



STRATEGIC PLANNING COUNCIL AGENDA

Date:	February 1, 2005
Starting Time:	2:00 p.m.
Ending Time:	4:00 p.m.
Place:	SU-18

CHAIR: Deegan

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

RECORDER: Ashour

	Attachments	Time
<hr/>		
A. <u>MINUTES</u>		2 min.
1. Approve Minutes of December 7, 2004		
B. <u>ACTION ITEMS/SECOND READING</u>		5 min.
1. Police Review Task Force Governance Structure	Exhibit B1	
C. <u>ACTION ITEMS/FIRST READING</u>		33 min.
1. Recommended Changes to Planning Councils	Exhibit C1	
2. BP 156.11 – Reporting Absences	Exhibit C2	
Recommended Revisions		
3. AED Proposal-Automatic External Defibrillators	Exhibit C3	
D. <u>DISCUSSION/INFORMATION ITEMS</u>		40 min.
1. Student Equity Plan	Exhibit D1	
2. Blackboard License-“Enterprise” Version	Exhibit D2	
Version		
3. FSTF Request		
• Planning Councils to Review/Make Recommendations of Each Division’s High Priority Items		
4. Installation of Security Cameras – Escondido Center		
5. Procedures on Forming a New Task Force at Palomar		
E. <u>REPORTS OF PLANNING COUNCILS</u>		20 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>		20 min.
1. Administrative Association – Ken Jay		
2. Associated Student Government – Paul Charas		
3. Confidential/Supervisory Team – Jenny Akins		
4. CCE/AFT – Becky McCluskey		
5. Faculty Senate – Katie Townsend-Merino		
6. PFF/AFT – Rocco Versaci/Perry Snyder		
G. <u>OTHER ITEMS</u>		



**STRATEGIC PLANNING COUNCIL
MEETING MINUTES
February 1, 2005**

The regular meeting of the Palomar College Strategic Planning Council was held on Tuesday, February 1, 2005, in SU-18. The meeting was called to order at 2:04 p.m. by Mr. Robert P. Deegan.

ROLL CALL

Members Present: Akins, Barton, Bishop, Charas, Cuaron, Deegan, Dimmick, Dowd, Frady, Gordon, Halttunen, Jay, Laughlin, McCluskey, Miyamoto, Newmyer, Owens, Townsend-Merino, Versaci,
Members Absent: Doran, Kovrig, Madrigal, Snow
Recorder: Josie Silva
Guests Present: Bean, Conway, Cruz, Hudson-MacIsaac, Vernoy, Boyd

A. MINUTES

1. Approve Minutes of December 7, 2004

MSC (Dowd/Halttunen) to approve the Minutes of December 7, 2004 as presented

B. ACTION ITEMS/SECOND READING

1. Police Review Task Force Governance Structure

Mr. Newmyer gave a brief background on the status of the police department grant and budget and the need for the Task Force. There were concerns regarding the makeup of the Task Force. After a lengthy discussion, the group decided to look at the membership of the Campus Police Advisory Council (CPAC) and include that group with the main body of the Task Force membership list. Since the exact membership of CPAC was unknown, action was postponed until the end of the agenda when the CPAC Governance Structure Form could be reviewed. **(Exhibit B1)**

C. ACTION ITEMS/FIRST READING

1. Recommended Changes to Planning Councils

On behalf of the Faculty Senate, Ms. Townsend-Merino requested that a faculty member who is also a member of the Faculty Senate be appointed to each of the Planning Councils. Ms. Townsend-Merino expressed her concern that faculty representatives do not usually communicate to the Senate any pending issues of the planning councils, so she, on behalf of the Senate, finds herself learning of these issues at SPC. After a lengthy discussion, it was decided that one of the two faculty representatives appointed by the Faculty Senate on each of the planning councils be a named position of the Faculty Senate membership. Ms. Townsend-Merino will make the noted change to the Governing Structure Group Request forms for each of the Planning Councils and bring it back for the second reading. **(Exhibit C1)**

2. BP 156.11 – Reporting Absences Recommended Revisions (Cuaron) (Exhibit C2)

Ms. Cuaron presented proposed revisions to BP 156.11 – Reporting Absences. She stated that the *Reporting of Absences Procedure* as it currently exists in the Faculty Manual asks faculty to notify the office of the Vice President. She stated it has not been the practice for sometime, so IPC would like to put the current practice into procedure.

