STRATEGIC PLANNING COUNCIL
AGENDA

Date:	November 15, 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. MINUTES		5 min.
1. Approve minutes of November 1, 2005		
B. ACTION ITEMS/SECOND READING		15 min.
1. Technology Master Plan 2005	Exhibit B1	
2. Technology Resources Committee	Exhibit B2	
C. ACTION ITEMS/FIRST READING		30 min
1. Police Review Task Force Recommendations	Exhibit C1	
2. Strategic Plan 2009	Exhibit C2	
3. Health Services Fee	Exhibit C3	
D. DISCUSSION/INFORMATION ITEMS		15 min.
1. Report from SPC Work Group on Governance Structure Review		
2. Updating Board Policy		
E. REPORTS OF PLANNING COUNCILS		15 min.
1. Administrative Services Planning Council – Carmen Fernandez		
2. Human Resource Services Planning Council – Jack Miyamoto		
3. Instructional Planning Council – Berta Cuaron		
4. Student Services Planning Council – Joe Madrigal		
F. REPORT FROM RAC		10 min.
G. REPORTS OF CONSTITUENCIES		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. PENDING ITEMS		
1. EOPS Advisory Committee Governance Structure Group Request		
2. DRC Advisory Committee Governance Structure Group Request		
3. Facilities Review Committee Governance Structure Group Request		
4. Technology Resources Committee Governance Structure Group Request		
5. Faculty Position Priority Process		
6. Grant Writer		
I. OTHER ITEMS		

The regular meeting of the Palomar College Strategic Planning Council was held on Tuesday, November 15, 2005, in SU-18. The meeting was called to order at 2:00 p.m. by Mr. Robert P. Deegan.

<u>ROLL CALL</u>

Members Present:	Barton, Bishop, Cuaron, Deegan, Doran, Dowd, C. Fernandez, J. Fernandez, Gowen, Halttunen, Ivey, Madrigal, McCluskey, Miyamoto, Plotts, Stanley, Thompson, Townsend-Merino, Versaci, Waite
Members Absent:	Akins, Frady, Wrenn
Guests:	Chris Wick for Tricia Frady, Herman Lee, Kelly Hudson-McIsaac, Kevin Barrett
Recorder:	Cheryl Ashour

A. **MINUTES**

   1. **Approve Minutes of November 1, 2005**

      MSCU to approve the Minutes of November 1, 2005 with revisions

B. **ACTION ITEMS/SECOND READING**

   1. **Technology Master Plan 2005**

      The revised Page 25 of the Technology Master Plan 2005 was distributed for review. It was decided to delete the words "President's Associates of the" from the document. Mark Vernoy will bring the revised document to the Technology Master Plan Task Force for approval. It will then return to SPC for acceptance. **(Exhibit B1)**

   2. **Technology Resources Committee Governance Structure Group Request**

      A representative of the Palomar College Foundation was added to the membership. This item will return at the next meeting for action/second reading. **(Exhibit B2)**

C. **ACTION ITEMS/FIRST READING**

   1. **Police Review Task Force Recommendations**

      The co-chairs of the Police Review Task Force, Kelly Hudson MacIsaac and Kevin Barrett, presented the recommendations of the task force. The charge, activities, and recommendations of the task force were reviewed. Discussion ensued. SPC members were asked to bring the recommendations to their constituent groups. This item will return at a later date for acceptance. **(Exhibit C1)**

   2. **Strategic Plan 2009**

      The feedback received from constituent groups on the Strategic Plan 2009 was discussed. Two changes were made under Student Success. The first bullet was changed to read: "Increase instructional faculty's awareness and referral of students to services that support success." The sixth bullet was changed to read: "Advance curriculum alignment efforts with area high schools at the discipline level and within student services." **(Exhibit C2)**

      MSCU to move this item to action
      MSCU to approve the Strategic Plan 2009

   3. **Health Services Fee**

      A recommendation that all low-income students (i.e., BOGW eligible) who were previously exempt from paying the Health Services fee be charged the fee, effective Summer 2006 was presented and discussed. The fee increase will also need to be approved by the Governing Board. The fee is supported by the ASG and Student Services Planning Council. Measures will be in place to address those students who cannot afford the $14 health fee. This item will return at the December 6, 2005 meeting for action/second reading. **(Exhibit C3)**

D.   DISCUSSION/INFORMATION ITEMS

1.   Report from SPC Work Group on Governance Structure Review
This item has been tabled to a future meeting.

2.   Updating Board Policy
The Governing Board has requested that the current Board policies be reviewed and updated in the near future. Updates have not been done since 1989 and many of the current Board policies are out of compliance with the Education Code. President Deegan will be recommending that a consultant, Brenda Wright, through the Community College League of California (CCLC), be hired to work with a small group on campus to bring Board policies into compliance with existing Education Code, using boiler plate language from the CCLC as a starting point. Changes will go to SPC for information.

After the policies are updated, administrative procedures will be reviewed and updated by a larger group, with representation from constituent groups, and facilitated by the consultant. Any procedural changes made must be approved by SPC. Administrative procedures will not go to the Governing Board for approval.

Ms. Wright has assisted other community colleges in updating their policies and procedures. It will take approximately one year to complete the work. Discussion ensued. It was decided that a small group will meet with Ms. Wright and report back at the January meeting.

E.   REPORTS OF PLANNING COUNCILS

1.   Administrative Services Planning Council – no report

2.   Human Resource Services Planning Council
Jack Miyamoto reported that HRSPC discussed SP 2009 at their last meeting. They also discussed the changes to the 403b and 457 plans.

