



**STRATEGIC PLANNING COUNCIL
AGENDA**

Date: April 19, 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, Townsend-Merino, Versaci, Waite

RECORDER: Ashour

	Attachments	Time
A. <u>MINUTES</u>		2 min.
1. Approve Minutes of April 5, 2005		
B. <u>ACTION ITEMS/FIRST READING</u>		50 min.
1. Learning Outcomes Council Governance Structure Change	Exhibit B1	
2. Academic Calendar 2006-2007	Exhibit B2	
3. Revision of Board Policy 540 Purchasing	Exhibit B3	
4. Entrepreneurial Activities	Exhibit B4	
5. ASG Resolution		
C. <u>DISCUSSION/INFORMATION ITEMS</u>		40 min.
1. College Website Redesign		
2. AB1417 Final Report from the System's Office		
3. Equalization	Exhibit C3	
4. Strategic Plan 2008		
D. <u>REPORTS OF PLANNING COUNCILS</u>		14 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		
E. <u>REPORTS OF CONSTITUENCIES</u>		14 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		
F. <u>OTHER ITEMS</u>		



**STRATEGIC PLANNING COUNCIL
MEETING MINUTES
April 19, 2005**

The regular meeting of the Palomar College Strategic Planning Council was held on Tuesday, April 19, 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, Cuaron, Deegan, Dimmick, Doran, Gordon, Frady, Halttunen, Ivey, Jay, Kelber, Kovrig, Madrigal, McCluskey, Miyamoto, Newmyer, Thompson, Townsend-Merino, Waite
Members Absent: Bishop, Charas, Dowd, Owens, Versaci
Recorder: Josie Silva

A. MINUTES

1. Approve Minutes of April 19, 2005

MSC (Halttunen/Dimmick) to approve the Minutes of April 19, 2005 with revisions

B. ACTION ITEMS/FIRST READING

1. Learning Outcomes Council Governance Structure Change (Exhibit B1)

Removed from the agenda at the request of Ms. Berta Cuaron.

2. Academic Calendar 2006-2007

With input from the Calendar Committee which consists of members of PFF and the District, Dr. Jack Miyamoto presented a draft of the Academic Calendar for 2006-07 for approval. **(Exhibit B2)** Mr. Herman Lee was present to respond to questions relating to the calendar. It was brought up that May 13, 2007, should be removed as an exam date on the calendar. Also, Faculty Convocation should be changed to Faculty Plenary.

MSC (Kelber/Newmyer) to move action. The vote was unanimous.

MSC (Jay/Newmyer) to approve the 2006-07 Academic Calendar with the corrections noted above. The vote was unanimous.

3. Revision of Board Policy 540 Purchasing

Ms. Ken Jay submitted revisions to B.P. 540 Purchasing. **(Exhibit B3)** After a lengthy discussion, Mr. Jay will bring this item back for action with the proposed revisions.

4. Entrepreneurial Activities (Exhibit B4)

Mr. Joe Newmyer reported that after the proposal to install cell towers on campus was approved by SPC, the Council requested that a special committee be established to study and make a recommendation involving special revenue that may be generated in *Entrepreneurial Activities*. The committee consists of Becky McCluskey, Martin Good, Ken Jay, and Joe Newmyer. Mr. Newmyer stated that the Committee discussed the issue of distinguishing what entrepreneurial activities were. He distributed a proposal and said it is an attempt to design a procedure that would encourage entrepreneurial activities.

After a lengthy discussion, it was noted that *Entrepreneurial Activities* were not defined in the proposal. It was recommended that the proposal define *Entrepreneurial Activities* and be brought back for action.

5. ASG Resolution

Mr. Neil Kovrig reported that ASG passed a resolution requesting the District take-over of the financial obligation related to the six programs outlined in BP 470 ASG Budget. The resolution also requests revision of BP 470 and a budget increase of \$20,000 per year from Bookstore net profits.

MSC (Newmyer/Halttunen) to move item to action.

Discussion ensued with members of the Council expressing their concerns that by voting for approval of the resolution as a whole, it is also approving the budget increase. It was suggested that ASG submit two separate resolutions; one to request relinquishing responsibility for the \$35,000 allocated to the six programs described in BP 470, and the other to request the \$20,000 budget increase from Bookstore net profits.

