



## STRATEGIC PLANNING COUNCIL AGENDA

Date: September 20, 2005  
Starting Time: 2:00 p.m.  
Ending Time: 4:00 p.m.  
Place: SU-18

**CHAIR:** Deegan

**MEMBERS:** Akins, Barton, Bishop, Cuaron, Doran, Dowd, Fernandez, Frady, Gowen, Halttunen, Ivey, Kovrig, Madrigal, McCluskey, Miyamoto, Plotts, Townsend-Merino, Stanley, Versaci, Waite

**RECORDER:** Ashour

	Attachments	Time
<b>A. <u>MINUTES</u></b>		5 min.
1. Approve minutes of September 6, 2005		
<b>B. <u>ACTION ITEMS/SECOND READING</u></b>		
1. Benefits Committee (Miyamoto)	Exhibit B1	5 min.
2. EOPS Advisory Committee (Stadler)	Exhibit B2	
<b>C. <u>ACTION ITEMS/FIRST READING</u></b>		30 min.
1. DRC Advisory Committee	Exhibit C1	
2. Revenue Allocation Committee	Exhibit C2	
a. Rocco Versaci		
b. Joe Newmyer		
<b>D. <u>DISCUSSION/INFORMATION ITEMS</u></b>		10 min.
1. Student Response to Health Fee Increase	Exhibit D1	
<b>E. <u>REPORTS OF PLANNING COUNCILS</u></b>		15 min.
1. Administrative Services Planning Council – Joe Newmyer		
2. Human Resource Services Planning Council – Jack Miyamoto		
3. Instructional Planning Council – Berta Cuaron	Exhibit E	
4. Student Services Planning Council – Joe Madrigal		
<b>F. <u>REPORT FROM RAC</u></b>		10 min.
<b>G. <u>REPORTS OF CONSTITUENCIES</u></b>		15min.
1. Administrative Association – Tom Plotts		
2. Associated Student Government – Neill Kovrig		
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>H. <u>OTHER ITEMS</u></b>		



**STRATEGIC PLANNING COUNCIL  
MEETING MINUTES  
September 20, 2005**

The regular meeting of the Palomar College Strategic Planning Council was held on Tuesday, September 20, 2005, in SU-18. The meeting was called to order at 2:00 p.m. by Mr. Robert P. Deegan.

**ROLL CALL**

Members Present: Barton, Bishop, Cuaron, Deegan, Doran, Dowd, Fernandez, Gowen, Halttunen, Ivey, Madrigal, McCluskey, Miyamoto, Plotts, Thompson, Townsend-Merino, Versaci, Waite, Wrenn

Members Absent: Akins, Frady, Kovrig, Stanley

Guests: Diane Cummins for Jenny Akins, Chris Wick for Trisha Frady

Recorder: Cheryl Ashour

**A. MINUTES**

**1. Approve Minutes of September 6, 2005**

MSC (Bishop/Fernandez) to approve the Minutes of September 6, 2005

Bruce Bishop introduced Sam Wrenn, the student representative from ASG.

**B. ACTION ITEMS/SECOND READING**

**1. Benefits Committee**

MSC (Dowd/Plotts) to approve the Benefits Committee with revisions made at the September 6 meeting. **(Exhibit B1)** The vote was unanimous.

**2. EOPS Advisory Committee (Exhibit B2)**

After discussion it was decided to postpone approval of the EOPS Advisory Committee until the governance structure workgroup has presented their findings and recommendations.

**C. ACTION ITEMS/FIRST READING**

**1. DRC Advisory Committee (Exhibit C1)**

This item has been postponed until the governance structure workgroup has presented their findings and recommendations.

**2. Revenue Allocation Committee**

1. Rocco Versaci has requested approval of membership changes to the Revenue Allocation Committee. He stated that the Faculty Senate has approved the changes. **(Exhibit C2a)**
2. Bonnie Dowd has requested approval of Co-Chair changes to the Revenue Allocation Committee. **(Exhibit C2b)**

After discussion it was decided to combine the requested changes into one document. This item will return for second reading/action at the next meeting.

**D. DISCUSSION/INFORMATION ITEMS**

**1. Student Response to Health Fee Increase**

Bruce Bishop distributed a Resolution from the ASG approving the health fee increase. **(Exhibit D1)**

**E. REPORTS OF PLANNING COUNCILS**

**1. Administrative Services Planning Council – no report**

**2. Human Resource Services Planning Council**

Jack Miyamoto reported that HRSPC will meet next Tuesday.

**3. Instructional Planning Council**

Berta Cuaron reported the results of the joint meeting of IPC and SSPC to discuss faculty hiring priorities. **(Exhibit E3)** Discussion ensued on the effectiveness of having both councils decide faculty priorities. It was decided that at the next joint meeting they will discuss the process of setting priorities. This subject will come to SPC as an information item for discussion after the joint meeting.

