



STRATEGIC PLANNING COUNCIL AGENDA

Date: October 4, 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, Wrenn

RECORDER: Ashour

	Attachments	Time
A. <u>MINUTES</u>		5 min.
1. Approve minutes of September 20, 2005		
B. <u>ACTION ITEMS/SECOND READING</u>		
1. Revenue Allocation Committee (Dowd, Versaci)	Exhibit B1	10 min.
C. <u>ACTION ITEMS/FIRST READING</u>		30 min.
1. Accreditation Timeline and Mid-Term Report Writing Team	Exhibit C1	
D. <u>DISCUSSION/INFORMATION ITEMS</u>		30 min.
1. Faculty Position Priority Process	Exhibit D1	
2. Grant Writer Position		
E. <u>REPORTS OF PLANNING COUNCILS</u>		15 min.
1. Administrative Services Planning Council –		
2. Human Resource Services Planning Council – Jack Miyamoto		
3. Instructional Planning Council – Berta Cuaron		
4. Student Services Planning Council – Joe Madrigal		
F. <u>REPORT FROM RAC</u>		10 min.
G. <u>REPORTS OF CONSTITUENCIES</u>		15min.
1. Administrative Association – Tom Plotts		
2. Associated Student Government – Sam Wrenn		
3. Confidential/Supervisory Team – Jenny Akins		
4. CCE/AFT – Becky McCluskey		
5. Faculty Senate – Katie Townsend-Merino		
6. PFF/AFT – Rocco Versaci/Julie Ivey		
H. <u>OTHER ITEMS</u>		



**STRATEGIC PLANNING COUNCIL
MEETING MINUTES
October 4, 2005**

The regular meeting of the Palomar College Strategic Planning Council was held on Tuesday, October 4, 2005, in SU-18. The meeting was called to order at 2:05 p.m. by Mr. Robert P. Deegan.

ROLL CALL

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

Members Absent: Doran, Fernandez, Frady, Kovrig

Guests: Kathy Davis for Sue Doran, Chris Wick for Trisha Frady

Recorder: Cheryl Ashour

A. MINUTES

1. Approve Minutes of September 20, 2005

MSC (Versaci/Akins) to approve the Minutes of September 20, 2005 with revisions

B. ACTION ITEMS/SECOND READING

1. Revenue Allocation Committee

MSC (Versaci/Bishop) to approve the Revenue Allocation Committee revisions requested by Bonnie Dowd and Rocco Versaci. **(Exhibit B1)** The vote was unanimous.

C. ACTION ITEMS/FIRST READING

1. Accreditation Timeline and Mid-Term Report Writing Team

Berta Cuaron reported that the Mid-Term Report Writing Team needed to be convened as soon as possible. The timeline, membership of the progress report writing team, and guidelines on preparation of the midterm report were reviewed. **(Exhibits C1a, C1b, C1c)** After a brief discussion, it was decided that Ms. Cuaron will review the membership of the last self study and report back with recommendations. This item will return for a second reading/action at the next meeting.

D. DISCUSSION/INFORMATION ITEMS

1. Faculty Position Priority Process

Berta Cuaron reported on the last joint Council meeting of the Student Services Planning Council and the Instructional Planning Council. The agenda was to talk about the overall process for prioritizing faculty positions. It was decided at this meeting that a workgroup will be formed to address faculty positions in the library and counseling. That workgroup consisted of two counselors, two librarians, and the deans representing those two areas. The workgroup was asked to go back and review data and return with recommendations that would include any combination of use in a ratio or formula for future hiring and retirements. Their recommendations will be brought back to the next joint Council meeting. IPC will review all of the existing criteria for prioritizing instructional positions, as well as additional recommendations brought forward by the Faculty Senate. A single list will be forwarded to SPC for approval.

2. Grant Writer Position

The need for a grant writer was discussed. A grant writer would give the College the opportunity to acquire millions of dollars to assist in the development of programs across the disciplines and in student services, fiscal, and human resources. Concerns about the funding source for the position, matching costs, and procedures in prioritizing and approving grants were discussed.

There was general consensus to explore this subject further. It was decided that Jack Miyamoto and Debbi Stanley will meet and formulate a structure for a grant writer and report back at a future meeting.

E. REPORTS OF PLANNING COUNCILS**1. Administrative Services Planning Council – no report****2. Human Resource Services Planning Council**

Jack Miyamoto reported that HRSPC met September 27. Bonnie Dowd presented the SP 2009 plan. They spoke of how they want to spend their allocation of one-time funds.

3. Instructional Planning Council

Berta Cuaron reported that IPC met last Wednesday. A presentation of the SP 2009 plan was given by Michelle Barton.

4. Student Services Planning Council

Joseph Madrigal reported that SSPC met on September 28. They discussed suggestions as to what to bring forward to the joint SSPC/IPC meeting. They discussed the importance of the 2009 Strategic Plan. Student email and the textbook loan program were also discussed. Theresa Egkan gave a report regarding the complicated changes to the state-wide criteria for transfer to the CSU system.

F. RESOURCE ALLOCATION COUNCIL

Bonnie Dowd reported that RAC voted to have her be the co-chair of RAC. A subgroup was formed, headed by Berta Cuaron, to come up with a methodology or formula by which departments can be funded for growth sections. They also discussed training in the budgeting process. Dr. Dowd will present the breakdown of the ending fund balance for 2004-05 at their next meeting.