The motion was tabled and the Council requests that ASG bring the recommended resolutions back for action at its next meeting.

C. DISCUSSION/INFORMATION ITEMS

1. College Website Redesign

Ms. Berta Cuaron reported that a committee was formed to create a more user-friendly site. A brief discussion followed regarding the redesign of the College's home page website.

2. At this time Mr. Neil Kovrig requested to present the ASG report now, due to another commitment:

Mr. Kovrig reported that Springfest is currently being held on campus. He also said a group of students, faculty, and staff will be helping to paint the "P" on the mountain behind the College on Friday.

3. AB1417 Final Report from the System's Office

Ms. Michele Barton distributed the final report that was made to the legislature from the Chancellor's Office on AB 1417 Accountability Model. **(Exhibit C3)** She commented that it is likely that the PFE money will be put back in the budget. Ms. Barton summarized the details of the final report noting that the model is now a two-tiered model, instead of three tiers. The Chancellor's Office is looking at 12 to 18 months before this could be implemented.

4. Equalization

Mr. Deegan distributed a copy of the State Budget Update and reported that all of the efforts on the part of many groups and individuals to lobby around the State have paid off because it is most likely that Palomar will receive two million dollars of equalization funds. He discussed AB 317, which is an equalization bill, and noted that he has been actively sending letters of support. Mr. Deegan also said that another bill we are supporting is SB 361, which would make the system recommended changes in the funding formula beginning in 2006-07.

5. Strategic Plan 2008

On behalf of the Coordinating Committee, Ms. Michele Barton reported on the Strategic Plan 2008 workshop. She said the first part of the workshop was to review information related to the Strategic Plan process. The second part of the workshop consisted of breakout sessions where groups organized around one goal. Each group had one goal and brainstormed objectives/activities or areas that we could work toward that strategic goal. She further stated that all of the input that people provided was pulled into one document (attachment).

Ms. Barton continued to summarize the events of the workshops, again expressing her concern regarding the lack of faculty participation and input. Her second concern was that the current Strategic Plan 2005 has a lot of objectives and suggested consolidating them. She then proceeded to summarize each of the themes and goals/objectives that were compiled from the workshop. After a lengthy discussion regarding the value of faculty input in the planning of the Strategic Plan, it was suggested that an email survey be sent to the faculty so that they can have an opportunity to provide input.

D. REPORTS OF PLANNING COUNCILS

1. Administrative Services Planning Council

Mr. Joe Newmyer reported that at its last ASPC meeting, the focus was on the 2005-06 budget and prioritizing budget items. He said they also reviewed their share of the million dollar allocation.

2. Human Resource Services Planning Council

Dr. Jack Miyamoto reported that the HRSPC discussed how to spend their share of the million dollar allocation. He also said that the Equal Employment Opportunity Advisory Committee is planning a Unity and

Diversity event on campus on Monday, May 2, in P-32, from 4:00 – 7:00 p.m. He also said the Human Resource Services 2005-06 budget was discussed.

3. Instructional Planning Council

Ms. Berta Cuaron reported that IPC spent the entire meeting allocating their portion of the million dollar allocation. She said establishing priorities for budget increases for 2005-06 will be their main focus at their next meeting.

4. Student Services Planning Council

Ms. Lynda Halltunen reported that SSPC did not meet last week.

E. REPORTS OF CONSTITUENCIES

1. Administrative Association – no report

2. Confidential/Supervisory Team

Ms. Jenny Akins reported that nominations for Employee of the Year are currently going on. She also said that since funding for the CAST retreat was reinstated, preparations will hopefully take place soon.

3. CCE/AFT

Ms. Trisha Frady reported that elections will be held this month for new officers of CCE. The new officers will be announced by end of May.

4. Faculty Senate

Ms. Katie-Townsend Merino reported that an all-college retirement barbecue will be held on Wednesday, May 11, from 11:00 a.m. to 2:00 p.m., and is funded by the President's Office, Faculty Senate, CCE, and Office of Student Affairs. She said the Faculty Senate is currently discussing release time for officers and coordinators. She also gave an update on her attendance at the Statewide Plenary.

5. PFF/AFT

Ms. Julie Ivey reported that a new executive board for PFF has been elected as well as new members for the negotiating team. She also said PFF is discussing contract negotiation reopeners.

