



## STRATEGIC PLANNING COUNCIL AGENDA

Date: April 5, 2005  
Starting Time: 2:00 p.m.  
Ending Time: 4:00 p.m.  
Place: SU-18

**CHAIR:** Robert Deegan

**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
<b>A. <u>MINUTES</u></b>		2 min.
1. Approve Minutes of March 15, 2005		
<b>B. <u>ACTION ITEMS/SECOND READING</u></b>		28 min.
1. Holiday Schedule 2005-06	Exhibit B1	
2. FSTF Mid-Year Report	Exhibit B2	
<b>C. <u>ACTION ITEMS/FIRST READING</u></b>		20 min.
1. Faculty Position Priorities for Fall 2006	Exhibit C1	
<b>D. <u>DISCUSSION/INFORMATION ITEMS</u></b>		30 min.
1. FY05-06 Budget Review Process		
2. Campus Police Grant Request	Exhibit D2	
3. SPC 2008 Workshop		
4. Bond Consultant Workgroup	Exhibit D4	
5. Arboretum and Planetarium		
<b>E. <u>REPORTS OF PLANNING COUNCILS</u></b>		20 min.
1. Administrative Services Planning Council – Joe Newmyer	Exhibit E1	
2. Human Resource Services Planning Council – Jack Miyamoto		
3. Instructional Planning Council – Berta Cuaron		
4. Student Services Planning Council – Joe Madrigal		
<b>F. <u>REPORTS OF CONSTITUENCIES</u></b>		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/Julie Ivey		
<b>G. <u>OTHER ITEMS</u></b>		



**STRATEGIC PLANNING COUNCIL  
MEETING MINUTES  
April 5, 2005**

The regular meeting of the Palomar College Strategic Planning Council was held on Tuesday, April 5, 2005, in SU-18. The meeting was called to order at 2:00 p.m. by Mr. Robert P. Deegan.

**ROLL CALL**

Members Present: Akins, Barton, Bishop, Cuaron, Deegan, Dimmick, Doran, Dowd, Gordon, Halttunen, Ivey, Jay, Kelber, Kovrig, Madrigal, McCluskey, Newmyer, Townsend-Merino, Versaci, Waite  
Members Absent: Charas, Frady, Miyamoto, Owens, Stanley  
Recorder: Josie Silva

**A. MINUTES**

**1. Approve Minutes of March 15, 2005**

MSC (Halttunen/Dowd) to approve the minutes of March 15, 2005, with revisions

**B. ACTION ITEMS/SECOND READING**

**1. Holiday Schedule 2005-06**

MSC (Kovrig/Ivey) to approve the 2005-06 Holiday Schedule. **(Exhibit B1)** The vote was unanimous.

**2. FSTF Mid-Year Report**

MSC (Dowd/Newmyer) to accept the report of FSTF which was given on December 11, 2004. The vote was unanimous.

**C. ACTION ITEMS/FIRST READING**

**1. Faculty Position Priorities for Fall 2006**

Ms. Cuaron reported that IPC and SSPC had a joint meeting to review the 23 faculty position requests that were received. After discussing these requests, the two Councils prioritized 15 faculty position requests for 2006-07. **(Exhibit C1)** She emphasized that these recommendations are pending FTF obligation. Furthermore, she said that the figure is not known until sometime in mid-September, after the Chancellor's Office does all of its calculations and projections based on CAP and growth estimations. Ms. Cuaron also informed the group that nine faculty positions are currently in various stages of recruitment.

MSC (Cuaron/Kovrig) to move this item to Second Reading. The vote was unanimous.

MSC (Doran/Versaci) to approve the Faculty Hiring Recommendations for 2006-07. The vote was unanimous.

**D. DISCUSSION/INFORMATION ITEMS**

**1. FY05-06 Budget Review Process**

Vice President Joe Newmyer reported that budgets are due on Friday from all of the Vice Presidents. These budgets are scheduled to be reviewed by SPC in early May. Mr. Newmyer proposed that required increases be put in budgets, and the remaining requested increases should be listed and held in abeyance until more is known about the state budget. Ms. Cuaron inquired if it would be effective for planning councils to prepare a priority list for requested budget increases, Mr. Newmyer answered in the affirmative.

**2. Campus Police Grant Request**

Vice President Newmyer gave a brief informational report on the Campus Police Grant Request. **(Exhibit D2)** He referred to the application for a \$10,000 grant that the police department is applying for. Mr. Newmyer confirmed there is no cost to the District.

