



STRATEGIC PLANNING COUNCIL AGENDA

Date: December 7, 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 November 16, 2004		
B. <u>ACTION ITEM/SECOND READING</u>		10 min
1. "2005-06 Campus Explorations on..."		
C. <u>ACTION ITEMS/FIRST READING</u>		20 min
1. Police Review Task Force Gov Structure	Exhibit C1	
D. <u>DISCUSSION/INFORMATION ITEMS</u>		30 min
1. Fiscal Stability Task Force Report		
2. Library Rename		
3. Continue or disband Institutional Review Committee		
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/Neill 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. Assign Administrative Services Planning Council to draft policies and procedures relating to innovative fundraising.		
H. <u>OTHER ITEMS</u>		



**STRATEGIC PLANNING COUNCIL
MEETING MINUTES
December 7, 2004**

A regular meeting of the Palomar College Strategic Planning Council was held on Tuesday, December 7, 2004, in SU-18. The meeting was called to order at 2:00 p.m. by Dr. Richard Jones.

ROLL CALL

Members Present: Jenny Akins, Michelle Barton, Bruce Bishop, Berta Cuaron, Bonnie Dowd, Sherry Gordon, Lynda Halttunen, Julie Ivey, Ken Jay, Richard Jones, Barbara Kelber, Joe Madrigal, Becky McCluskey, Jack Miyamoto, Joe Newmyer, Wilma Owens, Susan Snow, Katie Townsend-Merino, Rocco Versaci

Members Absent: Paul Charas, Mike Dimmick, Neill Kovrig, Becky McCluskey,

Recorder: Cheryl Ashour

Guests: Sue Doran for Becky McCluskey, Chris Wick for Mike Dimmick, Norma Bean, Mea Daum, Jayne Conway

A. MINUTES

1. Approve Minutes of November 16, 2004

MSC (Kelber/Miyamoto) to approve the Minutes of November 16, 2004 as presented

B. ACTION ITEMS/SECOND READING

1. "2005-06 Campus Explorations on..."

MSC (Kelber/Owens) to endorse the idea of a thematic approach

Barbara Kelber announced that the theme will be decided on by a web survey. NCHAE was interested in participating in the idea region-wide. For the best results it was decided to only work within Palomar College for the first year; however, other campuses will be invited to the forums. If the idea works well, they will consider a regional interaction next year.

C. ACTION ITEMS/FIRST READING

1. Police Review Task Force Governance Structure

Joe Newmyer discussed a proposal to form a Police Review Task Force. **(Exhibit C1)** He stated that Palomar College received a grant six years ago to fund the police officers for three years; we still have not used up the grant. Questions have been raised about that and the police force budget. A broad-based task force was suggested to review these items. After discussion it was decided that the membership of the task force should include the existing Campus Police Advisory Council (CPAC). It will be a separate committee from CPAC. Safety & Security and ASPC will be deleted from the Reporting Relationships; the task force will report directly to SPC. The Vice President of Administrative Services will be included on the membership. The wording of the Role needs to be revised so that it is clear what the task force is planning to accomplish. This item will return for a second reading on February 1, 2005.

D. DISCUSSION/INFORMATION ITEMS

1. Fiscal Stability Task Force Report

Bonnie Dowd gave a Power Point presentation of the mid-year report from the Fiscal Stability Task Force. She distributed a hard copy of the mid-year report which discussed background; actions taken to address FY04-05 deficits; recommended process; progress report of groups and actions taken; timeline update and group status report; and,

concluding actions – fall 2004. The report included attachments discussing over-budgeting and a multi-year flexible budgeting work plan.

Bonnie Dowd will present the Fiscal Stability Task Force mid-year report to the Governing Board at their January meeting.

2. Library Rename

Dr. Jones reported that the President's Office has attempted to contact living relatives of Mr. Putnam, with no success. He recommends that the plaque be moved to its original site at the Student Services building with wording to reflect that the Student Services building is named the Putnam Building. A decision to rename the library could then be discussed.