F. ADJOURNMENT

There being no remaining items the meeting was adjourned at 4:10 p.m.



GOVERNANCE STRUCTURE GROUP REQUEST

Request submitted by Barbara Kelber/Berta Cuaron	Date 2-25-04, 4-6-04, 5-4-04, 4-7-05
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Proposed Name of Requested Group
Learning Outcomes Council; Coordinating Committee

x	Council	x	Committee <small>of Council</small>		Subcommittee		Task Force
Action Requested:			Add		Delete		Change

ROLE, PRODUCTS, REPORTING RELATIONSHIPS:
The Learning Outcomes Council, guided by the Coordinating Committee as the core working group, will *facilitate the development of a college-wide discussion of the assessment of learning at Palomar College and will support departments and work areas as they develop their specific approaches to learning outcomes assessment cycles*, consistent with the Principles of Assessment. The Council's role and function will be refined and modified as the institutional initiative for the assessment of learning develops. The Learning Outcomes Council has the responsibility for performing the following duties as well as identifying additional tasks which will enhance and improve student learning and success.

DUTIES:

1. Create ongoing dialogue and encourage engagement of faculty and staff in the assessment of student learning.
2. *Identify systems for assessing learning outcomes developed at the course, program, and institutional level.*
3. *Encourage and provide support for the collection, analysis, and distribution of assessment data.*
4. Based on evidence and feedback, *support plans and strategies for improvement in student learning.*
5. Based on evidence and feedback, engage in ongoing review and revision of the institutional processes for assessment.
6. Develop and implement institutional celebrations of learning successes.

PRODUCTS:

- *Increased awareness and involvement.*
- *Conversation supported by reports to the campus community, Forums, the Council newsletter, website, and programs such as "Campus Explorations."*
- *Information gathered from departments and work groups, describing their approaches to the assessment of learning outcomes developed at the course, program, and institutional level.*
- *Preservation of a culture of support for teaching.*

REPORTING RELATIONSHIPS:
In accordance with Palomar's BP 2510, the Governing Board relies primarily upon the advice and judgment of the Faculty Senate on Academic and Professional Matters. Therefore, any action regarding instructional learning outcomes are under the exclusive purview of the department faculty and the Faculty Senate and require the approval of the Faculty Senate for ratification prior to approval by the Vice President for Instruction and the Superintendent/President to the Governing Board.

Meeting Schedule: Council: First Thursday, 2-3:30 p.m.; Coordinating Committee: 3rd, 4th Thursday, 2-3:30 p.m.

Co-Chairs: Vice President, Instruction and Faculty Senate Representative

Members:

- Seven Faculty Members representing divisions appointed by Faculty Senate
- Five Faculty coordinators* to include
 - < Faculty Senate Member
 - < Curriculum Committee representative
 - < Co-Chair appointed by Faculty Senate
- Two Part-Time Faculty Members, one vocational, one academic
- Faculty Professional Development representative

- Faculty Institutional Review representative
- President
- Vice President for Instruction/Co-chair*
- Vice President for Student Services*
- One Instructional Dean
- Student Services Dean
- Director of Institutional Research and Planning*
- One Confidential and Supervisory Team Member appointed by CAST
- One Administrative Association Member appointed by Administrative Association
- One Classified Unit Employee appointed by CCE/AFT
- Supervisor, Evaluations and Records

* Members of the Coordinating Committee

Reviewed by Strategic Planning Council:

Comments:

Addition to Reporting Relationship made 4-6-04

4-6-04 First Reading

5-4-04 Approved

Form Approved by PAC: 10/2/01

SUMMER 2006

FALL 2006

SPRING 2007

MAY 2006						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
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AUGUST 2006						
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JANUARY 2007						
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JUNE 2006						
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SEPTEMBER 2006						
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FEBRUARY 2007						
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JULY 2006						
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OCTOBER 2006						
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MARCH 2007						
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AUGUST 2006						
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NOVEMBER 2006						
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APRIL 2007						
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29	30					

May 22-June 17 4-wk Session
 June 19-Aug 1 6-wk Session
 June 19-Aug 15 8-wk Session

FALL SEMESTER MEETING DAYS

(number of days including finals)

M T W TH F S
 16 17 17 16 15 16

SPRING SEMESTER MEETING DAYS

(number of days including finals)