G. REPORTS OF CONSTITUENCIES**1. Administrative Association – No report****2. Associated Student Government**

Sam Wrenn reported that ASG had a retreat last week at a hotel in Rancho Bernardo. They learned about shared governance at Palomar, reviewed their mission, and brainstormed their short- and long-term goals. Bruce Bishop and Mr. Wrenn will be going to the State Chancellor's office to work on reconstituting the California State Student Senate. ASG will all be attending a state leadership conference in San Jose. They have also been planning and working on several student activities.

3. Confidential/Supervisory Team – No report**4. CCE/AFT – No report****5. Faculty Senate**

Katie Townsend-Merino reported that the Faculty Senate asked the professional development coordinator to work on a faculty-to-faculty mentor program. They reviewed the Strategic Plan 2009. Theresa Egkan will speak to the Senate about the changes to the transfer program in the near future. The Senate passed a resolution which will be brought to the Governing Board supporting the hiring of full-time faculty tenured track for the proposed expansion of the nursing program. Ms. Townsend-Merino has been reviewing classroom use at San Marcos and Escondido.

6. PFF/AFT – No report**G. OTHER ITEMS****H. ADJOURNMENT**

Meeting adjourned at 3:30 p.m.

GOVERNANCE STRUCTURE GROUP REQUEST

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

Request Submitted by Bonnie Dowd, Rocco Versaci					Date: October 17, 2002 Revised: 12/3/02; 9/20/05	
Proposed Name of Requested Group Revenue Allocation Committee						
	Council	X	Committee		Subcommittee	
Action Requested:			Add		Delete	X
						Change
Role, Products, Reporting Relationships: <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"> Establishes Guidelines/Timelines for Budget Development Annual college unrestricted and designated budgets Future Year Revenue Projections <u>Process:</u> <ul style="list-style-type: none"> Reviews/approves revenue estimates <u>Reporting Relationship:</u> <ul style="list-style-type: none"> Advises SPC of revenue estimates Reviews SPC priorities and allocates funding 						
Meeting Schedule: 2 nd and 4 th Tuesday at 2:00 p.m.						
Co-Chairs: <ul style="list-style-type: none"> Vice President, Finance & VP, Finance & Administrative Services To be chosen by RAC 						
Members: <ul style="list-style-type: none"> President, Vice President and Secretary of the Faculty Senate (or designee) Co-Presidents, PFF (or designees) and one PFF representative Vice President, Instruction Vice President, Student Services Vice President, Human Resource Services and Affirmative Action One Administrative Association Member One Confidential/Supervisory Team Member Five Classified Unit Employees (who shall also serve as members of the bargaining unit) One Student appointed by ASG 						

Reviewed by Strategic Planning Council:

12/17/02 First Reading

2/18/03 Approved

5/20/05 Revisions Approved

Comments:



Palomar College WASC Accreditation Timeline

June 2003	Reaccredited for 6 years
April 2005	Progress Report submitted on 3/22/05, accepted 6/8/05
March 2006	Mid-term Report due March 15, 2006
Fall 2007	Convene Writing Team
Spring 2008	Complete Self-study
Fall 2008	Submit Self-study
Spring 2009	Comprehensive site-visit

Updated 9/26/05



Accreditation Progress Report Writing Team
Fall 2004-Spring 2005
Report submitted March 22, 2005

The Progress Report Writing Team included the following members:

Michelle Barton	Director, Research and Planning, Institutional Review Committee
Berta Cuaron	Vice President for Instruction, Accreditation Liaison Officer (ALO)
Robert Deegan	Superintendent/President
Richard Jones	Interim Superintendent/President
Nancy Horio	Manager, Human Resources
Kelly Hudson-MacIsaac	Manager, Environmental Health & Safety/Facilities Planning
Barb Neault-Kelber	Faculty, Learning Outcomes Council Co-chair
Becky McCluskey	President, CCE
Katie Townsend-Merino	Faculty Senate President
Marilee Nebelsick-Tagg	Faculty Senate Vice President
Sara Thompson	Dean, Math/Natural & Health Sciences, Institutional Review Co-chair
Lori Waite	Faculty, Professional Development Coordinator

Reports to the Commission

PREPARATION OF THE MIDTERM REPORT

The **Midterm Report** is due in the third year following the evaluation team visit. The institution is expected to provide narrative information and analysis regarding the progress made on addressing:

- ? each of the recommendations of the evaluation team
- ? the areas identified in the planning agenda of its self study
- ? updates on substantive change approvals or pending proposals

The report will be reviewed by the Commission at its next regularly scheduled meeting and the institution will be notified as to what action it must take next. The institution is required to send **two copies** of its report to the Commission **plus an electronic version**. **The Midterm Report must be reviewed by the Governing Board prior to its submission.**

Use the following format for the report:

1. **Cover Sheet** Include the date of submission, the name and address of the institution, and a notation that this is a Midterm Report.
2. **Table of Contents**
3. **Statement on Report Preparation** The statement, signed by the Chief Executive Officer of the institution, describes the process of report preparation and identifies those who were involved in its preparation, review, and approval.
4. **Response to Team Recommendations and the Commission Action Letter**
The report should describe the progress made on **each** recommendation, analyze the results achieved to date, provide evidence of the results, and indicate what additional plans the institution has developed.
5. **Response to Self-identified Issues** In the Planning Agenda section of the self-study, the institution reported on areas needing improvement. The institution should provide a brief description of the progress made on these self-identified issues.
6. **Update on Substantive Change in Progress, Pending, or Planned**

Two copies of the report should be sent to the Commission office at 10 Commercial Boulevard, Suite 204, Novato, CA 94949.

9/26/05