3. Institutional Review

It was decided that Institutional Review will continue through this year.

E. REPORTS OF PLANNING COUNCILS

1. Administrative Services Planning Council

Joe Newmyer reported ASPC will meet this Thursday.

2. Human Resource Services Planning Council

Jack Miyamoto reported that HRSPC met on November 23. They discussed faculty job announcements. They continued their work on Goal 6 of the Annual Implementation Plan regarding cross-training and how to get staff in other areas to understand exactly what different offices do. They discussed the fact that some faculty are interested in inviting staff to their classrooms. They also talked about the cross-training which Student Services offers. An example is that financial aid has developed a short video about their department. They plan to look at that model and see if this is something other areas might want to do. They discussed the college web site in terms of how we can access departments on it easier, and display more diversity.

Dr. Miyamoto discussed the student equity plan. The Student Equity Committee, consisting of staff and faculty members, wrote the plan. The draft was sent to all of the constituent groups for review. The Chancellor's office requires the plan by January 31.

3. Instructional Planning Council

Berta Cuaron reported that IPC will be meeting tomorrow.

4. Student Services Planning Council

Joe Madrigal reported that SSPC will be meeting tomorrow.

F. REPORTS OF CONSTITUENCIES

1. Administrative Association - No report

2. Associated Student Government - No report

3. Confidential/Supervisory Team - No report

4. CCE/AFT - No report

5. Faculty Senate

Katie Townsend-Merino reported that they had their last Faculty Senate meeting of the semester yesterday. They caught up with a number of things.

6. PFF/AFT

Julie Ivey reported that there will be a negotiation session tomorrow at 2:00 p.m.

G. OTHER

Dr. Jones invited everyone to attend the President's Holiday reception on Thursday. It is an opportunity for those who will not be back until January 18 to say goodbye, as Dr. Jones will not be here when the spring semester begins. On behalf of Strategic Planning Council, Barbara Kelber sincerely thanked Dr. Jones for helping the College through a transition, and helping in many ways with his manner and tenor.

H. ADJOURNMENT

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

GOVERNANCE STRUCTURE GROUP REQUEST

Request submitted by: Joe Newmyer

Date: 11/22/04

Proposed Name of Requested Group

Police Review Task Force

	Council		Committee		Subcommittee	X	Task Force
Action Requested:			Add		Delete		Change

Role, Products, Reporting Relationships:

Role: Recommend number of police officers and community service officers needed at Palomar College and Escondido Center. Review & recommend need for dispatch officer on a 24/7 basis. Review & make recommendations on other operational aspects of the Police Department. Review & recommend budget sources & level of total budget for Police Department.

Product: Recommendation for the level of police/ security services for district

Reporting Relationships: SPC

Meeting Schedule:

To be determined

Chair: Co-Chair Kelley Hudson MacIsaac, Chair Safety & Security Committee

Co-Chair: to be determined by task force

Members:

- ~~5~~ faculty members representing divisions appointed by Faculty Senate
- 1 Instructional Planning Council member appointed by IPC
- 1 Administrative Services Planning Council member appointed by ASPC
- 1 Human Resource Service Planning Council member appointed by HRSPC
- 1 Student Services Planning Council member appointed by SSPC
- ~~1~~ Administrative representative from Escondido appointed by Director of Extended Education *Bou*
- ~~1~~ Classified Unit Employees appointed by CCE/AFT
- ~~1~~ Confidential and Supervisory Team Member appointed by CAST
- ~~1~~ Administrative Association Member appointed by Administrative Association
- ~~Chief of Police~~
- Director of Facilities
- 1 Administrator appointed by the President
- 1 Student appointed by ASG
- Vice President, Administrative Services — *to* *→* *of Sergeant* *af*

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

Reviewed by Strategic Planning Council:

December 7, 2004

First Reading

Approved/Denied

Comments:

KTM ⁱ

Chase E. [Signature] ✓ Bmc (P) [Signature] 7/10 (67) Dimmick (7) [Signature] [Signature]