3.   Instructional Planning Council
Berta Cuaron reported that IPC discussed the faculty hiring priority process at their last meeting.

4.   Student Services Planning Council
Joe Madrigal reported that SSPC met on November 9. Two grants will be presented at the December 6, SPC meeting: to renew an EOC grant program and to pursue an application for the Talent Search Program, which is part of TRIO.

F.   RESOURCE ALLOCATION COUNCIL
Bonnie Dowd reported that on December 2, RAC will be hosting a special directors/chairs training meeting on the budget. On December 9, training on the fiscal services instructions for budget development will be given to RAC members.

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 – No report

6.   PFF/AFT – No report

G.   PENDING ITEMS

    1. EOPS Advisory Committee Governance Structure Group Request
    2. DRC Advisory Committee Governance Structure Group Request
    3. Facilities Review Committee Governance Structure Group Request
    4. Faculty Position Priority Process
    6. Grant Writer

H. <u>ADJOURNMENT</u>
Meeting adjourned at 4:00 p.m.

V. TMPTF RECOMMENDATIONS

Educational Master Planning is essential to guide the overall process of planning and development at a district. An education master plan is designed to describe current programs and the direction these programs should take in the future. Combining an educational and technology plan provides the benefit of a master plan that determines a logical structure for ordered growth and change following general planning principles, while incorporating the flexibility to accommodate the unexpected changes of educational and technological development.

Formation of a Governance Level Technology ~~Council~~ Committee

The Technology Master Plan Task Force (TMPTF) recommends that several immediate actions be taken through the district's Governance Structure that streamlines the campus-wide technology committee structure by establishing a Technology Resources ~~Council~~ Committee(TRC) that reports directly to the Strategic Planning Council (SPC). (Appendix D: Governance Structure Request)

This ~~Council~~ Committee would consolidate and replace the Technology Master Plan Task Force (TMPTF), the Technology Committee, and the Computer Coordinating Committee. It is recommended that the ~~Council~~ Committee membership include constituency representation with one co-chair appointed by the Faculty Senate and the other co-chair appointed by the Superintendent/President. In addition, because large technology purchases will often need the aid of other fund-raising mechanism, it is suggested that membership of TRC also include a representative from the ~~President's~~ *the director of Development* ~~Associates of the~~ Palomar College Foundation. In light of the fact that faculty computer purchases from Block Grant Funds in recent years have been prioritized by the Computer Coordinating Committee, a primarily faculty membership committee, it is recommended that a working sub-group of TRC consisting primarily of TRC faculty members and chaired by one of the faculty members be tasked with prioritizing faculty computer purchases from Block Grant Funds.

Implementation of Technology Master Plan

TRC should be directed to annually review this plan and update the plan every three years in conjunction with the District's Strategic Plan. TRC should be directed to keep the following goals in mind as general guiding principles in generating, revising, and updating Palomar's Technology Plan and analyzing accomplishments through the Annual Implementation Plans process:

- Keep abreast of new technologies, equipment, software, and educational delivery methods and utilize the best of these to aid our students to become trained and competent in their areas of study using the tools, equipment, and software they will need in their world of work or continued study

PALOMAR COLLEGE
Founded 1946
Educational Excellence

GOVERNANCE STRUCTURE GROUP REQUEST

Request submitted by: Technology Master Plan Task Force (Dr. Mark Vernoy and Dr. Bonnie Ann Dowd, Co-Chairs)	Date: September 15, 2005

Proposed Name of Requested Group: Technology Resources Committee (TRC)

	Council	X	Committee		Subcommittee		Task Force

Action Requested:	✓	Add		Delete		Change

Role, Products, Reporting Relationships:

Role & Products – Implement the Technology Master Plan 2005 by developing processes for addressing the need for proven and cutting edge technology, streamlining the organization's structure with regard to technology, working with RAC & SPC in the creation of specific budget lines for technology, both hardware and software, and technology support and to identify funds for innovation. Annually review and update the plan every three years in conjunction with the District's Strategic Plan.

Reporting Relationship: Reports to the Strategic Planning Council

Meeting Schedule: 2nd and 4th Thursday, 2:00 pm to 3:30 pm

Chairs:
- One Co-Chair appointed by the Faculty Senate
- One Co-Chair appointed by the Superintendent/President from membership

Members:
- Vice President, Instruction (or designee)
- Vice President, Student Services (or designee)
- Vice President, Administrative Services (or designee)
- One Instructional Dean – Appointed by the VP for Instruction
- One Student Services Dean/Director – Appointed by the VP for Student Services
- Director of Information Services
- Academic Technology Coordinator
- Academic Technology Supervisor
- Network and Technical Services Manager
- Systems Programming Manager
- One Instructional Computer Lab Technician-Appointed by CCE/AFT
- One Information Systems Network Specialist/Assistant-Appointed by CCE/AFT
- One CAST Representative-Appointed by CAST
- One AA Representative-Appointed by the Administrative Association
- Seven Faculty Members Appointed by the Senate representing divisions (these seven faculty include the faculty co-chair.)
- One Representative from ETV appointed by CCE/AFT
- Media Supervisor (AV)
- Two Classified Employees appointed by CCE/AFT
- One Student Representative appointed by ASG
- One Representative from the Palomar College Foundation

Police Review Task Force

The Charge of the Task Force:
- Recommend optimal number of Police Officers.
- Recommend optimal number of Community Service Officers.
- Review/make recommendations regarding the need for Dispatch 24/7.
- Review/make recommendations about other operational aspects of Police Department.
- Review/recommend budget sources and level of total budget for Police Department.

