SECOND READING</u>		10 min
1. Matriculation & Transfer Advisory Committee	Exhibit B1	
C. <u>ACTION ITEMS/FIRST READING</u>		20 min
1. Administrative Services Planning Council Recommendation	Exhibit C1	
2. Instructional Planning Council Governance Structure	Exhibit C2	
D. <u>DISCUSSION/INFORMATION ITEMS</u>		30 min
1. Honoring the Governance Process		
2. Posting of Minutes of Planning Councils		
E. <u>REPORTS OF PLANNING COUNCILS</u>		15 min.
1. Administrative Services Planning Council – Joe Newmyer		
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>		10 min.
1. Administrative Association – Ken Jay		
2. Associated Student Government – Paul Charas/Neil Kovrig		
3. Confidential/Supervisory Team – Jenny Akins		
4. CCE/AFT – Becky McCluskey		
5. Faculty Senate – Katie Merino		
6. PFF/AFT – Rocco Versaci/Julie Ivey		
G. <u>PENDING ITEMS</u>		
1. Library Rename		
H. <u>OTHER ITEMS</u>		



**STRATEGIC PLANNING COUNCIL
MEETING MINUTES
October 19, 2004**

A regular meeting of the Palomar College Strategic Planning Council was held on Tuesday, October 19, 2004, in SU-18. The meeting was called to order at 2:00 p.m. by Dr. Richard Jones.

ROLL CALL

Members Present: Michelle Barton, Paul Charas, Berta Cuaron, Bonnie Dowd, Patricia Frady, Sherry Gordon, Lynda Halttunen, Julie Ivey, Ken Jay, Richard Jones, Barbara Kelber, Neill Kovrig, Joe Madrigal, Becky McCluskey, Jack Miyamoto, Joe Newmyer, Katie Townsend-Merino

Members Absent: Jenny Akins, Bruce Bishop, Sue Doran, Wilma Owens, Susan Snow, Rocco Versaci

Recorder: Cheryl Ashour

Guests: JoAnne Giese for Jenny Akins

A. MINUTES

1. Approve Minutes of October 5, 2004

MSC (Dowd/Cuaron) to approve the Minutes of October 5, 2004

B. ACTION ITEMS/SECOND READING

1. Matriculation & Transfer Advisory Committee

Katie Townsend-Merino reported that she took the request to the Faculty Senate. They had no objections to the clean-up language but did request that a faculty member at large be added. Traditionally, there are seven faculty members represented on each committee. Everyone agreed to this request. **(Exhibit B1)**

MSC (Halttunen/Dowd) to approve the Matriculation and Transfer Advisory Committee as revised

C. ACTION ITEMS/FIRST READING

1. Administrative Services Planning Council Recommendation

Joe Newmyer reported the recommendation to install a cell tower was approved in March by the Administrative Services Planning Council. Kelly Hudson-Maclsaac distributed a handout with a picture and map showing the location of the cell tower. **(Exhibit C1)** There was a question why the money generated from the contract does not go to the general fund instead of to the facilities department. It was noted that in past practice the group that pursued the matter kept the money. For instance, the money from the tower on the Howard Brubeck Theatre goes directly to that department. Mike Ellis pursued the cell tower contract in order to have a steady fund stream. The agreement can be broken with a 30-day notice. Discussion ensued. Some SPC members were not in favor of allowing ongoing funds to go to facilities but felt it should go to the general fund. They believe that the question of facilities receiving sufficient money should be addressed and resolved by the Fiscal Services Task Force and SPC. Most agreed the down payment or "finders fee" could go to facilities.

There was also a question of the safety of cell towers and wondered if there would be objections to a tower in this location. Ms. Hudson was asked to bring information back on the distance from homes or student pathways.

It was decided to bring the matter back to the November 2 meeting for discussion.

2. Instructional Planning Council Governance Structure

MSC Cuaron, Halttunen to move to action

Berta Cuaron noted that the request is being submitted by her and not Joanne Giese and Sherrill Amador. It was pointed out that the deleted areas (Professional Development Review Board, Curriculum Committee, and Academic Technology Group) are represented elsewhere in the planning process. **(Exhibit C2)**

MSC (Halttunen/Kovrig) to approve the Instructional Planning council Governance Structure as revised.

D. DISCUSSION/INFORMATION ITEMS

1. Honoring the Governance Process

Katie Townsend-Merino stated she received a general email that the Cashier's Office was being moved from Administrative Services to Student Services. This information was also relayed during a Faculty Senate meeting. She questioned why the item did not come forward to SPC, even if SPC did not need to give approval. Joe Madrigal responded that the item was going to be part of his SSPC report at the last meeting; however, reports were not given because of time constraints. Michelle Barton noted workshops on the governance process were given last year. What represents something that goes to the governance process and what doesn't was discussed at the workshops.