This procedure addresses teaching faculty and not non-teaching faculty. A faculty member must follow the following procedure to report absences: They must first call the 1) Academic department office (or if off-site, call site office); 2) If no answer, contact the Division Dean's office; 3) If no answer, contact the Vice President's office; 4) If no contact, contact Campus Police. The key issue is that if the class needs to be canceled, posting of canceled classes would then be the responsibility of the person taking that phone call.

This procedure covers teaching faculty only, notification for non-teaching faculty would be to call the office of the Vice President of Student Services. After a brief discussion, it was agreed to bring it back for action.

3. AED Proposal-Automatic External Defibrillators

Joe Newmyer reported on the need for Automatic External Defibrillators (AED). One-time funds from the reserve can be used for this request and then an on-going budget will need to be put in for next year. Ms. Jayne Conway advised that Automatic External Defibrillators are devices used on individuals that have had cardiac arrest. The device is used to resuscitate individuals immediately. It was suggested by the Safety and Security Committee that these devices be available to us.

The need for these devices was unanimously agreed upon, but the main issue was funding because of the ongoing expenses. At this time, Mr. Newmyer informed the group that this request was approved by the Safety & Security Committee, forwarded to ASPC for approval, and now forwarded to SPC for action. After a lengthy discussion, it was agreed that this item be submitted through the funding process of the planning council. **(Exhibit C3)**

D. DISCUSSION/INFORMATION ITEMS**1. Student Equity Plan (Exhibit D1)**

Dr. Miyamoto presented a draft of the Student Equity Plan, which was prepared by the Student Equity Committee. The Committee reviewed the following components of the Student Equity Plan: Access, course completion, ESL and basic skills completion, degree and certification completion, and transfer.

The Plan has been forwarded to the Faculty Senate for approval at its next meeting. Dr. Miyamoto requested all comments be sent to him so that the committee can review them. When finalized, the plan will be forwarded to SPC for recommendation to the Board.

2. Blackboard License "Enterprise" Version

Ms. Cuaron reported that Blackboard, which is classroom management software, is at capacity for supporting on-line instructional programs as well as web pages for faculty use for providing documents to our students. We have tripled the usage of our on-line course offerings and on-line users since Spring 2002 (reference should be made to the handout that Mark Vernoy gave out). **(Exhibit D2)** The capacity has been stretched beyond the existing system version we are currently using. The Enterprise version of Blackboard will increase our capacity as well as enable us to do a number of other things with which we are having limitations. Ms. Cuaron stated that this item is a high priority from IPC.

Dr. Vernoy stated that Blackboard is a huge part of our instructional program; it touches every classroom in one way or another. We have over 500 classes that use Blackboard, one of every six classes uses Blackboard in some way. That transfers to over 10,000 active students. Currently, in the database, we have over 20,000 students. The problem is that we are at or near capacity for the version of Blackboard that we are now using. If we didn't have Blackboard, we could not offer internet classes. If we move to the Enterprise version of Blackboard, it would allow us to meet the needs of all students.

The significant cost is a one-time cost, but also ongoing costs need to be funded. Funds will be needed for hardware and software at the beginning, as well as consulting fees. Projected cost for the Blackboard Enterprise Version is a little more than \$150,000 for the first year. Ongoing funds will be needed at \$60,000 a year to keep up the license.

3. FSTF Request

Mr. Newmyer reported that if there are enough funds identified in phase 1 to be able to allocate funds to high priority items, then Phase 2 is to have each of the Councils look at its list and identify its high priority items. Mr. Newmyer said that by next week we will have an idea of what will be available in the ending fund balance.

4. Installation of Security Cameras - Escondido Center

Mr. Newmyer reported that because of problems arising from the drug and gang problems in the area surrounding the Escondido Center, the installation of security cameras in the large parking lot behind the main building is recommended. There have been several instances where students have been assaulted; therefore, the cameras will be a deterrent. A dummy camera will be placed in the front of the building.

After a brief discussion, the committee agreed to proceed with the installation of the security cameras.