Activities of the Task Force:
1. Reviewed history of Palomar College Police Department.
2. Reviewed/compared community college campus security/police forces.
3. Reviewed current Palomar College Police Department staffing / budget.
4. Reviewed options, including contracting out with sheriff's department.
5. Reviewed District expectations.

Recommendations:
- Continue to support an armed Police Department.
- Support the Police Department structure as submitted (attachment).
- Initiate the process of hiring a permanent Chief of Police by January 1, 2006, with hiring completed by March 31, 2006.
- The Police Department should report to the VP of Student Services or the President.
- Reassess the allocation of parking fee revenues among the various departments currently receiving them. Determine the appropriate percentage to allow departments to provide services directly related to parking.
- Integrate the Police Department fully into college culture and the collegial process.
- Chief of Police should be a voting member on SPC and attend Governing Board meetings.
- Limit access to Parking Lots 9 & 12 after hours (11 pm).
- Increase parking fees to maximum allowed ($40).
- Reinstate 20% general fund augmentation per GB Policy 00-20425.
- Allow the Police Department to use its rollover funds when needed.
- Police Department should pursue additional funding through grants and special events.
- Facilities Use Form should provide the option to charge outside groups for the use of parking lots.
- District support for department in meeting Federal mandates & laws.

Proposed Police Department Structure -

These recommendations are approved and submitted by the Police Review Task Force

Position	Total
Chief	$ 107,586.00
Sergeant-Day	$ 77,154.00
Sergeant-Swing	$ 77,877.00
Staff Assistant	$ 73,132.00
Admin. Secretary	$ 66,483.00
Records Specialist	$ 60,981.00
Short Term	$ 8,504.00
San Marcos Campus	
Police Officer 1	$ 83,406.00
Police Officer 2	$ 82,850.00
Police Officer 3	$ 82,281.00
Police Officer 4	$ 79,073.00
Police Officer 5	$ 73,122.00
Police Officer 6	$ 72,289.00
Senior CSO 1 (Lead)	$ 56,727.00
Senior CSO 2	$ 51,128.00
Senior CSO 3	$ 48,486.00
Senior CSO 4	$ 49,808.00
Student CSO/Field	$ 149,977.00
Student Desk/Admin	$ 22,890.00
Dispatchers	$ 107,113.00
Subtotal Police Department -	$ 1,430,867.00
Escondido Campus	
Police Officer 7	$ 72,289.00
Police Officer 8	$ 70,342.00
Senior CSO 5	$ 49,808.00
Student CSO 128 hrs	$ 57,649.00
Subtotal Police Department -	$ 250,088.00
Other Centers	
Offsite Security	$ 47,648.00
Subtotal Other Centers	$ 47,648.00

Other Departments		Total
Facilities (2-100%)	$ 46,506.00	$ 127,656.00
Cashiering	$ 5,424.00	$ 17,344.00
Cashiering	$ 11,788.00	$ 32,868.00
PIC	$ -	$ 2,000.00
Subtotal Other Departments		$ 179,868.00

TOTAL SALARY AND BENEFITS ONLY:	$ 1,908,471.00

Additional Expenses:	
Pool Accounts:	
230010 O/T	$ 25,000.00
400010	$ 36,308.00
500010	$ 176,545.00
600010	$ 74,705.00
Add'l Expenses Pd to Facilities	$ 103,000.00
Total Expenses:	$ 415,558.00

GRAND TOTAL DEPARTMENT BUDGET:	$ 2,324,029.00

As of: 11/7/05

Palomar College
Police Department
Staffing Levels

Unit: **Police Department**
Positions Authorized (by Position Number, Job Title and Name)

	Position Number	Job Title	Employee Name	Vacated by:
1	6274	Chief of Police	Anthony Cruz (Interim)	(Stoney)
2	6134	Sergeant	Arturo Carlos (Interim)	(Keith)
3	5868	Sergeant	Vacant	(Vargas)
4	6074	Police Lieutenant	Vacant - No funding	
5	6063	Police Officer I	Vacant-In hiring process	Banks
6	5871	Police Officer I	Anthony Cruz / Interim Chief	
7	6061	Police Officer I	Chris Herrera	
8	5870	Police Officer I	Brian Herritt	
9	5873	Police Officer I	Vic Soo'to	(Knack)
10	5874	Police Officer I	Vacant	(Vafeados)
11	5869	Police Officer I	Frank Brito	(Perez)
12	5872	Police Officer I	Gerard Perez	(Chase)
13	6060	Police Officer I	Vacant	(Scranton)
14	6062	Police Officer I	Arturo Carlos (Interim Sgt)	(LaRue)
15	5683	Staff Assistant	Patty Ward	
16	5778	Administrative Sec.	Linda Mack	
17	6136	Senior Office Specialist	Vacant - No funding	(L. Herritt)
18	5716	Records Specialist	Diana McPherson	Wind
18	6192	Community Service Officer - Full Time - Field Lead	Boguta (Interim Records)	
19	5760	Community Service Officer - Full Time - Dispatch Lead	Karen Boguta	
21	6191	Community Service Officer - Full Time	Vacant-In hiring process	(Perez)
22	6193	Community Service Officer - Full Time	Vacant	(Banks/Brown/Mansker)
23	6194	Community Service Officer - Full Time	Vacant	(Harzewski)
24	6195	Community Service Officer - Full Time	Vacant	(Boyce)
25	5703	Campus Patrol Assistant	Vacant	(Santos)
23	6251	Community Service Officer - Part Time	Vacant	
24	6252	Community Service Officer - Part Time	Vacant	
25	6253	Community Service Officer - Part Time	Vacant	
26	6254	Community Service Officer - Part Time	Vacant	

These positions are not included in the proposed Police Department Structure

These positions are vacant and/or in process of being filled.

