



STRATEGIC PLANNING COUNCIL AGENDA

Date: March 7, 2006
Starting Time: 2:00 p.m.
Ending Time: 3:45 p.m.
Place: **SU-18**

CHAIR: Deegan

MEMBERS: Akins, Barton, Bishop, Cuaron, Doran, Dowd, Faulkner, Frady, Gowen, Halttunen, Ivey, Kovrig, Madrigal, McCluskey, Plotts, Thompson, Tortarolo, Versaci, Waite

RECORDER: Ashour

	Attachments	Time
A. <u>MINUTES</u>		5 min.
1. Approve minutes of February 21, 2006		
B. <u>ACTION ITEMS/SECOND READING</u>		30 min.
1. HRSPC Governance Structure Group Request	Exhibit B1	
2. IPC Governance Structure Group Request	Exhibit B2	
C. <u>ACTION ITEMS/FIRST READING</u>		30 min.
1. Workgroup Recommendation on Governance Structure	Exhibit C1	
2. RAC Governance Structure Group Request	Exhibit C2	
3. LOC Governance Structure Group Request	Exhibit C3	
D. <u>DISCUSSION/INFORMATION ITEMS</u>		15 min.
1. Catastrophic Leave Bank Crossover		
2. Maximum Vacation Accrual Notification	Exhibit D2	
E. <u>REPORTS OF PLANNING COUNCILS</u>		15 min.
1. Administrative Services Planning Council – Bonnie Ann Dowd		
2. Human Resource Services Planning Council – John Tortarolo		
3. Instructional Planning Council – Berta Cuaron		
4. Student Services Planning Council – Joe Madrigal		
F. <u>REPORT FROM RAC</u>		
G. <u>REPORTS OF CONSTITUENCIES</u>		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 – Brent Gowen		
6. PFF/AFT – Rocco Versaci/Julie Ivey		
H. <u>PENDING ITEMS</u>		
1. EOPS Advisory Committee Governance Structure Group Request		
2. DRC Advisory Committee Governance Structure Group Request		
3. Facilities Review Committee Governance Structure Group Request		
I. <u>OTHER ITEMS</u>		



**STRATEGIC PLANNING COUNCIL
MEETING MINUTES
March 7, 2006**

The regular meeting of the Palomar College Strategic Planning Council was held on Tuesday, March 7, 2006, in SU-18. The meeting was called to order at 2:00 p.m. by Robert Deegan.

ROLL CALL

Members Present: Akins, Barton, Cuaron, Deegan, Doran, Dowd, J. Fernandez, Faulkner, Frady, Gowen, Halttunen, Ivey, Madrigal, McCluskey, Plotts, Thompson, Tortarolo, Versaci, Waite
Members Absent: Bishop, Kovrig
Guests: Donny Boyle, John Asbury, Jayne Conway, Mark Oggel

A. MINUTES

1. Approve Minutes of February 21, 2006

MSC to approve the Minutes of February 21, 2006 with revisions

B. ACTION ITEMS/SECOND READING

1. HRSPC Governance Structure Group Request (Exhibit B1)

MSC to approve the HRSPC Governance Structure Group Request. There were no comments.

2. IPC Governance Structure Group Request (Exhibit B2)

MSC to approve the IPC Governance Structure Group Request

C. ACTION ITEMS/FIRST READING

1. Workgroup Recommendation on Governance Structure (Exhibit C1)

A small workgroup was formed out of SPC to revisit the definitions of a council, committee, subcommittee, and so forth to reflect our current practices, now that we have had our governance structure in place for three years. The workgroup revised the committee structure definitions. The most significant change was to the advisory committee. The following recommendations were made: 1) Revise/update definitions of Governance Structures to reflect current practice; 2) Confirm Role of Councils and Committees given revised/updated definitions; 3) Remove "Advisory" from Committee names where role is not "Advisory"; and 4) Given focus of proposed Strategic Plan 2009 objectives, the "inactive status" of the Staff Development and Training Committee may need to be reviewed. Discussion ensued. This item will return for action at the April 4, 2006 meeting.