Police Review Task Force Governance Structure - Continued

At this time Mr. Newmyer confirmed the membership of the CPAC committee. After discussing and comparing the membership of both the CPAC and the proposed membership list of the Police Review Task Force, it was agreed to combine the membership of the two, with the addition of the Director of Student Affairs.

MSC (Dowd/Bishop) to approve the membership of the Police Review Task Force as detailed below:

CPAC MEMBERSHIP:

Chief of Police
Police Lieutenant or Designee (appointed by Chief of Police)
Two Faculty Members appointed by Faculty Senate
One Administrative Association Member
One Classified Staff Member appointed by CCE/AFT
Director of Student Affairs
One CAST member – appointed by CAST
One Student appointed by ASG
Director, Education Centers/Extended Education

PLUS ADDITIONAL 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 Classified Unit Employees appointed by CCE/AFT
- Director of Facilities
- 1 Administrator appointed by the President
- Vice President, Administrative Services

The vote was unanimous.

E. ADJOURNMENT

Remaining item on agenda will be brought back for the next meeting. Meeting was adjourned at 3:50 p.m

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
- ~~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

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

CPAC E-
BMC (F. Deegan) JTD (G. Jimnick) (B. Bruce)



GOVERNANCE STRUCTURE GROUP REQUEST

Request submitted by Katie Townsend-Merino				Date April 2, 2002 (rev. 4/16/02, 5/7/02, 9/16/03, 10/7/03, 2/01/05)				
Proposed Name of Requested Group Administrative Services Planning Council								
X	Council		Committee		Subcommittee		Task Force	
Action Requested:				Add		Delete	X	Change
Role, Products, Reporting Relationships: <p><u>Role:</u> The ASPC is responsible for the development of the strategic plans of Administrative Services. These responsibilities include:</p> <ul style="list-style-type: none"> • Adequate support services are provided to Palomar College • Adequate resources for service levels requested • Efficient and effective utilization of resources • Guidance, direction, and oversight to these committees/task forces: <ul style="list-style-type: none"> ◦ Facilities Planning Committee ◦ Bookstore Advisory Committee (now a task force but should be ongoing) ◦ Food Services Advisory Committee (now a task force but should be ongoing) ◦ Safety and Security Committee ◦ Campus Police Committee (now a task force but should be ongoing) • Based on plans, determine staffing needs <p><u>Products:</u> The ASPC will be responsible for developing and submitting to the Strategic Planning Council the plans, budgets, and expenditures of Administrative Services and its respective departments/programs</p> <ul style="list-style-type: none"> • Strategic Plans of all Administrative Services Departments • Three-year operating plans of all Administrative Services Departments • Annual Plan and Budget of all Administrative Services Departments • Facilities Master Planning <ul style="list-style-type: none"> ◦ Facilities Master Plans: short-, intermediate-, and long-range ◦ Five-Year Capital Outlay Plan ◦ Scheduled Maintenance Plan ◦ Facilities component of Educational Master Plan ◦ Resource Impact Analysis of recommended policies, plans, and procedures on Facilities • Bookstore <ul style="list-style-type: none"> ◦ Oversight Annual Report to Strategic Planning Council • Food Service <ul style="list-style-type: none"> ◦ Oversight Annual Report to Strategic Planning Council • Campus Police <ul style="list-style-type: none"> ◦ Oversight Annual Report to Strategic Planning Council • Annual Progress Report • Annual Priorities of Staffing Needs <p><u>Reporting Relationship:</u> Strategic Planning Council</p>								
Meeting Schedule: 2 nd and 4 th Thursday, 3:30-5 p.m.								
Chair: Vice President, Finance and Administrative Services								
Members: <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Two <u>One</u> Faculty Members appointed by the Faculty Senate</p> <p>Two Classified Unit Employees appointed by CCE/AFT</p> <p>Director of Facilities</p> <p>Director of Business Services</p> <p>Director of Fiscal Services</p> <p>One CAST member appointed by CAST</p> <p>Chief of Police</p> <p><i>One Faculty Member who also serves on the Faculty Senate</i></p> </div> <div style="width: 45%;"> <p>Director of Information Services</p> <p>Director of Student Affairs</p> <p>Manager of Payroll Services</p> <p>Manager of Bookstore</p> <p>Manager of Food Services</p> <p>One Student appointed by ASG</p> <p>One Faculty Member who also serves on Facilities Planning Comm.</p> </div> </div>								