These positions ...currently being filled by department employees working out of cla...

These positions were created to fill the offsite security locations. However, there has been difficulty getting qualified people to pass backgrounds and to work part-time. Recruitment has been postponed and contract with security company has continued.

PALOMAR COLLEGE POLICE DEPARTMENT JUSTIFICATION

I. **Mission**: The mission of the Palomar College Police Department is, "In partnership with the Palomar College Community, a commitment to providing a safe and secure educational working environment."

II. **Proposed Palomar College Police Department Structure**:

a. The personnel staffing structure contained in attachment 1 is recommended in order to provide our college community with police and security coverage and customer service. The proposal is based on current college community needs and demands, as well as the demographics of our campuses.

b. Police Operations:

1. The proposed police and security staffing for the main campus is six Police Officers and four Senior Community Service Officers. This staffing proposal will allow the Police Department to provide 24/7 coverage. It would provide minimum coverage for three shifts (Day, night, and graveyard).

2. The proposal is a minimum staffing for police officers and it would certainly minimize potential liabilities. It is critical that the police department staff, at a minimum, two police officers during the day and night shifts (Business hours). One officer will act as the primary officer responding to a call and the second officers will act as the cover officer. Additionally, the two remaining Police Officers will furnish coverage during the week and on Saturday. They will give the police department the ability to cover officers on sick, vacation, presentations, and training status.

3. The Escondido Educational Center will be staffed with two Police Officers, Monday through Friday (Day and Night) and two Senior Community Officers. For officer safety purposes, a cover officer will be responding from the main campus, as well as from the Escondido Police Department.

c. Security Operations:

1. The proposed staffing of permanent Senior Community Service Officers for the main campus is four. One Senior Community Service Officer will cover the day shift and the one will cover the night shift. Also, two Senior Community Service Officers will work the graveyard shift coverage. One will work the Monday thru Friday shift and one will work the Saturday thru Tuesday shift. The assigned graveyard Senior Community Service Officers will be responsible for room lock-ups and open-ups, security checks, radio calls, and responding accordingly to suspicious activities during their watch.

2. The proposal also allows for Student Community Service Officers to augment the various shifts. Student Community Service Officers assigned to a shift will assist

with security checks, customer service, traffic controls, escorts, lost and found pick-ups, emergency notifications, and parking enforcement.

    d. Administration.

        1. The Chief of Police is the chief executive officer of the Police Department and is charged with the responsibility for execution of laws, ordinances, and rules and regulations of the Department. The Chief of Police will be available by phone during nonworking hours.

        2. The Police Department is staffed with two Police Sergeants who are responsible to the Chief of Police for the overall supervision of the administration and operations of the police department. It is critically important that a police sergeant is assigned to supervise the day or night shift. Close shift supervision by a police sergeant will minimize potential officer and college liability issues. The police sergeants will be available by phone during their nonworking hours. The sergeants are responsible for supervising the Police Officers, Community Service Officers, and Dispatchers.

        3. The proposed personnel staffing lists three staff employees to administratively support the Police Department. One is assigned as a Staff Assistant handling administrative support for the Chief of Police, budget, purchasing, and parking. One is assigned as an Administrative Secretary who manages the parking section. One is assigned Records Manager who handles all investigative reports, DA's booking and filing of crime reports involving an arrest, field interviews, moving traffic citations, and more importantly, ensuring full reporting compliance and submission of crimes and incidents occurring at a Palomar College Campus pursuant to the Clery Act.

        4. The proposed personnel staffing allows for student employees to work the front desk. Student employees assigned to this position will assist with customer service, one-day parking permit issuance, parking citation appeal processing and dismissals, campus directions, and data input.

III. Other Personnel Staffing: The proposed personnel staffing lists two positions (100%) for parking attendants from the Facilities Department, one Cashier Supervisor (20%), and one Cashier (50%), which are funded by the Police Department. The Police Department also furnishes funding ($2,000.00) to the PIC Center as a point of sale.

III. Justifications:

    1. **Officer Safety:** The minimum staffing for the day and night shifts must be two police officers. The two officers will respond to calls as primary and cover officer. The primary officer will have the overall responsibility of managing the scene of the incident while the cover officer role is to make sure the primary officer, victim, witnesses and other people in the crowd are safe and controlled.

    2. **Campus Patrol:** Police Officers are responsible for patrolling the entire main campus and the Escondido Center. Their visibility on the main campus and the

Escondido Center provides automatic deterrence and the potential for crime activities. The police officers conduct their patrol duties in a marked police vehicle, golf carts, foot patrol, and bicycle patrol. During the course of their patrol duties, they check for suspicious people and activities in the parking lots and throughout the campus and center. Police Officers are often required to conduct traffic control while on patrol; especially during the first week of each semester.

Palomar College police officers have completed an Active Shooter Training and are able and prepared for a quick response if needed.

3. Investigations: Police Officers are required to investigate all radio calls received for crimes committed or in progress. They are also responsible for investigating non-criminal incidents such as medical assists with potential liability to the college, property damages, and student conduct violations, etc.

