



STRATEGIC PLANNING COUNCIL AGENDA

Date: April 4, 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 March 7, 2006		
B. <u>ACTION ITEMS/SECOND READING</u>		30 min.
1. Workgroup Recommendation on Governance Structure	Exhibit B1	
2. RAC Governance Structure Group Request	Exhibit B2	
C. <u>ACTION ITEMS/FIRST READING</u>		30 min.
1. Facilities Review Governance Structure	Exhibit C1	
D. <u>DISCUSSION/INFORMATION ITEMS</u>		15 min.
1. Policies and Procedures		
2. April 13 Governing Board Meeting		
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>OTHER ITEMS</u>		



**STRATEGIC PLANNING COUNCIL
MEETING MINUTES
April 4, 2006**

The regular meeting of the Palomar College Strategic Planning Council was held on Tuesday, April 4, 2006, in SU-18. The meeting was called to order at 2:03 p.m. by Berta Cuaron.

ROLL CALL

Members Present: Akins, Barton, Bishop, Colwell, Cuaron, Doran, Dowd, Fernandez, Gowen, Halttunen, Ivey, Madrigal, McCluskey, Plotts, Thompson, Tortarolo, Waite
Members Absent: Faulkner, Frady, Kovrig
Guests: Chris Wick for Trisa Frady
Recorder: Josie Silva
Transcriber: Cheryl Ashour

A. MINUTES

1. Approve Minutes of March 7, 2006

MSCU to approve the Minutes of March 7, 2006 with revisions

B. ACTION ITEMS/SECOND READING

1. Workgroup Recommendation on Governance Structure (Exhibit B1)

The document listing the definitions was reviewed. Clarification on the difference between a subcommittee and ac hoc committee was requested. It was decided that a subcommittee is a permanent subgroup to address an ongoing need whereas an ad hoc committee is temporary. The membership of a subcommittee has to be made up in large part of the people on the parent committee. Anybody can be appointed to an ad hoc committee. It was decided to delete the phrase "or temporary" from the definition of "Subcommittee."

MSCto approve the workgroup recommendation on governance structure, to include today's revision

All committees and councils are asked to review their governance structures in light of the approved revisions. If changes need to be made, they will need to come back to SPC for approval.

2. RAC Governance Structure Group Request (Exhibit B2)

The revisions to the RAC Governance Structure Group Request were reviewed.

MSC to approve the recommended changes to the RAC Governance Structure Group Request.

C. ACTION ITEMS/FIRST READING

1. Facilities Review Governance Structure (Exhibit C1)

The revisions to the Facilities Review Governance Structure were reviewed and discussed. Discussion ensued on adding "or designee" to the members' list. It was decided to add "or designee" only to the Senior/Executive Administrators.

MSC to move this item to action

MSC to approve the revisions to the Facilities Review Governance Structure, to include the above revision

D. DISCUSSION/INFORMATION ITEMS

1. Policies and Procedures

Berta Cuaron reported that a task force, working with a consultant from CCLC, will be formed to update our Board policies. The proposed membership is President Deegan, four Vice Presidents, two Faculty Senate representatives, a representative from PFF, CCE/AFT, AA, CAST, ASO, and two Governing Board members. The task force will likely meet on Fridays. A Governance Structure Group Request will be prepared for a first reading at the next meeting.

2. April 13 Governing Board Meeting

The April 11, 2006 Governing Board meeting has been rescheduled to April 13, 2006.

E. REPORTS OF PLANNING COUNCILS**1. Administrative Services Planning Council**

Bonnie Dowd reported that ASPC met on March 9. They reviewed division budgets.

2. Human Resource Services Planning Council

John Tortarolo reported that HRSPC recently met and formed an ad hoc committee to research and develop several staffing models from best practices.

3. Instructional Planning Council

Berta Cuaron reported that IPC met on March 8. They discussed the budget development process. They reviewed budget requests from departments and divisions. After discussion, IPC decided to not request any increases for 2006-07; they have asked departments to go back and prioritize needs. IPC will then create a priority list should money become available.