Governance Structure Group Request
Administrative Services Planning Council
April 2, 2002 (rev. 4/16/02, 5/7/02, 9/16/02, 10/7/03, 2/1/05, 2/15/05)
Page Two

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

2/1/05 First Reading

Noted changes (Faculty Senate Request)

Approved by PAC: 10/2/01



GOVERNANCE STRUCTURE GROUP REQUEST

Request submitted by Katie Townsend-Merino				Date 4/2/02 (rev. 4/16/02, 5/7/02, 9/16/03, 10/7/03), 2/01/05			
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 Six Faculty Members (one each from the five instructional divisions, library, and student services appointed by Faculty Senate) <u>One Faculty Member who is also on the Faculty Senate</u> 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
 2/1/05 First Reading

Noted changes (Faculty Senate Request)



GOVERNANCE STRUCTURE GROUP REQUEST

Request submitted by Katie Townsend-Merino				Date April 2, 2002 (rev. 4/16/02, 5/7/02, 9/16/03 10/7/03), 2/01/05				
Proposed Name of Requested Group Human Resource Services Planning Council								
X	Council		Committee		Subcommittee		Task Force	
Action Requested:				Add		Delete	X	Change
Role, Products, Reporting Relationships: <u>Role:</u> The HRPC is responsible for the development of the strategic plans of Human Resource Services. These responsibilities include: <ul style="list-style-type: none"> • Appropriate support services to Palomar College in the area of human resource services • Appropriate level of support and resources for level of services required • Effective and efficient policy and procedure development in human resource services necessary to meet the needs of the College • Guidance, direction, and oversight provided for such activities as: <ul style="list-style-type: none"> ○ Employee hiring ○ Staff diversity efforts ○ Development and coordination of staff training programs ○ ADA compliance • Based on plans, determine staffing needs <u>Products:</u> The HRPC is responsible for submitting to the Strategic Planning Council the plans, budgets, and expenditure projections of the Human Resource Services Department. The products of the HRPC include: <ul style="list-style-type: none"> • Strategic Plans for Human Resource Services • Human Resource Services Three-Year Plan • Annual Budget for Human Resource Services • Annual Progress Report • Annual Priorities of Staffing Needs <u>Reporting Relationship:</u> Strategic Planning Council								
Meeting Schedule: 2 nd and 4 th Tuesdays, 3:30 – 4:30 p.m.								
Chair: Vice President, Human Resource Services								
Members: Manager, Human Resource Services Supervisor, HR/Employment Services Two One Faculty Members appointed by the Faculty Senate Two Classified Unit Employees appointed by CCE/AFT Trainer/Coordinator Assistant to Faculty Professional Development Coordinator One Faculty Member appointed by the PFF One CAST member appointed by CAST One Faculty Member who also serves on the Faculty Senate								

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
 2/1/05 First Reading

Noted changes (Faculty Senate Request)



GOVERNANCE STRUCTURE GROUP REQUEST

Request submitted by
Katie Townsend-Merino

Date
April 2, 2002 (rev. 4/16/02, 5/7/02, 9/16/03,
10/7/03), 2/01/05

Proposed Name of Requested Group
Administrative Services Planning Council

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

Role, Products, Reporting Relationships:

Role: The ASPC is responsible for the development of the strategic plans of Administrative Services. These responsibilities include:

- Adequate support services are provided to Palomar College
- Adequate resources for service levels requested
- Efficient and effective utilization of resources
- Guidance, direction, and oversight to these committees/task forces:
 - Facilities Planning Committee
 - Bookstore Advisory Committee (now a task force but should be ongoing)
 - Food Services Advisory Committee (now a task force but should be ongoing)
 - Safety and Security Committee
 - Campus Police Committee (now a task force but should be ongoing)
- Based on plans, determine staffing needs

Products: The ASPC will be responsible for developing and submitting to the Strategic Planning Council the plans, budgets, and expenditures of Administrative Services and its respective departments/programs