4. Court Duty: Police Officers are routinely summoned to testify in court in conjunction with crimes and arrests they make onboard the campus.

5. Community-Oriented Policing and Problem Solving (COPPS): COPPS is a policing model utilized by police departments and the Sheriff's Office to resolve crimes occurring in problematic areas of their jurisdiction. At Palomar College, we use COPPS for the same purpose and we further embrace it to build good public relations with the college community and outside agencies. Our main objective with COPPS is to establish rapport with the students, faculty members, administrators, and staff members of Palomar College. Our Police Officers are involved with activities such as Health and Safety Fairs, Mother's Against Drunk Driving, Job Fairs in conjunction with the Police Academy, and Safety and Security Presentations. We also support Palomar College sponsored events as High School Career Day, Sport Events and the Gear-Up Program.

6. Training: The California Peace Officer Standardization and Training Department mandates that Police Officers complete certain training to keep up with certifications. The Palomar College Police Department must retain a reasonable number of police officers to allow officers to complete required training and at the same time maintain staffing for coverage at both main campus and the Escondido Center. A training officer must be appointed to ensure departmental training is within P.O.S.T. guidelines.

7. Traffic Stops: Palomar College Police Officers conduct a fair amount of traffic stops on board the main campus. A good number of traffic stops are made due to drivers running stop signs posted throughout the main campus or for those people traveling the wrong way on Comet Circle. Traffic stops are usually generated through self-initiated activities and observations by police officers. Traffic stops provide four important functions: (1) Enforcement shows our visibility; (2) Safety of our College Community (i.e., Pedestrians, etc.) and (3) We deter outsiders and people having no business with the college; and (4) We educate the students about the hazards of violating the CVC, i.e. running stop signs and hitting pedestrians.

8. Parking Enforcement: Palomar College has a parking policy and as such the Police Department is responsible for its enforcement. Enforcement is accomplished through observation and self-initiation of police officers and community service officers when conducting security checks in our parking lots. In some cases, police officers and CSO's respond to calls from staff and faculty members reporting students parked in staff parking spaces. Parking enforcement provides five important preventive measures for our college: (1) Police officer/Security visibility; (2) Deterrence; (3) Safety and Security Checks; (4) Customer Service; and (5) Issuance of citations to vehicles with no valid permits.

Customer service to our students and staff include lockouts, jumpstarts, escorts and delivery of emergency messages. Police Officers and Senior Community Service Officers are also responsible for the collection, counting, and deposit of monies from seven parking permit machines located at the main campus and the Escondido Center.

9. Dispositions: Currently the Palomar College Police Department determines the appropriate disposition for calls for service. By allowing this to take place in house, the Palomar College Police Department is allowed to show discretion and utilize warning and the Student Conduct Code for matters that would typically be considered criminal and have a longer lasting effect on the students whom we encounter. The Palomar College Police Department believes and deploys an attitude of education and not just enforcement.

10. Arrests: The Palomar College Police Department handles all arrests of subjects on district property. Palomar Police Officers have made numerous felony arrests. Many of these arrests were officer originated. Several of the remaining arrests were made possible by a quick response. Arrests have been made for such crimes as assault with a deadly weapon, various drug charges, drug sales, sexual battery, domestic violence, parole violations, threats and assault on school personnel. These are just a few of the arrests that have been made by the Palomar College Police Department.

11. Gang Issues: The San Marcos and Escondido campus are closely bordered by "high crime" or gang infested neighborhoods. The Palomar College Police Department has established rapport with the gang and investigations units surrounding the districts property and is notified of ongoing investigations surrounding the college by other law enforcement agencies. It is known in these neighborhoods that Palomar College is not a place to go to commit crimes because of the high visibility of the police department. Intelligence is collected when gang members are contacted on the campus and there are many "active gang members" who are current students at Palomar College.

12. Surround Areas: As previously stated, the Palomar College Police Department is located near areas that are considered high crime. A review of the low crime incidents surrounding both the San Marcos and Escondido Campus can be attributed to the members of the Palomar College Police Department having prevented these crimes from filtering on to the campuses. The reason it has not is simple; a properly staffed, adequate and professional police department.

13. Relationships with Other Agencies: By having a sworn police department, the Palomar College Police Department has established positive relationships with many allied agencies. Palomar College Police Officers routinely interact with Sheriff's Deputies and members of the Escondido Police Department and are looked upon as fellow law enforcement officers. The cooperation and information sharing has been tremendous and there are far too many incidents to name. In addition, Palomar College Police Department officers have access to members of the Sheriff's Gang Unit, Detective Unit, Traffic Unit, Juvenile Crime Unit and the same type of units working for the Escondido Police Department. It is with these resources that the Palomar College Police Department has been able to provide the same service that would be provided by these agencies, but we provide them solely for the Palomar District. Contacts have also been made with the San Diego County Sex Offender Task Force and the State of California Parole Offices. There are various students and countless visitors who are on parole and/or are sex offenders and they register with the Palomar College Police Department and are closely monitored.

14. Student Employment Experience: The Palomar College Police Department is staffed almost by 50% student workers. "Learning for Success" is the official phrase of Palomar College and having this Police Department allows us to do just that. Three of the current eight officers were previously students at Palomar. Countless numbers of student employees have used the experience they learned from working here and moved on to jobs in law enforcement. The Palomar College Police Department believes in the students of Palomar College and every member is proud in helping shape the careers for future law enforcement officers. These students receive real on the job training at a law enforcement agency and that experience and knowledge can be the spark needed to help these students succeed.