2. RAC Governance Structure Group Request (Exhibit C2)

The following changes have been made to the RAC Governance Structure Group Request:

- The co-chair chosen by RAC has been deleted, leaving the chair of the committee as the Vice President, Finance & Administrative Services
- The meeting time has been changed

There was no discussion. This item will return for action at the April 4, 2006, meeting.

3. LOC Governance Structure Group Request (Exhibit C3)

Revisions to the Learning Outcomes Council Governance Structure were discussed. It was recommended that the coordinating committee be changed to a steering committee. The steering committee will meet once a month as arranged by those assigned to the committee. Memberships to the steering committee and the council were revised. Three members of the steering committee will serve as faculty representative liaisons: one at the course level to the curriculum committee; one at the program level to institutional review; and the third at the institutional level to campus explorations and college success project. These liaisons speak to the learning outcomes requirements from accreditation. The new structure will also further engage the Council in the development of outcomes in the course, program, and institutional levels.

MSCU to move this item to action

MSCU to approve the LOC Governance Structure Group Request

D. DISCUSSION/INFORMATION ITEMS**1. Catastrophic Leave Bank Crossover**

At the request of SPC, the Human Resource Services Planning Council looked at the issue of catastrophic leave bank crossover between constituent groups. Because of several issues that could not be reconciled, it was recommended that no changes be made to the policy. There was no comment.

2. Maximum Vacation Accrual Notification (Exhibit D2)

Currently the District does not notify employees when they begin to reach their maximum vacation accrual. Once the maximum is reached and unused, vacation accrual ceases. HRSPC recommended that the district should develop reports that provide the administration and employees with vacation balances and maximum vacation accrual. These reports should receive high priority.

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

John Tortarolo reported that HRSPC will discuss the staffing model for allocation of resources at their next meeting.

3. Instructional Planning Council

Berta Cuaron reported that IPC looked at the institutional review summaries and came up with three categories among the divisions and departments. At the next meeting, IPC will prioritize the commonalities within the three categories. IPC is also moving forward with the faculty position requests for fall 2007.

4. Student Services Planning Council

Joseph Madrigal reported that SSPC will be meeting tomorrow.

F. REVENUE ALLOCATION COUNCIL

They discussed the P1 issued by the System Office which is the revenue projection. It was reported that the District is pursuing an FPP (final project proposal) for the Learning Resources Center. They plan to discuss the fiscal plan at their next meeting.

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**

Brent Gowen reported that three people spoke at a recent Faculty Senate meeting: President Deegan discussed the Bond; Joseph Madrigal spoke about advances in Student Services; and Theresa Egkan, from the Transfer Center, spoke about transfer students. The LOC Governance Structure Group Request Form was approved at yesterday's meeting. They discussed commencement and decided to include a commencement speaker (a faculty member or an Emeritus). They also discussed involving transfer-ready students in commencement; however, no decision was made.

6. PFF/AFT

Julie Ivey reported that there will be a negotiations session this Friday. She plans to type up a report regarding the many informative and interesting sessions she attended at the NEA/AFT Higher Education Summit.

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

I. OTHER ITEMS

Robert Deegan gave an update on the Bond.

J. ADJOURNMENT

There being no remaining items the meeting was adjourned at 3:15 p.m.