- Strategic Plans of all Administrative Services Departments
- Three-year operating plans of all Administrative Services Departments
- Annual Plan and Budget of all Administrative Services Departments
- Facilities Master Planning
 - Facilities Master Plans: short-, intermediate-, and long-range
 - Five-Year Capital Outlay Plan
 - Scheduled Maintenance Plan
 - Facilities component of Educational Master Plan
 - Resource Impact Analysis of recommended policies, plans, and procedures on Facilities
- Bookstore
 - Oversight Annual Report to Strategic Planning Council
- Food Service
 - Oversight Annual Report to Strategic Planning Council
- Campus Police
 - Oversight Annual Report to Strategic Planning Council
- Annual Progress Report
- Annual Priorities of Staffing Needs

Reporting Relationship: Strategic Planning Council

Meeting Schedule:

2nd and 4th Thursday, 3:30-5 p.m.

Chair:

Vice President, Finance and Administrative Services

Members:

~~Two~~ One Faculty Members appointed by the Faculty Senate
Two Classified Unit Employees appointed by CCE/AFT
Director of Facilities
Director of Business Services
Director of Fiscal Services
One CAST member appointed by CAST
Chief of Police
One Faculty Member who also serves on the Faculty Senate

Director of Information Services
Director of Student Affairs
Manager of Payroll Services
Manager of Bookstore
Manager of Food Services
One Student appointed by ASG
One Faculty Member who also serves on Facilities Planning Comm.

Governance Structure Group Request
Administrative Services Planning Council
April 2, 2002 (rev. 4/16/02, 5/7/02, 9/16/02, 10/7/03, 2/1/05, 2/15/05)
Page Two

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

2/1/05 First Reading Noted changes (Faculty Senate Request)

Approved by PAC: 10/2/01

**Instructional Planning Council
November 10, 2004**

**156.1 (Proposed Revised Procedure w/corrections)
Reporting Absences**

Faculty members are responsible for recording absences on their monthly Employee Absence Report and returning the report to Payroll Services.

In the event that a faculty member is absent he/she ~~should~~ will attempt to contact the following people in the following order until he/she has reported his/her absence:

- ~~Department Chair or~~ Academic Department Office
- ~~Other Department Faculty or Staff~~
- Office of the Director/Manager of the Palomar College Escondido Center, or Palomar College site (only if the class is offered at a site other than the San Marcos Campus)
- Office of the Division Dean
- Office of the Asst. Superintendent/Vice President for Instruction
- Campus Police

Posting ~~Posting~~ Classes

Once notified by the faculty member, the person contacted will be responsible for posting the official notice on the appropriate classroom door(s).

Revised Procedure

Faculty members are responsible for recording absences on their monthly Employee Absence Report and returning the report to Payroll Services.

In the event that a faculty member is absent, he/she will contact the following people in the following order until he/she has reported his/her absence:

- Academic Department Office
- Office of the Director/Manager of the Palomar College Escondido Center, or Palomar College site (only if the class is offered at a site other than the San Marcos Campus)
- Office of the Division Dean
- Office of the Asst. Superintendent/Vice President for Instruction
- Campus Police

Posting Classes

Once notified by the faculty member, the person contacted will be responsible for posting the official notice on the appropriate classroom door(s).

AED proposal

Background:

Automatic External Defibrillator is an easy-to-use, automated device which delivers a life-saving electric shock to the heart to halt rapid and chaotic heart activity and restores normal heart rhythm. AEDs are designed to be used by non-medical personnel. AEDs are fast becoming the standard of care are readily available in many public venues (airports, school districts).

Advancement in technology has produced a new generation of lightweight defibrillators. These defibrillators are lightweight portable devices that can automatically analyze a heart rhythm, determine whether defibrillation is indicated and guide a user through defibrillation via the use of voice prompting. Prior to arrival of advanced life support personnel, a patient loses a 10% chance of survival every minute. A trained layperson properly equipped with an AED can provide rapid on scene intervention prior to the arrival of trained paramedics, thus increasing the survivability of the patient.

Proposal:

Palomar Community College will contract with Sand Diego Project Heartbeat to purchase 7 AEDs with storage units and to provide Physician Medical Oversight, Training/ Certification for 8 designated Palomar Staff members, record keeping, data collection, and program maintenance. Initial start up will be \$18,000-\$20,000. An annual budget of \$1,000-\$2,000 will be needed to provide for the maintenance of the AEDs and data logging required after an incident.