This resolution was approved December 12, 2000

1.   **APPROVE REVISIONS IN PARKING POLICY**

>   MSC   Dougherty, Jensen
>
>   ### RESOLUTION 00-20425
>
>   **BE IT RESOLVED, That** the proposed revisions to the parking policy, including expenditures of District funds, as outlined in **Exhibit H-1** be approved.
>
>   Lengthy discussion ensued wherein pros and cons of the proposed revisions to the parking policy were given. The Board will monitor the policy and was asked to request a report at the end of the Spring Semester as to the effectiveness of the new policy and procedures.
>
>   The Vote was unanimous.

Subject: PARKING POLICY REVISION

OVERVIEW

The Board adopted a Parking Policy at the May 9, 2000, Board meeting, which went into effect on May 22, 2000. Since then, there have been many complaints related to the Policy. The Parking Task Force considered those complaints and have made recommendations for changes in our Policy and administration regulations. These changes were presented as an Information Item at the November 28, 2000, Board Meeting.

DISCUSSION

1.   The major complaints with the present Policy focused on
    a.   the need to provide more parking for non-student visitors and users of our facilities,
    b.   the need for District financial support if the fees were no longer collected from campus visitors, and
    c.   the need to allow non-student seasonal and short-term employees to park in faculty/staff lots.

2.   The resulting recommendations have gone through the shared governance process; however, the Faculty Senate objected to changing the Policy since they had not had enough time to fully consider the recommendations. Other representatives are supporting the changes, including students, who have initiated some of the changes.

3.   The objection by the Faculty Senate is recognized, but there is an urgency to have this Policy approved for the spring semester.

4.   The Parking Procedures, as outlined in this exhibit will also be implemented.

FINANCIAL IMPLICATIONS

This recommendation will require that the District provide 20% of the revenue from semester and daily parking permits per year. This amounts to approximately $47,000 for the 2000-2001 school year.

RECOMMENDATION

It is recommended that this Parking Policy be approved by the Governing Board and that the Procedures be implemented. It is also recommended that the Policy and Procedures be monitored during the spring semester by the Parking Task Force to ensure that the Policy and Procedures are working well. If not, changes should be made for the next school year.

Permit Revenue and General Fund Contributions

Fiscal Year	Revenue from Parking Permits (Semester and Daily)	20%	Actual General Fund Contribution
2000	$ 991,053.00	$ 198,210.60	$ 66,218.00
2001	$ 932,796.97	$ 186,559.39	$ 102,454.00
2002	$ 1,037,051.28	$ 207,410.26	$ 167,851.00
2003	$ 1,215,285.48	$ 243,057.10	$ 247,128.00
2004	$ 1,247,577.39	$ 249,515.48	$ 158,319.00
2005	$ 1,247,158.50	$ 249,431.70	$ 150,617.00

Police Department Budget Information

Current Submitted 05-06 Budget:			Carryover from '05	
Fines 0811020	$	216,329.00	$	117,025.00
Police Department	$199,139.00			
Cashiering Services	$17,190.00			
Parking Main 1812070	$	1,371,164.00	$	827,777.00
Police Department	$1,131,398.58			
Building Services	$194,612.85			
Cashiering Services	$8,152.57			
PIC	$2,000			
Facillities	$35,000.00			
Parking Esc 1812071	$	24,895.00		
Police Department	$24,895.00		$	44,905.00
General Fund PD	$	105,120.00	$	-
Police Dept. Dispatch	$105,120.00			
General Fund Offsites	$	47,645.00	$	-
4 Star Security	$47,645.00			
Totals:	$	1,765,153.00	$	989,707.00

Revenue History:						
Year:	Actual Revenue:		Carryover:		Total in Budget:	
2000	$	871,214.00	$	213,347.00	$	1,084,561.00
2001	$	1,004,597.00	$	244,378.00	$	1,248,975.00
2002	$	1,216,244.00	$	256,829.00	$	1,473,073.00
2003	$	1,680,774.00	$	407,160.00	$	2,087,934.00
2004	$	1,603,614.00	$	654,264.00	$	2,257,878.00
2005	$	1,670,861.00	$	938,065.00	$	2,608,926.00

PALOMAR COLLEGE
Learning for Success

Strategic Plan 2009

Vision

Learning for Success

Mission

Palomar College is an educational leader committed to quality learning. We provide our community the knowledge, information, skills, and aesthetic appreciation necessary to live responsibly, effectively, and creatively in an interdependent and changing world.

Values

Palomar College is a learning community dedicated to achieving student success and cultivating a love of learning. We strive to improve performance and outcomes based on evidence. To provide the highest quality learning and cultural experiences, we are guided by our core values of

- Achieving **excellence** in teaching, learning, and service;
- Fostering **integrity** as the foundation for all we do;
- Providing **access** to our programs and services;
- Ensuring **equity** and fair treatment in all policies, processes, and procedures;
- Celebrating **diversity** in people, philosophies, cultures, beliefs, programs, and learning environments;
- Supporting **inclusiveness** of individual and community viewpoints in collaborative decision-making processes;
- Promoting **mutual respect** and trust through open communication and actions;
- Supporting **innovation** to enhance and enrich learning environments and services.

Strategic Goals

STUDENT SUCCESS

Facilitate student learning and goal attainment by providing comprehensive educational programs and services in diverse, accessible formats and locations.