GOVERNANCE STRUCTURE GROUP REQUEST

Request submitted by John Tortarolo						Date February 8, 2006	
Proposed Name of Requested Group Human Resource Services Planning Council							
X	Council		Committee		Subcommittee		Task Force
Action Requested:				Add		Delete	X Change
Role, Products, Reporting Relationships: <u>Role:</u> The HRSPC is responsible for the development of the strategic plans of Human Resource Services. These responsibilities include: <ul style="list-style-type: none"> • Appropriate support services to Palomar College in the area of human resource services • Appropriate level of support and resources for level of services required • Effective and efficient policy and procedure development in human resource services necessary to meet the needs of the College • Guidance, direction, and oversight provided for such activities as: <ul style="list-style-type: none"> ○ Employee hiring ○ Staff diversity efforts ○ Development and coordination of staff training programs ○ ADA compliance <u>Products:</u> The HRSPC is responsible for submitting to the Strategic Planning Council the plans, budgets, and expenditure projections of the Human Resource Services Department. The products of the HRSPC include: <ul style="list-style-type: none"> • Strategic Plans for Human Resource Services • Human Resource Services Three-Year Plan • Annual Budget for Human Resource Services <u>Reporting Relationship:</u> Strategic Planning Council							
Meeting Schedule: <u>1st</u> and <u>3rd</u> Tuesdays, <u>4:00 – 5:00 p.m.</u>							
Chair: Vice President, Human Resource Services							
Members: Manager, Human Resource Services Supervisor, HR/Employment Services Two Faculty Members appointed by the Faculty Senate Two Classified Unit Employees appointed by CCE/AFT One Faculty Member appointed by the PFF One Administrative Association One CAST							

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

Reviewed by Strategic Planning Council:

Comments:

_____ 2/21/06

First Reading

Second Reading

Approved/Denied



GOVERNANCE STRUCTURE GROUP REQUEST

Request submitted by Berta Cuaron				Date 4/2/02 (rev. 4/16/02, 5/7/02, 9/16/03, 10/7/03, 10/13/04, 1/25/06, 1/27/06, 2/8/06)			
Proposed Name of Requested Group Instructional Planning Council							
X	Council		Committee	X	Subcommittee		Task Force
Action Requested:			Add		Delete	X	Change
Role, Products, Reporting Relationships: <u>Role:</u> The Instructional Planning Council develops, implements, evaluates continuously and revises, if necessary, Instruction's plans and initiatives, both long- and short-term. A three-year planning cycle is used to implement the Instruction Strategic Plan. An Annual Implementation Plan outlines the tasks and actions to be accomplished during the upcoming year. The Instructional Planning Council reports its actions, makes recommendations and requests related to the Instruction Plan and to policies and procedures related to Instruction in response to the changing needs of the student population, business and industry, and the internal and external environment. Based on plans, determine staffing needs. *For prioritizing faculty positions, IPC will convene a subcommittee to develop each year's prioritized list of faculty positions for discussion and endorsement by IPC who will then forward the recommendation to SPC. <u>Products:</u> Instruction Strategic Plan, Annual Implementation Plan (including staffing, equipment, facilities, technology, and budget recommendations), Criteria for Annual Evaluation of the planning outcomes, Annual Progress Report, Policies and Procedures recommendations related to Instruction, Annual Priorities of Staffing Needs. <u>Reporting Relationship:</u> Strategic Planning Council							
Meeting Schedule: Second and Fourth Wednesdays, 2:30 to 4:00 p.m.							
Chair: *Vice President, Instruction							
Members: *Five instructional deans Director of Extended Education *Seven Faculty Members (one each from the five instructional divisions, library, and student services appointed by Faculty Senate) *One Faculty Member who is also on the Faculty Senate appointed by the Faculty Senate Two Classified Unit Employees appointed by CCE/AFT (one from Instruction area) One Student appointed by ASG Manager, Worksite Education and Training Director of Occupational and Non-Credit Programs Research Analyst One CAST Member appointed by CAST							

*The Faculty Position Priority Subcommittee membership includes asterisked members plus two (2) faculty appointed by the Faculty Senate.