Distribution of the AEDs will be as follows: 3 for Campus Police, 1 for Health Services, 2 for Athletic Trainer (training room, Wellness Center), 1 for the Escondido Center.

John - Mr. [unclear] - [unclear]
 14 / 1424 - 86 [unclear]
 ATM - [unclear] 4 of [unclear]
 David =
 [unclear] - [unclear] - [unclear]

AED Price List

PRICING RATES FOR THE CARDIAC SCIENCE POWERHEART AED G3

Powerheart AED G3 with Text Screen (Model #9300E-201)

\$1985.00

Unit includes: (plus shipping and tax)

- ♥ Star Biphasic Waveform
- ♥ 2 pair of Electrodes
- ♥ 1-5 year Lithium Battery
- ♥ 1 Soft-sided Carrying Case
- ♥ 5 year warranty
- ♥ 1 Ready Kit
- ♥ 1 Starter Kit

♥ The Retail Cost of the above package is as follows:

Powerheart AED G3 w/text display (Model #9300E) \$2495.00

2 sets of Electrodes \$87.90
 1-5 year Lithium Battery \$395.00
 1 Soft-sided Carrying Case \$149.95
 1 Ready Kit \$59.95

Total Retail Cost \$3187.80

♥ Wall-Mount Storage Case (non-locking with a powerful audible alarm)

\$286.00

(Retail value \$399.00)

♥ Pediatric Electrode Pads

\$75.00

♥ Price list is subject to change
 Please refer to the PAD PROGRAM PRICING RATE sheet for Training & Management cost.

SAN DIEGO PROJECT HEART BEAT
 PUBLIC ACCESS DEFIBRILATION PROGRAMS
 10405 San Diego Mission Rd., Suite 100, San Diego, California 92108, Phone (866) 4HEARTU

Welcome to San Diego Project Heart Beat!

Our Goal:

"to save lives through early defibrillation"

Sudden Cardiac Arrest

The leading cause of death in the United States is sudden cardiac arrest (SCA). Over 465,000 people die each year from sudden cardiac arrest.

What is a defibrillator?

An Automated External Defibrillator (AED) is an easy-to-use device that can deliver a life-saving electric current through a person's heart that is having a cardiac arrest.

Why defibrillation?

The majority of people that suffer a SCA initially have a chaotic heart rhythm called ventricular fibrillation. This is unorganized electrical activity that prevents the heart from beating normally. The ONLY cure is through defibrillation.

Why public access?

Time is a critical factor when it comes to SCA. If a SCA victim in ventricular fibrillation is shocked within one minute, there is a 90% chance of resuscitation. However if a victim is not shocked for ten minutes, the chances of survival drops to less than 5%. This is why it is so important that AEDs are placed in the community, where they can be easily utilized by anyone.

How do I use an AED?

AEDs are designed to be used by non-medical personnel. One-button operation with clear voice directions and automatic analysis enables a person with minimal training to use the device.

Program Summarization

The program is composed of three phases. Phase I is mandatory but does not need to be done through our training site. Phase II covers the legal requirements for having an AED on-site. Phase III is only utilized if you have a deployment of an AED and is an optional service.

PHASE I (TRAINING)

Training consists of didactic as well as manipulative instruction and activity. The course is approximately four hours in length for initial certification. An in-depth instruction manual as well as a two-year CPR certification card from the American Heart Association (AHA) is included in the cost of the course. Instruction in Basic Life Support includes Anatomy and Physiology, Coronary Artery Disease, Risk Factors for Heart Disease, Adult CPR Pediatric CPR, Foreign-Body Airway Obstruction and proper use and maintenance of Automatic External Defibrillators (AEDs). Records of your course completion and certification will be stored within our Training Center files and you will be notified of needed re-certification and refresher training. The cost of this course is \$50.00 per student.

Re-certification Training is required every two years. This course is approximately two hours in length. A condensed version of the initial training consisting of didactic and manipulative instruction and activity in CPR and AED use. Re-cert classes cost \$40.00 per student.

Refresher Training is required to maintain CPR / AED skills at their optimum proficiency. Current requirements call for this training every twelve months. It is included in Re-certification training. Refresher training can last approximately one hour or more in length. Arrangements can be made to suit your personal or trained personnel's needs.