- Increase instructional faculty's awareness and referral of students to ~~student~~ support ~~services.~~ *success* services that
  (Survey item(s): 5, 9, 7, 20)

- Define and communicate classroom and college expectations of students that foster shared responsibility for learning outcomes.
  (Survey item(s): 1 SS, 6 TL)

- Develop and implement an institution-wide plan that includes strategies to improve retention (course completion) and persistence (semester to semester attendance and completion).
  (Survey item(s): 4, 6, 10, 15, 17, 18, 21, 22, 23, 24, 26, 8TL)

- Increase student awareness and use of services that support student success.
  (Survey item(s): 1 SS, 6 TL)

- Align scheduling, course and program offerings to meet the needs of students.
  (Survey Items(s): 2,13,27)

- Advance ~~articulation~~ *curriculem alignment* efforts with area high schools at the discipline level and within student services.
  (Survey Items(s): 11,16)

- Develop protocols for maximizing efficient use of technology for communicating with students.
  (Survey Items(s): 8,12)

- Enhance the faculty advisory program through the use of technology.
  (Survey Items(s): 19)

- Increase the number of full-time faculty while recognizing the need to increase the diversity among full-time faculty. *(Survey Items(s): 3,25)*

TEACHING AND LEARNING

Provide exemplary teaching and learning environments and experiences to meet student needs through relevant curricula, innovation, partnerships, technology, research, and evaluation.

- Provide up-to-date technology and related technical and equipment support for instructional purposes.
  (Survey item(s): 1, 2, 4)

- Provide comprehensive technology training for instructional purposes.
  (Survey item(s): 11)

- Initiate dialogue related to best practices in on-line teaching.
  (Survey item(s): 13)

- Continue the dialogue and the implementation efforts to assess student learning outcomes.
  (Survey item(s): 15,9)

- Assess and review information competency skills of students.
  (Survey item(s): 3)

- Provide financial and institutional support to facilitate faculty skill development, knowledge, research and innovation in on- and off-campus venues.
  (Survey item(s): 5, 12, 14, 17, 18)

- Develop a new faculty-to-faculty mentoring program.
  (Survey item(s): 10)

- Offer training in curriculum and new course development.
  (Survey item(s): 16)

ORGANIZATIONAL AND PROFESSIONAL DEVELOPMENT

Improve internal operations through effective communication and inclusive governance structures; strengthen and maintain professional development programs.

- Establish and fund on-going employee training programs for technical and professional skills to assess needs, assure competencies, and use appropriate delivery methods.
  (Survey item(s): 1, 4, 5, 6(?), 9, 10,13)

- Establish a website that includes all information related to professional development, staff development and training offerings available to Palomar College employees.
  (Survey item(s): 4, 9, 10, 12, 13)

- Evaluate formal communication channels and improve the vertical and horizontal communication within the governance structure.
  (Survey item(s): 3, 2, 8)

- Continue to promote and support health and wellness activities.
  (Survey item(s): 14)

RESOURCE MANAGEMENT

Utilize existing human, physical, technological, and fiscal resources efficiently and effectively and increase external funding.

- Develop and implement processes that result in the identification, pursuit, and receipt of additional funds.
  (Survey item(s): 1, 2)

- Develop and implement a process for submitting, approving, and managing grants.
  (Survey item(s): 6)

- Continue efforts to simplify budgeting processes.
  (Survey item(s): 3)

- Provide ongoing training and support for fiscal reporting tools.
  (Survey item(s): 4)

- Develop protocols that maximize the effective use of facilities.
  (Survey item(s): 5)

- Develop a process that takes into account the total cost of each purchase including maintenance, upgrades and licensing.
  (Survey item(s): 7)

- Develop a comprehensive process that addresses the financial implications of program development.
  (Survey item(s): 8)

FACILITIES IMPROVEMENT

*Enhance the aesthetic appearance, functionality,
cleanliness, accessibility, and safety of current facilities, while
effectively planning for future needs based on
educational programs and services.*

- Identify and provide appropriate levels of funding to support and ensure
  implementation of the facilities plan and the ongoing maintenance of
  buildings and grounds.
  (Survey item(s): 1, 3, 10)

- Complete the master signage plan for all district facilities.
  (Survey item(s): 9)

- Continue efforts to maximize the efficiency of parking lots to accommodate
  the needs of students, faculty, staff, and the community.
  (Survey item(s): 4)

- Develop a schedule to maintain and replace classroom furniture, equipment,
  and facilities to best serve students.
  (Survey item(s): 2, 6, 8)

- Continue to develop procedures to respond to emergency situations.
  (Survey item(s): 5)

- Strengthen efforts to improve safety and security throughout the district.
  (Survey item(s): 7)

Palomar College Student Services
Health Services Fee Work Group

Recommendations

Subject

AB 982 signed by Governor eliminates the provision in the California Education Code requiring the exemption of certain students (i.e., BOGW eligible) from health supervision and services fee. This allows the district to determine if these students should begin paying the health services fee.

Recommendation

The Health Services Fee Work Group recommends: **that all low-income students (i.e., BOGW eligible) who were previously exempt according to Section 58620 of Title 5 of the California Code of Regulations from paying the Health Services Fee be charged the fee, effective Summer 2006.**

Justification

- "Here to Serve."

- $14 health service fee for a semester is a very minimal amount to pay for services currently being provided (i.e., 5 months) as compared to other public and private agencies.