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

Reviewed by Strategic Planning Council:

Comments:

9/16/03 First Reading

10/7/03 Approved

**SPC Work Group – Administrative and Governance Structure Review
Recommendations – January 26, 2006**

1. Revise/update definitions of Governance Structures to reflect current practice
2. Confirm Role of Councils and Committees given revised/updated definitions
3. Remove “Advisory” from Committee names where role is not “Advisory”
4. Given focus of proposed Strategic Plan 2009 objectives, the “inactive status” of the Staff Development and Training Committee may need to be reviewed

Palomar College						
Administrative and Governance Structure – Council and Committee Roles						
Council/Committee	Council	Operational Committee	Ad Hoc Committee	Task Force	Advisory Committee	Date of Last Approved Revision by SPC
Strategic Planning Council	X					
Administrative Services Planning Council	X					12/17/2002
Human Resource Services Planning Council	X					2/15/2005
Instructional Planning Council	X					2/15/2005
Student Services Planning Council	X					2/15/2005
Academic Review Committee		X				3/15/2005
Benefits Committee		X				11/4/2003
Bookstore Advisory Committee		X				9/20/2005
Campus Police Advisory Committee (pending recommendation from Campus Police Review Task Force)						10/7/2003
Classified Professional Growth Committee		X				?
Computer Coordinating Committee – consolidated with TRC as approved by SPC 12/6/05						10/7/2003
Curriculum Committee		X				Inactive status 12/6/05
Disability Resource Center Advisory Committee					X	9/21/2004
Equal Employment Opportunity Advisory Committee					X	4/1/2003
Extended Opportunity Programs & Services Advisory Committee					X	10/7/2003
Facilities Review Committee		X				9/20/2005
Financial Aid Advisory and Appeals Committee		X				4/1/2003
Food Services Advisory Committee		X				11/4/2003
Government Affairs Committee		X				10/7/2003
Institutional Review Committee		X				11/5/2002
International Education Advisory Committee					X	12/2/2003
Learning Outcomes Council; Coordinating Committee	X					6/9/2003
Matriculation and Transfer Advisory Committee		X				5/17/2005
Professional Development Review Board		X				10/19/2004
Registration Committee		X				?
Revenue Allocation Committee		X				11/4/2003
Sabbatical Leave Committee (needs updating to reflect PFF contract membership)		X				5/20/2005
Safety and Security Committee		X				?
Scholarship Committee		X				2/18/2003
Staff Development and Training Committee						5/13/2003
Student Equity Committee		X				Inactive status 10/7/03
Team Life		X				10/7/2003
Technology Planning Committee – consolidated with TRC as approved by SPC 12/6/05						9/6/2005
Technology Resources Committee		X				Inactive status 12/6/05
VTEA Planning and Advisory Committee					X	12/6/2005

					5/13/2003
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Palomar College Definitions of Governance Structure

Council – A group of constituency representatives designated or selected to act in an advisory capacity that meets on a regular basis. The charge of a council entails college-wide issues and reports directly to the Strategic Planning Council (SPC).

Standing Operational Committee – A permanent standing committee of constituency representatives intended to consider all matters pertaining to ~~a designated subject that meets on a regular basis~~ procedural issues as defined by its role. ~~An~~ standing-operational committee is part of the governance structure.

~~Permanent~~ Subcommittee – A permanent or temporary sub group convened by a standing committee or council designated to consider specific subjects in detail for recommendations back to the standing committee or council. The chair must be a member of the committee or council to which it reports. Other members need not be members of the committee to which it reports but may be appointed by the appropriate constituent group(s) as defined by the subcommittee membership.

Ad Hoc Committee – A ~~committee~~ working group or sub-group created by a council or standing operational committee to address and make recommendations on a particular subject. ~~as needed and meets until a task is completed.~~ The members need not be from a council or ~~standing~~ committee.

Task Force – A constituency-represented group specifically convened by and reporting to SPC or to the Superintendent/President ~~created~~ to address a special college-wide subject/issue and meets until the subject/issue is resolved.

Not part of the Governance Structure

Advisory Committee – A group created to provide direction and/or input in compliance with state and federal regulations or other external mandates. Not part of the governance structure but may bring items to SPC as information only. Membership may be defined by state and federal regulations or external mandates and may be appointed by the appropriate constituent group(s).