M T W TH F S
 15 17 17 17 16 16

163 Instructional, 13 Total Professional Dev Days
 12 Professional Development Days plus
 1 Convocation Day

- ◆ Faculty Convocation
- Semester Begins
- Last Class/Final Exams
- ▲ Spring Recess
- Shaded Areas-Non-instructional Days

DECEMBER 2006						
SUN	MON	TUE	WED	THU	FRI	SAT
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24/31	25	26	27	28	29	30

- Aug 18 Faculty Convocation
- Aug 21 Fast Track 1 begins
- Aug 21 Fall WKDY classes begin
- Aug 26 Fall Saturday classes begin
- Sept 4 Labor Day
- Oct 16 Fast Track 1 ends
- Oct 19 Fast Track 2 begins
- Nov 10 Veterans' Day
- Nov 23 Thanksgiving
- Nov 24-26 Local Holiday
- Dec 11-16 Last Class/Final Exams
- Dec 16 Fast Track 2 ends
- Dec 16 Fall semester ends
- Jan 1 New Year's Day

MAY 2007						
SUN	MON	TUE	WED	THU	FRI	SAT
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- Jan 15 Martin Luther King's Day
- Jan 16 Spring semester begins
- Jan 16 Fast Track 1 begins
- Jan 20 Spring Sat classes begin
- Feb 16 Lincoln's Day
- Feb 19 Washington's Day
- Mar 17 Fast Track 1 ends
- Mar 19-25 Spring Recess
- Mar 26 Fast Track 2 begins
- May 12-18 Last Class/Final Exams
- May 18 Fast Track 2 ends
- May 18 Commencement
- May 18 Spring semester ends
- May 28 Memorial Day

Proposed Revision to Board Policy BP 540 Purchasing:

The Governing Board has the sole authority and responsibility for purchase contracts of the District. The Governing Board may designate certain individuals as being authorized to sign purchase orders and certain contractual documents on its behalf, subject to ratification. Only those persons' names may obligate the District on behalf of the Governing Board. Furthermore, the Governing Board recognizes the need to establish guidelines for conducting day-to-day purchasing procedures as defined by the Purchasing Procedures Handbook.

The Governing Board shall review, prior to signature and implementation, the following contracts:

- *All contracts meeting the dollar requirements for mandatory public bidding under Public Contract Code section 20111(a). ~~These purchases would be for equipment, materials, supplies, or services which do not constitute a "public project." (Currently the limit is \$62,400.)~~ This review requirement includes agreements related to contract/grant funded programs meeting these parameters.*
- *~~All public project contracts meeting the dollar requirements for mandatory public bidding under Public Contract Code section 20111(b) and 20651(b).~~ ~~Currently, the requirement for public projects and construction services is not annually adjusted. Such public projects must be bid if the total expenditures exceed \$15,000.~~ This review requirement includes agreements related to contract/grant funded programs meeting these parameters.*
- *All multi-year contracts excluding maintenance, repair, and service agreements; hardware and software maintenance and license renewals.*
- *All real estate purchase or lease agreements except leasing of classroom space.*

In October a request was made to the Strategic Planning Council (SPC) that cell towers be installed on campus and that the Facilities Department be provided the revenue from this installation. It was stated that this request was similar to some in the past that had resulted in the establishment of designated accounts and that the College should not be adding to that problem. The request was approved but SPC asked that a committee be established to study and make a recommendation involving special revenue that may be generated in entrepreneurial activities.

The special committee composed of Becky McCluskey, Martin Good, Ken Jay, and Joe Newmyer has met to discuss this topic. The committee decided to distinguish between additional revenue that resulted from a staff member operating within the scope of the normal duties and additional revenue that resulted from some activity that is outside of the employees normal duties. For example, if the Wellness Center suddenly found a way to significantly increase the usage and the revenue collected, then a decision might be made to allow the purchase of additional equipment or to cover other costs. However beyond a certain point the increased revenue would become part of the General Fund.

The committee has attempted to design a procedure that would encourage but not provide excessive rewards for entrepreneurial activities. The following proposal attempts to incorporate that concept.

The Proposal

- **One-time revenue – the initiating department would be allowed to keep all one-time revenue up to \$5,000 and 25% of any amount over \$5,000.**
- **On-going revenue – the initiating department would be allowed to keep all the on-going revenue up to \$5,000 per year and 10% of any amount in excess of \$5,000.**

It is proposed that this be used on a trial basis for one or two years and that it be reviewed at that time to see if the dollar amount and percentages seem to be providing the intended incentive.