Mr. Deegan said that until we get a formal grant approval process, grants will continue to be brought forth to SPC for information.

At this time, further discussion ensued regarding the financial status of the institution if the District does not reach cap.

**3. Strategic Plan 2008 Workshop**

Ms. Michele Barton reported that the Strategic Plan 2008 workshop was held March 29th. Ms. Barton stated that the purpose of the workshop was to identify new strategies to include in the update of the strategic plan. She updated the group on two workshop breakout sessions. Furthermore, she said the Strategic Planning Coordinating Group will begin to review the suggestions that arose from the workshop and will bring them to SPC to discuss. She expressed her concern about the lack of attendance at the workshop. She thanked all those involved in preparing for this workshop. She said it is the goal of the Strategic Planning Coordinating Group to have Strategic Plan 2008 completed by the end of this term.

**4. Bond Consultant Workgroup**

Mr. Bob Deegan reported that he has received proposals from three companies who have done 95% of bond campaigns for community colleges in the state. **(Exhibit D4)** The workgroup consists of the following members:

Trustees:	Nancy Chadwick
Administrators:	Robert Deegan, Joe Newmyer, Deborah Stanley
Faculty Senate:	Katie Townsend-Merino
PFF:	Rocco Versaci
Admin. Assoc.:	Tom Plotts
CAST:	Peggy Richardson
CCE:	Brian Engleman
ASG:	(1)
Foundation:	(1)

Neil Kovrig said he will ask the ASG Board to appoint a student representative. Mr. Deegan will ask the Foundation to appoint a representative, and will ask Ms. Chadwick to appoint another Trustee.

**5. Arboretum and Planetarium**

Mr. Deegan reported that there is no master plan for the arboretum and wants to propose sending this to the Facilities Committee. He would like to involve community members who have an interest in the arboretum, along with representatives from the faculty and others that the Facilities Committee deem appropriate to come up with a plan for the arboretum with a budget. Mr. Deegan announced that he received a request from the Vallecitos Water District to look at a garden within the arboretum using water conservation methods. They were interested in partnering with Palomar.

Mr. Deegan also said that he would like to ask the Facilities Committee to take a look at plans for the planetarium. Dr. Vernoy mentioned that the planetarium is in the Master Plan and it is called the digital theatre.

**E. REPORTS OF PLANNING COUNCILS**

**1. Administrative Services Planning Council**

Mr. Newmyer reported that the ASPC completed its 04-05 one-time budget allocation and distributed a spreadsheet indicating where these funds were being distributed. **(Exhibit E1)**

He also said that ASPC reviewed all of the budgets and will for forwarding them to SPC for review.

**2. Human Resource Services Planning Council**

No Report

**3. Instructional Planning Council**

Ms. Berta Cuaron reported that SSPC and IPC held a special meeting to prioritize faculty position requests. She also said that at its next meeting, IPC will be prioritizing one-time funds allocations and budget increase requests for next year.

**4. Student Services Planning Council**

Mr. Joe Madrigal reported that SSPC met last week to discuss and one time funds and approved them. He said Student Services stayed within its allocated budget and all priorities have been addressed. He also said the Student Services budget for 05-06 has been forwarded to Fiscal Services. Lastly, he said SSPC discussed Faculty staff priorities.

**F. REPORTS OF CONSTITUENCIES****1. Administrative Association**

Mr. Ken Jay announced that new association officers will be installed for the next academic year.

**2. Associated Student Government**

Mr. Neil Kovrig reported that ASG is currently working on Springfest. Furthermore, he said ASG passed a resolution stating the desire to no longer hold budgetary responsibility for six instructional programs. He said the resolution reaffirms ASG's commitment to remain involved in activities independent of specific instructional programs and segments. He gave an update on the requested modifications to BP 470. It was agreed to place this item on the agenda for the next SPC meeting as a first reading.

**3. Confidential/Supervisory Team**

No report

**G. ADJOURNMENT**

There being no remaining items, the meeting was adjourned.

**CCE/AFT**

Ms. Becky McCluskey reported on the activities of the Classified Staff Development Day and thanked everyone for the contributions that were made to help make this a successful event.