Many other options and services are available through our American Heart Association Training Center. Please click on [Training](#) in our menu to obtain all services offered and for our schedule of classes.

PHASE II (PROGRAM MANAGEMENT)

Physician Medical Oversight (mandatory) is essential to ensure a safe and effective Public Access Defibrillation (PAD) program. The United States Food and Drug Administration (FDA) have approved AEDs for public use with a physician's prescription. The role of the physician is to be responsible for all medical control aspects of the program, ensure that rescuers are properly trained and their skills maintained, establish and review procedures and maintain a relationship between the PAD site and the local emergency medical services (EMS) agency. Dr. James Dunford MD, City of San Diego's EMS Program Medical Director, Emergency Room Physician and Professor at UCSD Medical Center, is the physician of oversight for all SD Project Heart Beat Program management participants.

To have a clear understanding of the training and management services agreed upon between the PAD program site and San Diego Project Heart Beat (SDPHB) PAD program personnel, a Service Level Agreement (SLA) will be drawn and signed by the two entities involved.

Twenty-four hour AED emergency contact service will be offered through the SLA when the need arises for any situation of concern with the AED unit and of course in the case of an AED deployment.

Record keeping consists of all training, certification, AED maintenance check lists, incident report and data information collected that needs to be maintained for PAD program quality assurance purposes. The records for your PAD program will be kept and managed through the San Diego Project Heart Beat Program Office.

When initially setting up your AED program, one of our SD Project Heart Beat team members will assist you in establishing a program that best suits your organization's needs. This will include

helping to decide on the type of program (PAD or Early Access), recommendation of AED placement, those to be trained, and an orientation for all program liaisons and/or for all site occupants. A "Standard Operating Procedure" (SOP) Manual to assist in running your program will include all needed forms for ease of program management and maintenance.

Not for profit, low income and government organizations may qualify for program management discounts.

Upon signing the Service Level Agreement (SLA) for program management, the annual cost is:

\$125.00 for one AED plus \$25.00 for each additional AED (up to 10 AEDs), then \$10.00 for each additional AED unit thereafter.

For each additional year the cost is \$75.00 for one AED, \$25.00 for each additional AED up to 10 units.

Non-profit and government organizations may qualify for discounts.

PHASE III (INCIDENT MANAGEMENT)

On-site downloading of data collected from your data card within your AED unit is essential for PAD program quality assurance management. This information will aid in the processing and filing of the required reports at the time of an incident. A copy of this information will be kept within your program record file.

Replacement of the AED electrodes will be necessary should an incident occur where the packaging of these electrodes is opened. The electrodes are for one time use only and are coated with a gel that becomes ineffective after being exposed to the atmosphere. There is a charge for the replacement pads.

There are three reports that must be filed within 48 hours should an incident occur. The PAD Program Coordinator or a designated associate will complete the processing and filing of these reports. The reports are:

- San Diego Project Heart Beat Patient Information Report
- County of San Diego Defibrillation Pre-Hospital Report
- AED Event Report and
- Company Information Report (if desired).

Critical Incident Stress Debriefing (CISD) is not a requirement for your PAD program but is offered from highly skilled and trained personnel to conduct a counseling session for rescuers and others involved in a stressful incident situation. This service is highly recommended for all rescuers and individuals involved that are not use to dealing with these types of situations. The counseling sessions help those to understand and process their feelings from their experience. The session most commonly will last anywhere between one to two hours dependant on the amount of people in attendance and the incident itself.

The cost for incident management is \$55.00 per hour. This will usually take 1-3 hours.

All prices current as of November 2004

Enterprise version of Blackboard Presentation

I. Historical Statistics:

Usage by semester, year and modality:

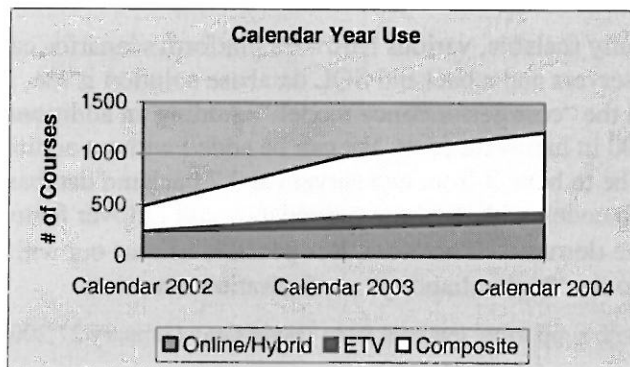
Definitions: Online/Hybrid - 100% or true hybrid as listed in class schedule
 ETV - ETV with an online component - *also hybrid*
 Composite - In-person format with an on-line component