Berta Cuaron reported that IPC met directly after the joint meeting. They reviewed the upcoming calendar, roles and responsibilities, and discussed the joint meeting and representation concerns from some IPC members. Michelle Barton will give a presentation of Strategic Plan 2009 at the next meeting. Sara Thompson is also scheduled to report on Institutional Review in a future meeting.

**4. Student Services Planning Council**

Joseph Madrigal reported that Michelle Barton gave a presentation of Strategic Plan 2009. Sara Thompson presented a report on Institutional Review. They had discussion on the following issues: health fee increase, joint meeting, and equipment requests.

**F. RESOURCE ALLOCATION COUNCIL**

Bonnie Dowd reported that RAC unanimously passed a motion to change the governance structure of RAC to a co-chairmanship. RAC decided to not put a time limit on the request form; however, the motion passed date specific to end of year end 2005-06. RAC will re-visit this issue when the permanent VP is hired and in place. RAC continues to work on the 2005-06 budget items identified in the two-year plan. RAC will be discussing the 75/25 flexible budgeting policy at its next meeting. Joe Newmyer was acknowledged for his work at Palomar College.

**G. 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 Faculty Senate discussed the proposal to expand the nursing program.

6. **PFF/AFT** – No report

**H. OTHER ITEMS**

Robert Deegan gave a PowerPoint presentation on a feasibility study of the Fallbrook land site. He discussed plans for a bond. A bond planning group with representation from all constituent groups will soon be formed.

**I. ADJOURNMENT**

Meeting adjourned at 3:30 p.m.



## GOVERNANCE STRUCTURE GROUP REQUEST

<b>Request submitted by:</b> Jack Miyamoto					<b>Date:</b> August 17, 2005				
<b>Proposed Name of Requested Group:</b> Benefits Committee									
	<b>Council</b>	<b>X</b>	<b>Committee</b>		<b>Subcommittee</b>		<b>Task Force</b>		
<b>Action Requested:</b>				<b>X</b>	<b>Add</b>		<b>Delete</b>		<b>Change</b>
<p><b>Role, Products, Reporting Relationships:</b></p> <p><u>Role:</u> The Benefits Committee reviews current benefits and makes recommendations for additions and changes to employee and retiree health and welfare benefits. It reviews benefits changes in light of federal and state laws, as well as District planning and policy decisions. The Committee seeks input from employees and retirees for benefits needs, considers costs of benefits, and advises employee and retiree groups and the administration as necessary.</p> <p><u>Products:</u> The Committee makes recommendations to the appropriate representative group.</p> <p><u>Reporting Relationship:</u> Palomar Faculty Federation, Administrative Association, CAST, CCE/AFT, and the President's Cabinet.</p>									
<p><b>Meeting Schedule:</b></p> <p>1<sup>st</sup> Wednesday, 3:00 – 4:00 p.m.</p>									
<p><b>Chair:</b></p> <p>Vice President, Human Resource Services</p>									
<p><b>Members:</b></p> <ul style="list-style-type: none"> <li>Manager, Human Resource Services</li> <li>Four Faculty members (appointed by PFF)</li> <li>Four Classified Unit employees (appointed by CCE)</li> <li>Two Administrative Association members</li> <li>Two Confidential/Supervisory Team members</li> <li>Four Retirees (appointed by PCRA)</li> <li>Vice President, Finance &amp; Administrative Services</li> <li>Benefits Specialist (Ex Officio)</li> </ul>									

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

Reviewed by Strategic Planning Council:

Comments:

9-6-05              First Reading

9-20-05            Approved

<b>Request submitted by</b> Anne Stadler				<b>Date</b> September 20, 2005	
<b>Proposed Name of Requested Group</b> <b>EOPS / CARE / CalWORKs Advisory Committee</b> Extended Opportunity Programs and Services Advisory Committee					
<input type="checkbox"/>	<b>Council</b>	<input checked="" type="checkbox"/>	<b>Committee</b>	<input type="checkbox"/>	<b>Subcommittee</b>
<b>Action Requested:</b>		<input type="checkbox"/>	<b>Add</b>	<input type="checkbox"/>	<b>Delete</b>
		<input checked="" type="checkbox"/>	<b>Change</b>		
<b>Role, Products, Reporting Relationships:</b>  <b>Role:</b> The EOP&S/CARE /CalWORKs Advisory Committee members assist the Director in developing and maintaining effective EOP&S /CARE/CalWORKs programs. <b>Product:</b> The EOP&S/CARE /CalWORKs Advisory Committee reviews the operation and plans of the EOP&S /CARE/CalWORKs programs <b>Reporting Relationships:</b> The EOP&S/CARE/CalWORKs Advisory Committee reports to the Student Services Planning Council					
<b>Meeting Schedule:</b> As needed					
<b>Chair:</b> Director, EOP&S/CARE/CalWORKs					
<b>Members:</b> <ul style="list-style-type: none"> <li>• Director, EOP&amp;S/CARE/CalWORKs</li> <li>• 7 Faculty appointed by the Faculty Senate (one each: EOP&amp;S Counselor, CalWORKs Counselor, CARE Counselor, English, Life Science, Math and Reading faculty)</li> <li>• One Instructional Dean</li> <li>• Dean, Counseling Services</li> <li>• One Administrative Association member</li> <li>• EOP&amp;S Supervisor (CAST representative)</li> <li>• EOP&amp;S Staff Assistant (Classified Staff representative)</li> <li>• EOP&amp;S Student representative</li> </ul> <u>COMMUNITY MEMBERS AS LISTED:</u> <ul style="list-style-type: none"> <li>• EOP Director-CSUSM</li> <li>• ACS Supervisor</li> <li>• ELD/AVID Coordinator</li> <li>• Community Member –At Large</li> </ul>					