**Faculty Senate**

Ms. Katie Townsend-Merino reported that the Faculty Senate has been working on revising its constitution. She also updated the Council on the activities of the Senate. Ms. Townsend-Merino commented that she has been working with Berta Cuaron, Bob Deegan, Bruce Bishop, and Becky McCluskey on a joint retirement party barbecue at the end of the semester to celebrate the retirements of everyone at Palomar.

**PFF/AFT**

Julie Ivey reported that she attended the CFT convention. She informed the group that they are actively involved in putting together a serious effort into defeating a lot of Arnold's propositions and have passed several resolutions.

**PENDING ITEMS****OTHER ITEMS**

Ms. Mea Daum announced that when *Campus Explorations* was being considered, it was requested that it be incorporated into the class schedule for the fall semester. Ms. Daum inquired as to who would be the responsible person to write a 150 summary about the *Campus Explorations*. Barb Kelber volunteered to write the text.



## HOLIDAY SCHEDULE

2005-2006

Board Approved \_\_\_\_\_

DATE HOLIDAY OBSERVED	HOLIDAY
Monday, July 4	Independence Day
Monday, September 5	Labor Day
Friday, November 11	Veterans' Day
Thursday, November 24	Thanksgiving Day
Friday, November 25	Local Holiday
Monday, December 26	Christmas Day
Tuesday, December 27	Admissions Day
Wednesday, December 28	Added Board Holiday
Thursday, December 29	Local Holiday
Friday, December 30	Local Holiday
Monday, January 2	New Year's Day
Monday, January 16	Martin Luther King, Jr. Day
Friday, February 17	Lincoln's Day
Monday, February 20	Washington's Day
Friday, March 24	Spring Holiday
Monday, May 29	Memorial Day

**FACULTY HIRING RECOMMENDATIONS FOR 2006-07****INSTRUCTIONAL PLANNING COUNCIL  
AND  
STUDENT SERVICES PLANNING COUNCIL****APPROVED MARCH 30, 2005**

At a joint meeting on March 30, the following list of faculty positions was approved by the Instructional Planning Council and Student Services Planning Council as first priority:

- |  |   |
|--|---|
| 1. Automotive  | 9. Life Sciences (Anatomy & Physiology) |
| 2. Librarian   | 10. Art                                 |
| 3. Counselor   | 11. Mathematics                         |
| 4. Africana Studies                                    | 12. Mathematics                         |
| 5. English   | 13. Psychology                          |
| 6. English   | 14. Business                            |
| 7. Physical Education<br>(Women's water polo/swimming) | 15. Counselor                           |
| 8. Physics & Engineering                               |   |



## PALOMAR COLLEGE POLICE DEPARTMENT

1140 WEST MISSION ROAD SAN MARCOS, CA 92069 • (760) 744- 7753

<http://www.palomar.edu/police/>

2-2

**Date:** February 25, 2005

**Organization:** Palomar Community College District Police Department

**Contact:** Officer Brian Herritt –Senior Police Officer

1140 West Mission Road

San Marcos, Ca. 92069

Phone- (760) 744-7753

Fax- (760) 751-3516

[bherritt@palomar.edu](mailto:bherritt@palomar.edu)

**Project Description:** The Palomar College Police Department is currently in need of equipment to ensure the safety of its officers, ensure quality service to the people they serve, and to effectively provide law enforcement services to the greater San Diego County area. Due to budget limitations and shortfalls from the State of California, the Palomar College Police Department has looked to partners in the San Diego community to ensure that they can continue to provide quality law enforcement to the people they protect and serve.

**Amount Requested:** The total amount requested is \$9,800.73

**Overhead:** Due to the status of the current departmental budget, no funds can be specifically dedicated to purchasing this equipment. In short without funding from this project this much needed equipment will not be purchased. Outfitting, installation, and repairs will all be covered under other current contracts for those services.

**Past Donations:** The Palomar College Police Department has not previously received any fund from QUALCOMM.



Palomar College Police Department  
1140 WEST MISSION ROAD SAN MARCOS, CA 92069

## QUALCOMM DONATION PROGRAM BUDGET

Item	Price	Quantity	Total Price	Notes
Sony CD Mavica Camera	\$399.95	5	\$1,999.75	Digital Cameras
Sentina Security Screen	\$439.99	2	\$879.98	Screens for police vehicles
Dell Lap Top computer	\$2,007.00	3	\$6,021.00	Computers for police vehicles
CLETS Access Fees	\$300.00	3	\$900.00	Fees to install and operate system
Total				\$9,800.73