GOVERNANCE STRUCTURE GROUP REQUEST

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

Request Submitted by Bonnie Dowd				Date: October 17, 2002 Revised: 12/3/02; 9/20/05, 2/28/06			
Proposed Name of Requested Group Revenue Allocation Committee							
	Council	X	Committee		Subcommittee		Task Force
Action Requested:			Add		Delete	X	Change
<p>Role, Products, Reporting Relationships:</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"> • Establishes Guidelines/Timelines for Budget Development • Annual college unrestricted and designated budgets • Future Year Revenue Projections <p><u>Process:</u></p> <ul style="list-style-type: none"> • Reviews/approves revenue estimates <p><u>Reporting Relationship:</u></p> <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 2:00 p.m.- 3:30 p.m.							
<p>Chair:</p> <ul style="list-style-type: none"> • Vice President, Finance & Administrative Services 							
<p>Members:</p> <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 ASO 							

Reviewed by Strategic Planning Council:

12/17/02 First Reading

2/18/03 Approved

05/20/05 Revisions Approved

10/04/05 Revisions Approved



GOVERNANCE STRUCTURE GROUP REQUEST

Request submitted by Barbara Kelber/Berta Cuaron					Date 2-25-04, 4-6-04, 5-4-04, 4-7-05		
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
<p>ROLE, PRODUCTS, REPORTING RELATIONSHIPS:</p> <p>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.</p> <p>DUTIES:</p> <ol style="list-style-type: none"> 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. <p>PRODUCTS:</p> <ul style="list-style-type: none"> • 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. <p>REPORTING RELATIONSHIPS:</p> <p>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.</p> <p>Meeting Schedule: Council: First Thursday, 2-3:30 p.m.; Coordinating Committee: 3rd, 4th Thursday, 2-3:30 p.m.</p> <p>Co-Chairs: Vice President, Instruction and Faculty Senate Representative</p>							

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

5-4-5 Change Requested



GOVERNANCE STRUCTURE GROUP REQUEST

Request submitted by Barbara Kelber/Berta Cuaron					Date 2-25-04, 4-6-04, 5-4-04, 4-7-05, 3-7-06			
Proposed Name of Requested Group Learning Outcomes Council; Steering 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 Steering 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.; *Steering Committee: once monthly, as arranged*

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

Members:

- Seven Faculty Members representing divisions appointed by Faculty Senate
- *Four Faculty steering committee members*, appointed by the Faculty Senate, to include:*
 - < *Faculty Co-Chair (must be a member of the Faculty Senate; representative to SPC and IPC)*
 - < *Faculty representative (Course level outcomes -- liaison to the Curriculum Committee)*
 - < *Faculty representative (Program level outcomes – liaison to the Institutional Review Committee)*
 - < *Faculty representative (Institutional level outcomes – Campus Explorations, College Success Project, etc.)*
- *Two Full-Time Faculty Members, at-large*
- Two Part-Time Faculty Members, one vocational, one academic
- Faculty Professional Development representative
- *(delete -- Faculty Institutional Review representative)*
- President (*ex-officio*)
- Vice President for Instruction/Co-chair*
- Vice President for Student Services*
- One Instructional Dean
- *Dean of Counseling Services*
- 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
- Student Representative(s)

* Members of the *Steering Committee*

Reviewed by Strategic Planning Council:

Comments: Addition to Reporting Relationship made 4-6-04

4-6-04 First Reading

5-4-04 Approved

5-4-05 Revision Approved

3-7-06 Revisions Approved

RECOMMENDATION FROM HRS PLANNING COUNCIL

MAXIMUM VACATION ACCRUAL NOTIFICATION

The District should develop reports that provide the administration and employees with vacation balances and maximum vacation accrual information, and that these reports should receive high priority for allocation of resources due to the current potential impact of inaccurate vacation balance information on employees and operations.