COMMUNITY COLLEGE LEAGUE OF CALIFORNIA
ON THE WEB: WWW.CCLEAGUE.ORG/LEGINFO/BUDGET/

S TATE BUDGET UPDATE

UPDATE #4 ♦ APRIL 14, 2005

A status report on the actions, discussions, and rumors in Sacramento related to the community colleges' state budget for fiscal year 2005-06. This update is distributed to all chief executive officers for distribution to trustees, administrators, faculty, classified, public/governmental relations officers and student leaders.

Senate Cmte: Equalization, Noncredit Priorities for Additional Revenue

At the Senate Budget Subcommittee on Education Finance meeting this week, the Department of Finance (DOF) supported one of the community college system's top priorities—the allocation of \$80 million for equalization in the 2005-06 state budget. A representative of the DOF acknowledged that there may be additional revenue at May Revise, and said that the governor would look at the continuation of equalization as one of the highest priorities. There was clear support from the League and other organizations for \$80 million, and the committee appeared to concur.

The committee's members (Senators Jack Scott, Joe Simitian and Bob Margett) also discussed the system's request for increased support of noncredit programs. In response to testimony by the League and other organizations, Senator Simitian passionately articulated the need to invest more in noncredit programs to address California's high rate of adults without the equivalency of a high school education.

The Legislative Analyst (LAO) continued its argument for limiting enrollment growth to adult population and increasing fees to benefit the state's general fund, but the arguments were largely rejected by the committee. "Adult population growth does not seem to have a correlation with community college demand, does it?" asked Senator Simitian. "Not necessarily," responded LAO analyst Steve Boilard. On student fees, the DOF representative stated that the governor believes that avoiding a student fee increase in 2005-06 is important for the governor's goal of access.

Over the last two weeks in the budget subcommittees on education of both houses, the community college system's unified approach to address the compelling access and equity needs of enrollment growth, equalization and noncredit seems to be persuading legislators. However, the true test will be whether the community colleges are treated fairly in the final Proposition 98 agreement, and a significant advocacy effort will need to occur as the May Revise nears.

With Tax Deadline Tomorrow, Revenue Picture Looking Brighter

An end-of-year stock rally, increased sales taxes on gasoline, and a more successful than expected tax amnesty program are anticipated to drive up state tax revenues in time for the governor's May budget revision. The state has known about some increased tax revenue since the LAO projected nearly \$2 billion more in revenue than the governor's budget, but it now appears that the total increase will nearly double.

This week, Controller Steve Westly projected that the tax amnesty program will net \$2 billion, almost four times what had been projected. Corporations have deposited nearly \$4 billion to toll fines and interest on past tax disputes, although a portion will likely be returned as the courts rule in the corporations' favor. Additionally, high gas prices have driven up sales tax revenue, with a ten-gallon tank now providing the state nearly fifty cents more in tax revenue compared with last year.

Unlike an "ordinary" year, the tax windfall doesn't automatically translate into more money for Proposition 98 K-12 and community college programs. Since the governor has already proposed suspending Prop. 98 again for the 2005-06 fiscal year, it would require an agreement with the governor and Legislature to share some of the new revenue with Proposition 98.

Districts Respond to SB 361 LeagueALERT

The League sent out a LeagueALERT on Monday to encourage districts to register their support of SB 361 (Scott), which would make the system's recommended changes in the funding formula beginning in 2006-07. The bill will be heard in the Senate Education Committee on April 20. We'd like to thank the following colleges and districts for their response by Wednesday's deadline to have their support registered in the committee analysis:

Citrus	Los Angeles Valley	Napa Valley (Upper Valley)	Santa Barbara
Coast	Los Rios	Palomar	Santiago Canyon
Desert	Merced	Pasadena	State Center
Foothill-DeAnza	Mt. San Antonio	Rancho Santiago	Sierra
Kern	Mt. San Jacinto	San Diego	Yosemite

It's not too late to send in your letters! If you need a copy of the packet distributed with the LeagueALERT, visit <http://www.ccleague.org/leginfo/leaguealerts/> or contact the League's legislative office at (916) 441-0353.