Semester	Online/Hybrid	ETV	Composite	Total
Spring 2002	94		58	152
Spring 2003	101	52	196	349
Spring 2004	117	34	327	478
Spring 2005*	173	35	284	492
Fall 2002	94		160	254
Fall 2003	118	36	341	495
Fall 2004	147	37	336	520
Summer 2002	55		27	82
Summer 2003	61	20	52	133
Summer 2004	86	15	116	217
Calendar 2002	243	0	245	488
Calendar 2003	280	108	589	977
Calendar 2004	350	86	779	1215

According to the data above, between 2002 and 2004 Blackboard Usage at Palomar has nearly tripled in the total column by calendar year. *Spring 2005 is an estimate as of January 27, 2005.

A comparison of the spring semesters reveal a tripling effect from 2002 to 2004, the fall semesters doubled, and the summer semesters tripled. The overall total usage doubled between 2002 and 2003 and in 2004 it was 2.5 times the 2002 usage.

Visual of the total growth by calendar year:



II. Costs (First Year and Ongoing)

Blackboard Implementation Costs

Enterprise Blackboard Learning System License.....	\$50,575.00 ¹
PeopleSoft Integration Consulting	36,560.00 ²
Microsoft SQL Licensing.....	44,965.00 ³
Hardware Costs	25,000.00 ⁴
Total.....	\$157,100.00

Ongoing Costs

Item	Second Year	Third Year	Fourth Year
Blackboard License	\$53,550.00	\$59,500.00	\$59,500.00
Blackboard integration & consultation support	\$6,000.00	\$6,000.00	\$0.00
SQL Server License	\$8,995.00	\$8,995.00	\$8,995.00
Total	\$68,545.00	\$74,495.00	\$68,495.00

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Variables

PS Integration. PeopleSoft integration costs will vary depending on how much time (if any) we wish to consult with Blackboard. They quote a "typical" integration at \$26,660 for consulting time, \$6,000 for essential components, and \$3,900 for consultant travel. Could we integrate using in-house resources without paying the \$26,660 and the \$3,900? Probably, but we have no way of knowing right now what kind of information Blackboard will make available to us in order to complete the integration, and it might be wiser to spend the money up front.

SQL Licensing. Microsoft's standard policy now is that SQL server must be licensed per processor in multi-processor machines. The existing backend is a quad processor, so we must legally comply by buying 4 processor licenses for Enterprise SQL server. Costs may vary depending on the type of software assurance purchased, or whether assurance is purchased at all.

Hardware. Since Blackboard Enterprise is fully scalable, various hardware platform scenarios can be constructed. Two-front end web/application servers and a backend SQL database solution is the minimum recommended configuration, called the "cost/performance model." Adding an additional backend 6650 database server will add \$25,000 in hardware costs, but can be added without additional SQL licensing costs. The ideal model would be to have 3-front end servers and 2 backend database servers. This is considered a "high reliability" model, with database redundancy and failover features. Hardware can be added later to accommodate demand. Therefore, it is possible to start out with the "cost/performance" configuration and move to the "high reliability" configuration over time.

Prepared by: Bonnie Ann Dowd and Terry Gray with supporting material from David Gray (January 27, 2005)

¹ Year 1 cost is discounted 15% off of actual cost of \$59,500. Year 2 license cost is discounted 10% to \$53,550. Year 3 not discounted, at \$59,500. These prices valid until March 30, 2005.

² Estimated costs. Consulting will be billed on time and materials basis.

³ Assumes MS SQL Server Enterprise edition licensed for a single quad-processor backend database server purchased from Blackboard Inc., price valid through March 30, 2005, with software assurance purchased subsequent years.

⁴ 2 ea. Dell PowerEdge 2850 dual-processor web/application servers. Assumes use of existing Dell PowerEdge 6650 quad-process database server, existing Cisco load balancing switch, and existing Network disk storage areas.