**Bond Consultant Workgroup**

Trustees: Nancy Chadwick

Administrators: Robert Deegan, Joe Newmyer, Deborah Stanley

Faculty Senate: Katie Townsend-Merino

PFF: Rocco Versaci

Admin. Assoc.: Tom Plotts

CAST: Peggy Richardson

CCE: Brian Engleman

ASG:

Foundation:

E1

Palomar College  
Administrative Services Planning Council  
FY04-05 One-Time Budget Allocations  
March 31, 2005

Department	Description	Operating		Equipment	TOTAL
		Supplies	Expenses		
Bus Svcs	Mail Folder/Stuffer Machine			\$ 14,000	
	Computer to Plate Burner			\$ 5,464	
	Copier for Purchasing			\$ 9,780	
				\$ 29,244	\$ 29,244
Cps Police	Replace 6 Computers			\$ 7,260.00	
	Replace Coin and Bill Counter			\$ 1,770.00	
	Replace 2 Electric Carts			\$ 7,900.00	
	Acquire new uniforms for CSO's			\$ 740.00	
	Purchase Digital Cameras for Reports/Evidence			\$ 1,025.00	
	Acquire Security Cabinet for Lost and Found Valuables			\$ 200.00	
	Replace Batteries for Portable Police Radios (15)			\$ 900.00	
	Replace Battery Packs for Citizen Assists - Jump Starts			\$ 240.00	
	Replace Slim Jims for Citizen Assists - Lock Outs			\$ 150.00	
	Replace Police Flashlights			\$ 650.00	
	Paint 6 department Vehicles			\$ 1,500.00	
	Replace Worn Police Vehicle Decals (5)			\$ 2,800.00	
	Replace malfunctioning and obsolete lighting for Police Vehicles (4)			\$ 10,685.00	
	Repair damaged department truck			\$ 2,000.00	
	Replace First Aid Kits			\$ 325.00	
	Acquire Scanner for Manuals/Brochures/Forms			\$ 105.00	
	Balance in Equipment Account			\$ 586.00	
				\$ 38,836	\$ 38,836
Facilities	Replace 1 Pickup			\$ 20,000	
Facilities	Replace 3 Electric Carts			\$ 24,000	
Facilities	Replace 1 Floor Scrubber/Cleaner			\$ 5,000	
Cust. Serv.	2 floor buffers @ \$1,500 each			\$ 3,000	
Cust. Serv.	1 high speed floor burnishers @ \$1,500			\$ 1,500	
Grounds Services	Zero turn riding lawn mower			\$ 7,000	
Grounds Services	Self-propelled concrete saw			\$ 3,000	
Grounds Services	Field wire tracer unit.			\$ 1,500	
Bldg. Services	Misc. Hand/power tools			\$ 10,974	
				\$ 75,974	\$ 75,974
	Distribution of \$100,000 allocated to Facilities approved by FSTF & SPC				
Facilities:	Replace 10 emergency radios			\$ 9,000	
Bldg Serv:	Underground camera			\$ 5,200	
Bldg Serv:	Sewer drain line cleaner			\$ 2,500	
Cust Serv:	floor buffer/ leave 2			\$ 1,500	
Cust Serv:	1 hi-sp burnisher/ leave 1			\$ 1,500	
Cust Serv:	Carpet cleaner mach			\$ 2,500	
Cust Serv:	Large Service Cart			\$ 10,000	
EH&S	Handycam DVD Camcorder			\$ 800	
Gnds Serv:	Tractor Loader			\$ 55,500	
Gnds Serv:	Electric Jackhammer			\$ 1,500	
Warehouse	Weather shelter for surplus			\$ 10,000	
				\$ 100,000	
Fiscal Services	6 computers			\$ 9,600	
	3 network printers			\$ 4,800	
	Storage shelves in A-24			\$ 1,675	
	Replace Office chairs			\$ 900	
				\$ 16,975	\$ 16,975
Info Svcs	Cisco Catalyst 3560 Switches (8)			\$ 42,429	\$ 42,429
Payroll	Office Carpet (back-up provided)			\$ 5,490	\$ 5,490
VP - FAS	Stand-alone printer in VP office			\$ 380	
	New laptop and accessories for new VP			\$ 2,500	
Wellness Comm.	Health seminars, health screenings,			\$ 5,000	
	CPR training (faculty & staff)			\$ 7,880	\$ 7,880
	TOTALS				\$ 216,828