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

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Reviewed by Strategic Planning Council:

Comments:

4-29-03	First Reading
5-13-03	Approved

Revised by SPC 5-13-03

## GOVERNANCE STRUCTURE GROUP REQUEST

<b>Request submitted by</b> Ron Haines					<b>Date</b> 9/20/2005		
<b>Proposed Name of Requested Group</b> Disability Resource Center Advisory Committee							
	<b>Council</b>	X	<b>Committee</b>		<b>Subcommittee</b>		<b>Task Force</b>
<b>Action Requested:</b>			<b>Add</b>		<b>Delete</b>	X	<b>Change</b>
<b>Role, Products, Reporting Relationships:</b> <u>Role:</u> The Disability Resource Center Advisory Committee is, as required by Title V of the Education Code, responsible to: <ul style="list-style-type: none"> <li>Identify primary program and service goals of the Disability Resource Center</li> <li>Recommend innovative approaches and resources</li> <li>Provide guidance and direction to the Disability Resource Center and Palomar College related to the needs of the local community</li> </ul> <u>Products:</u> <ul style="list-style-type: none"> <li>Annual Report of Recommendations Regarding the Disability Resource Center and ADA Compliance</li> <li>Annual Plan Recommendations</li> </ul> <u>Reporting Relationship:</u> Student Services Planning Council							
<b>Meeting Schedule:</b> To be determined. Title V requires one meeting annually							
<b>Chair:</b> Director, Disability Resource Center							
<b>Members:</b> <ul style="list-style-type: none"> <li>Community Member, Social/Rehabilitation Services Agency</li> <li>Community Member, Education</li> <li>Two Faculty Members appointed by the Faculty Senate</li> <li>One Classified Unit Employee appointed by the CCE/AFT</li> <li>Dean, Counseling Services</li> <li>One Administrative Association member appointed by the Administrative Association</li> <li>Two Students appointed by ASG</li> <li>ADA Compliance Officer for Instruction</li> <li>One Cast Member</li> </ul>							

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

Reviewed by Strategic Planning Council:

Comments:

5/7/02 First Reading

5/21/02 Approved

4/1/03 First Reading

9/20/05 Approved





# GOVERNANCE STRUCTURE GROUP REQUEST

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

<b>Request Submitted by</b> Rocco Versaci					<b>Date:</b> September 20, 2005 <b>Revised:</b>		
<b>Proposed Name of Requested Group</b> Revenue Allocation Committee							
	<b>Council</b>	X	<b>Committee</b>		<b>Subcommittee</b>		<b>Task Force</b>
<b>Action Requested:</b>			<b>Add</b>		<b>Delete</b>	X	<b>Change</b>
<b>Role, Products, Reporting Relationships:</b> <u>Role:</u> The Revenue Allocation Committee establishes the guidelines and timelines for the preparation of the unrestricted and designated budgets. The committee will review the estimated revenue projections for the upcoming fiscal year to determine total funds available as well as projections for future years. The committee will review prioritized funding requests as submitted by the Strategic Planning Council and will recommend allocation and re-allocation/reductions of resources to the strategic plans. The recommended annual unrestricted and designated budgets will be forwarded to the Strategic Planning Council. <u>Products:</u> <ul style="list-style-type: none"> <li>Establishes Guidelines/Timelines for Budget Development</li> <li>Annual college unrestricted and designated budgets</li> <li>Future Year Revenue Projections</li> </ul> <u>Process:</u> <ul style="list-style-type: none"> <li><b>Reviews/approves revenue estimates</b></li> </ul> <u>Reporting Relationship:</u> <ul style="list-style-type: none"> <li>Advises SPC of revenue estimates</li> <li>Reviews SPC priorities and allocates funding</li> </ul>							
<b>Meeting Schedule:</b> 1 <sup>st</sup> & 3 <sup>rd</sup> Tuesdays at 4:00							
<b>Chair:</b> VP, Finance & Administrative Services							
<b>Members:</b> <ul style="list-style-type: none"> <li>President, Vice President and Secretary of the Faculty Senate (or designee)</li> <li><del>Two Faculty as designated by the Faculty Senate</del></li> <li><u>Co-Presidents, PFF (or designees)</u></li> <li>Vice President, Instruction</li> <li>Vice President, Student Services</li> <li>Vice President, Human Resource Services and Affirmative Action</li> <li>One Administrative Association Member</li> <li>One Confidential/Supervisory Team Member</li> <li>Five Classified Unit Employees (who shall also serve as members of the bargaining unit)</li> <li>One PFF representative</li> <li>One Student appointed by ASG</li> </ul>							