Ms. Townsend-Merino questioned why the item is not an information item instead of being part of a report because an information item is on the agenda but not if it is part of a report. Bruce Bishop stated he attended SSPC and it was clear the information was going to be reported to SPC as a report. One of the reasons we have shared constituency at meetings is that there are representatives of each one of the constituencies to report to their own groups. And a faculty representative did attend SSPC and report this information. If there was a question about an item, the individual council is the place for them to bring it up. Mr. Bishop stated: "From my parliamentary background, I can say there is no clear guidance that says information has to be shared in a specific place on an agenda. The intent was to share the information as an item under reports. The minutes of the SSPC reflect that the group was informed it would be brought to SPC as an information item."

Ms. Townsend-Merino stated that the Brown Act requires that information items be on the agenda. Mr. Bishop responded that the Brown Act only requires action items to be on the agenda. Dr. Jones said the intent was to share the information. The information came from the Student Services Planning Council and so the information was shared as a report from that council. Ms. Townsend-Merino requested that in the future if there are time constraints, the reports would be brought forward in the agenda so that any important information could be communicated.

Ms. Townsend-Merino asked if the governance process will be used before spending the excess funds from the 2004 ending balance. Mr. Newmyer stated that funding will be discussed at the Fiscal Stability Task Force. They will bring a recommendation to the Strategic Planning Council. All constituent groups were encouraged to send a list of priorities to FSTF for consideration. It was pointed out that the Governing Board has approved the science building contract which was \$500,000 over state funding. It was already decided that the extra money will be taken from the excess ending fund balance before coming to FSTF. It was suggested that this should have been affirmed at FSTF and sent to SPC for approval. It was decided that an agenda item for ratification of \$500,000 for the science building be put on the FSTF November 2 agenda. It will then be brought to SPC on November 16.

MSC (Dowd/Frady)

SPC reaffirms that before any monies from the general fund balance is spent we will follow the governance process, going through the Fiscal Stability Task Force/RAC and then coming to SPC.

2. Posting of Minutes of Planning Councils

Ms. Townsend-Merino reminded everyone that council agendas and minutes at all the levels need to be posted to the website. She noticed that most have not been kept up to date.

E. REPORTS OF PLANNING COUNCILS

Dr. Jones reported that he is still looking for the Putnam family. The renaming of the library will be brought back once progress is made. It was pointed out that items that are put on hold should be added to the "pending items". The library rename will be added to the pending section of the agenda.

1. Administrative Services Planning Council

Joe Newmyer reported they received a proposal to obtain some fibulators. They also received a proposal for a security camera at the Escondido Center in the back parking lot, where there have been a few problems. The cameras will be for prevention and helping to solve crimes. There will be signs posted saying the area is under surveillance for enforcement purposes only to make sure someone is not getting a false sense of security.

2. Human Resource Services Planning Council

Jack Miyamoto reported HRSPC met on October 10. They discussed the employee handbook draft from Communications to be sure there isn't a conflict with the individual employee handbooks and agreements with the District. The marketing brochure will be about the most important questions a new employee might ask in the first three months. Cindy Sabato will be attending their meeting to clarify everything. HRSPC also discussed Goal 6 of the Annual Implementation Plan.

3. Instructional Planning Council

Berta Cuaron reported that their council discussed the 12 priority faculty positions. They discussed what would happen to the 12 positions if they do not go forward in hiring more faculty in fall. They will continue this discussion in the next couple of meetings.

4. Student Services Planning Council

No report

F. REPORTS OF CONSTITUENCIES**1. Administrative Association – no report****2. Associated Student Government**

Mr. Kovrig reported the ASG had a retreat the past weekend where all current members of the student government attended. It was an effective retreat. They discussed parliamentary procedure and got to know one another. On an unrelated note, in his capacity as a traffic safety commissioner for the City of San Marcos, he presented a question at the last traffic safety meeting regarding Comet Circle at Mission Road and the amount of traffic that is there. The Sheriffs Deputy who sits on the commission indicated this is the third most dangerous intersection in the City. The City Engineer also indicated that the housing development going next to the Methodist Church is supposed to help stem the tide of traffic at Comet Circle by creating a traffic break. There will be a traffic light at the housing development. But furthermore, they indicated that originally the plans were to have traffic from the west routed through the main entrance through lots 1 and 2 to Comet Circle. They were wondering if that was ever going to happen again. Kelly Hudson responded it is in the master plan. The plan is to move some of the athletic fields to the top of the campus. Once those are moved, there will be room to put in a road. Mr. Kovrig said that he will relay this information at the next meeting.

3. Confidential/Supervisory Team – no report**4. CCE/AFT – no report****5. Faculty Senate – no report****6. PFF/AFT – no report****G. PENDING ITEMS****1. Library Rename****H. OTHER**

Dr. Jones distributed a document showing the tentative agenda for the 2008 Strategic Planning Task Force. The coordinating committee has worked diligently to organize and plan the task force. An invitation to be part of the task force will be sent next week to over 100 people who presently serve on a council or committee. The first meeting will be on November 1 from 12:00 – 2:00 p.m. The new president will be here to participate in at least the last two meetings. Dr. Jones is hopeful the new president can begin the first day of spring session.