- Services provided at no extra cost include:
    o Physician/nurse practitioner visit once or twice a week
    o Nurse visit Monday thru Friday
    o Educational services to students
    o Health promotional activities (i.e., smoking cessation, HIV testing, health fair)
    o Community referral

- Discounted academic program required physical exams (i.e., Nursing, dental, police and fire academy).

- Health Services Office is strictly supported by revenue generated and not funded by the District.

- Health Services has been operating with a negative budget that has resulted in not filling a vacant Nurse position since April 05.

- Funding will:
    o Maintain and increase physician/nurse practitioner and nurse visits
    o Increase availability of prescription medication
    o Provide new emergency response (ER) cart
    o Reinstate mental health internship counseling
    o Upgrade facility, medical supplies and equipment at both the San Marcos Campus and Escondido Center
    o Maintain and increase collaborative relationship with outside agencies (i.e., Vista Community Clinic and North County Health Services)

- BOGW students have access to other resources to cover the health fee such as EOPS and federal financial aid.

- If a student does not qualify after actually applying for federal financial aid, he/she can apply for an institutional grant to cover the fee.

AB 982 (Laird) Student Health Services Fee Bill
Signed by Governor 9/22/05

Background Information

- AB 982
  "Under existing law, community college district governing boards are required to adopt regulations exempting from health supervision and services fees all low-income students (BOGW A, B, Special Category and C)...."
  "The bill would delete the provision requiring the exemption of certain students from health supervision and services fee."

  Comments: This bill relates **only** to low-income students (BOGW A, B, or C). It **does not** have any impact on the other group of students the college is already exempting from the fee.

- Bill is effective January 1, 2006

  Comment: It is the college district's governing board decision as to what semester they implement the change.

- Section 1 (c)
  "Allowing districts to charge a health fee for students who do not pay enrollment fees....."

  Comment: This is permissive. It **does not** require college district governing board to charge the health fee for students who have a BOGW. The board may choose to remain status quo.

- Section 2 (b)
  "....the governing board may decide whether the fee shall be mandatory or optional."

  Comment: This is permissive. The college district's governing board **may** choose to mandate the fee for a group of low-income students (i.e., BOGW A, B, Special Category or C).

- Section 2 (c)
  Under this section, it requires the governing board to exempt only two groups of students (i.e., prayer related and apprenticeship program).

  Comments: These groups of students are already included on the college's exempt-list for the fee. If the intent is to help support and improve ongoing health services to students, we need to reassess our list of exempt students.

- This bill makes no reference to students receiving enrollment fee waiver under Special Categories such as: Dependent of a Deceased or Disabled California Veteran; Dependent of Individual Killed in September 11th, 2001 Terrorist Attack; Dependent of Law Enforcement or Fire Suppression Personnel Killed in Line of Duty; Congressional Medal of Honor Recipient of Child of Recipient.

  Comments: We currently do not waive the health fees for these students since they are not listed in the Education Code section 76355 regarding health fee exempt students. However, we have received recent interpretations stating these special categories fall under BOGW B status as well.

Current Status

Fee Charge

- All part-time and full-time students enrolled in credit and non-credit classes at San Marcos Campus and Escondido Center.
  Note: Include on-line students, high school students and students auditing a course.

- Fall 2005 is $13 per semester.

- Effective Spring 2006 there will be a $1 increase
  Fall and Springer semesters $14
  Summer semester $11

- Exempt Students:
  BOGW Students (low-income students with enrollment fees waived)
  Students taking only apprenticeship classes
  Students who depend exclusively on prayer for healing
  Active military students taking classes only at Camp Pendleton
  Students in Community Services Seminar
  Worksite Education training for company employees only
  Non-credit classes at sites other than San Marcos Campus or Escondido Center

Health Fee Data

Number of Students Enrolled with Health Fee

Year	Fall	Spring	Summer
2003	18,544	18,458	8,982
2004	18,393	18,079	8,529
2005	18,860	17,598	8,875

School Year Totals

2003/2004	(2035) 8,982	
	(2037) 18, 544	
	(2043) 18,079	Total Students - 45,605 X $12
		Total Dollars Paid **$547,260**
2004/2005	(2045) 8,529	
	(2047) 18,393	
	(2053) 17,598	Total Students – 44, 520 X $13 =
		Total Dollars Paid **$578,760**

BOGW Eligibility Criteria

BOGW A – Students currently receiving public assistance such as TANF/CalWorks, SSI/SSP, GA

BOGW B – Students whose prior calendar year income is within the established income levels
        Example: Household of 1 -- $13,965

BOGW C – Students who have completed the federal financial aid application (FAFSA) and
        have demonstrated they have a financial need.

BOGW Special Categories:
        Dependent of an Eligible California Deceased or Disabled Veteran
        Dependent of Deceased Law Enforcement/Fire Suppression personnel killed in the line of duty
        Recipient of Congressional Medal of Honor or recipient or child of recipient or dependent
        of victim of September 11, 2001 terrorist act

BOGW Data

Number of Students with Health Fee Waived

2003/2004	(2035)	1,759	X $9	$15,831
	(2037)	3,837	X $12	$46,044
	(2043)	3,690	X $12	$44,280

Total Waivers   9,286
Unduplicated Headcount   4,968

                Total Dollars Waived   **$106,155**

2004/2005	(2045)	2,030	X $10	$20,300
	(2047)	4,586	X $13	$59,618
	(2053)	4,769	X $13	$61,997

Total Waivers   13,415
Unduplicated Headcount   6,345

                Total Dollars Waived   **$141,915**