Reviewed by Strategic Planning Council:  
September 20, 2005 First Reading

Comments:

# GOVERNANCE STRUCTURE GROUP REQUEST

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

<b>Request Submitted by</b> Joe Newmyer					<b>Date: September 15, 2005</b> <b>Revised: 12/3/02</b>		
<b>Proposed Name of Requested Group</b> Revenue Allocation Committee							
	<b>Council</b>	X	<b>Committee</b>		<b>Subcommittee</b>		<b>Task Force</b>
<b>Action Requested:</b>			<b>Add</b>	X	<b>Delete</b>	X	<b>Change</b>
<p><b>Role, Products, Reporting Relationships:</b></p> <p><u>Role:</u> The Revenue Allocation Committee establishes the guidelines and timelines for the preparation of the unrestricted and designated budgets. The committee will review the estimated revenue projections for the upcoming fiscal year to determine total funds available as well as projections for future years. The committee will review prioritized funding requests as submitted by the Strategic Planning Council and will recommend allocation and re-allocation/reductions of resources to the strategic plans. The recommended annual unrestricted and designated budgets will be forwarded to the Strategic Planning Council.</p> <p><u>Products:</u></p> <ul style="list-style-type: none"> <li>• Establishes Guidelines/Timelines for Budget Development</li> <li>• Annual college unrestricted and designated budgets</li> <li>• Future Year Revenue Projections</li> </ul> <p><u>Process:</u></p> <ul style="list-style-type: none"> <li>• <b>Reviews/approves revenue estimates</b></li> </ul> <p><u>Reporting Relationship:</u></p> <ul style="list-style-type: none"> <li>• Advises SPC of revenue estimates</li> <li>• Reviews SPC priorities and allocates funding</li> </ul>							
<b>Meeting Schedule:</b> 1 <sup>st</sup> & 3 <sup>rd</sup> Tuesdays at 4:00							
<p><b>Chair:</b> <del>VP, Finance &amp; Administrative Services</del></p> <p><b>Co-Chair</b></p> <ul style="list-style-type: none"> <li>• <b>Vice President, Finance &amp; Administrative Services</b></li> <li>• <b>To be chosen by RAC</b></li> </ul>							
<p><b>Members:</b></p> <ul style="list-style-type: none"> <li>• President, Vice President and Secretary of the Faculty Senate (or designee)</li> <li>• Two Faculty as designated by the Faculty Senate</li> <li>• Vice President, Instruction</li> <li>• Vice President, Student Services</li> <li>• Vice President, Human Resource Services and Affirmative Action</li> <li>• One Administrative Association Member</li> <li>• One Confidential/Supervisory Team Member</li> <li>• Five Classified Unit Employees (who shall also serve as members of the bargaining unit)</li> <li>• One PFF representative</li> <li>• One Student appointed by ASG</li> </ul>							

Reviewed by Strategic Planning Council:  
12/17/02 First Reading

Comments:

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2/18/03

Approved

Approved by PAC: 10/2/01



Ex D1

## Associated Student Government Palomar College

**STUDENTS SERVING STUDENTS**

Associated Student Government  
Palomar College  
1140 West Mission Road  
San Marcos, CA 92069  
(760) 744-1150, Ext. 2605

Whereas: The students of Palomar College recognize the valuable resource provided to students by Health Services, and

Whereas: The students are aware of the ever increasing cost of providing quality health services to meet the needs of the student population, and

Whereas: The students realize that the primary source of revenue for Health Services is provided by the health service fee, and

Whereas: we are very aware of the ever increasing financial burden on students to pursue higher education, and

Whereas: we acknowledge that any increase in the cost of attending Palomar College will comprise an additional burden to some students; we believe that the benefits of each student paying an additional dollar to provide additional and necessary revenue to Health Services offsets that burden.

We are therefore resolved: That the Associated Student Organization of Palomar College affirms and supports the proposed raising the student health fee to the authorized maximum amount of \$14.00 per student.

Passed on September 14, 2005

**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                               |   |

**Approved by SPC 4/5/05**