Michelle Barton reported she received the results of the Community College Survey of Student Engagement that was completed last spring. The results will be discussed with the planning councils, student learning outcomes council, and various committees. The information and data will help people when they do their planning.

I. ADJOURNMENT

There being no remaining items, the meeting was adjourned at 3:50 p.m.



GOVERNANCE STRUCTURE GROUP REQUEST

OK
Caren/Karig

Request submitted by Lynda Halttunen – Dean of Counseling Services				Date September 29, 2004			
Proposed Name of Requested Group Matriculation and Transfer Advisory Committee							
	Council	X	Committee		Subcommittee		Task Force
Action Requested:			Add		Delete	X	Change
Role, Products, Reporting Relationships: Role The purpose of the Matriculation and Transfer Advisory Committee is to review and support the activity of the Matriculation and Transfer programs. Products Matriculation and Transfer Advisory Committee members are responsible for articulating the Palomar College Matriculation Plan and the Transfer Center Plan, goals, objectives, budget revisions and accomplishments to the constituencies they represent. Reporting Relationship Student Services Planning Council							
Meeting Schedule: September, December, March, May 2 nd Thursday – 2-3:30 p.m.							
Chair: Dean, Counseling Services							
Members: <ul style="list-style-type: none"> • Vice President, Instruction • Vice President, Student Services • Non-Credit Matriculation Coordinator • One Faculty representative from Counseling • One Faculty representative from ESL • One Faculty representative from Math • One Faculty representative from English • One Faculty representative from Reading • Director, EOP&S • Director, Information Services • Director, DRC • Director, Enrollment Services • Director, Institutional Research and Planning • Director, Transfer Center • Assessment and School Relations Supervisor • One Instructional Dean • One Classified Employee • One Student <p><i>add: Faculty at large</i></p>							

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

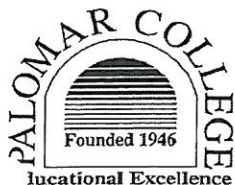
ASPC Recommendation to SPC

First Reading/Approval of Concept

On March 11, 2004 the Administrative Services Planning Council voted to authorize Mike Ellis to begin negotiations with three cellular phone services proposing to install cellular antennas/ towers in the Facilities Department compound. Additionally the Council agreed that the Facilities Department is entitled to receive the income generated from the site rentals to be used to facilities improvement projects.

Mike reported at the September 23, 2004 ASPC meeting that the two cell services (Nextel and Cingular) requesting to install sites in the Facilities area are offering \$2,000 a month and \$20,000 up front. (These amounts are actually a little higher than the standard.). The third service, Verizon, has not yet agreed on the price.

The Contracts and Fiscal Departments have reviewed the preliminary agreements. There will be a final review of the agreements by counsel before forwarding to the Governing Board for final approval.



C.2.

GOVERNANCE STRUCTURE GROUP REQUEST

Request submitted by JoAnne Giese, Sherrill Amador <i>SGA</i>					Date 4/2/02 (rev. 4/16/02, 5/7/02, 9/16/03, 10/7/03)				
Proposed Name of Requested Group Instructional Planning Council									
X	Council		Committee		Subcommittee		Task Force		
Action Requested:			Add		Delete	X	Change		
Role, Products, Reporting Relationships: <u>Role:</u> The Instructional Planning Council develops, implements, evaluates continuously and revises, if necessary, Instruction's plans and initiatives, both long- and short-term. A three-year planning cycle is used to implement the Instruction Strategic Plan. An Annual Implementation Plan outlines the tasks and actions to be accomplished during the upcoming year. The Instructional Planning Council reports its actions, makes recommendations and requests related to the Instruction Plan and to policies and procedures related to Instruction in response to the changing needs of the student population, business and industry, and the internal and external environments. The Council is responsible for guidance, direction, and oversight to the Professional Development Review Board, Curriculum Committee, and Academic Technology Group. Based on plans, determine staffing needs. <u>Products:</u> Instruction Strategic Plan, Annual Implementation Plan (including staffing, equipment, facilities, technology, and budget recommendations), Criteria for Annual Evaluation of the planning outcomes, Annual Progress Report, Policies and Procedures recommendations related to Instruction, Annual Priorities of Staffing Needs. <u>Reporting Relationship:</u> Strategic Planning Council									
Meeting Schedule: Second and Fourth Wednesdays, 2:30 to 4:00 p.m.									
Chair: Vice President, Instruction									
Members: Five instructional deans Director of Extended Education/Escondido Center Seven Faculty Members (one each from the five instructional divisions, library, and student services appointed by Faculty Senate) Two Classified Unit Employees appointed by CCE/AFT (one from Instruction area) One Student appointed by ASG Manager, Worksite Education and Training Research Analyst One CAST Member appointed by CAST									

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

Reviewed by Strategic Planning Council:

Comments:

9/16/03 First Reading

10/7/03 Approved

10/19/04 First Reading
10/19/04 Approved