4. Student Services Planning Council

Joseph Madrigal reported that SSPC met on March 8 and discussed the budget development process. They chose Sheila Atkins as the representative from Student Services to the ad hoc committee chaired by Ken Jay regarding high speed copiers. Mr. Bishop provided a report on the Bookstore Advisory Committee and Food Services Committee. It was announced that our bookstore manager, Walt Della-Santina, has been promoted and is leaving Palomar College. SSPC expressed their appreciation for his tenure at the college.

F. RESOURCE ALLOCATION COUNCIL

Bonnie Dowd reported that RAC will be reviewing division and department budgets. Dr. Dowd discussed issues and developments regarding the 2006-07 budget and the efforts that are being done to reach CAP this year. Ms. Cuaron stated that at the next Chairs and Directors meeting she will discuss adding summer sections from 4:00 p.m. – 6:30 p.m. There will be extensive marketing for our fast track classes and intercession.

G. REPORTS OF CONSTITUENCIES**1. Administrative Association – No report****2. Associated Student Government – No report****3. Confidential/Supervisory Team**

Jenny Akins reported that CAST had their annual retreat last Thursday. It was a big success. Bruce Bishop gave a motivating speech about teamwork. She is pleased to report that the CAST Employee of the Year is Chris Miller.

4. CCE/AFT

Becky McCluskey reported that they had their Classified Staff Development Day on March 22. She thanked all of the people who helped to make the event a huge success. She is pleased to report that the Classified Employee of the Year is Marilyn Lunde.

5. Faculty Senate

Brent Gowen reported that Faculty Senate spoke at length about a denial of tenure case. They also discussed equivalency. They sun shined a revised version of the constitution, reflecting the fact that the group formerly known as The Faculty no longer exists. They also improved academic due process policy and guidelines for when a faculty member has a conflict with another faculty member. PFF negotiated a package of privileges for emeriti faculty that President Deegan recommends we call the “gold card”. The Faculty Senate will write a letter to all of the emeriti, letting them know the gold card is forthcoming and inviting them to commencement. PFF is holding its election right now and once its officers are installed, they will renew the PFF/Faculty Senate joint council.

6. PFF/AFT

Julie Ivey reported that PFF is now conducting elections. Ms. Ivey recently attended the CFT convention. She learned about how other community colleges work.

H. ADJOURNMENT

There being no remaining items, the meeting was adjourned at 3:30 p.m.

**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, 4/04/06			
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
04/04/06 Revisions Approved



GOVERNANCE STRUCTURE GROUP REQUEST

Request submitted by Dr. Bonnie Ann Dowd					Date 3/9/06/10-18-05/4/4/06				
Proposed Name of Requested Group Facilities Review Committee									
	Council	x	Committee		Subcommittee		Task Force		
Action Requested:				Add		Delete		Change	
Role, Products, Reporting Relationships: Role: The Facilities Review Committee generates the 20-Year Facilities Master Plan and keeps the plan current. It develops policy and plans to increase the quality and effective use of College facilities. It recommends the Scheduled Maintenance Plan and the Five-Year Capital Outlay Plan. It reviews requests for changes to the physical plant and the impact on various operations of Palomar College. It reviews (and recommends environmental impact studies by qualified consultants if significant environmental resources are potentially endangered by proposed earth movements or alterations of the natural habitat) the impact of the environment of all proposed earth movements or alterations of the natural habitat prior to the beginning of any project, work, or activity. It recommends measures for mitigating the impact within the mandated guidelines of the California Environmental Quality Act of 1970. Decisions will be made by majority vote. The committee will utilize an agenda which identifies and separates information and action items and requires that items be identified before being moved to action. Products <ul style="list-style-type: none"> Five-year Capital Outlay Plan Scheduled Maintenance Plan Resource impact analysis of recommended policies and plan 									
Reporting Relationship Administrative Services Planning Council/Strategic Planning Council									
Meeting Schedule: Third Thursday of every month, 2:00 – 3:30 p.m.									
Chair: Vice President, Finance and Administrative Services									
Members: <ul style="list-style-type: none"> Facilities Director One Senior/Executive Administrator (Instruction) or designee One Senior/Executive Administrator (Student Services) or designee Facilities Planning Manager One Classified Unit Member Four Faculty Members from different divisions One Administrative Association Member One Student appointed by ASG One Confidential/Supervisory Team Member 									

Reviewed by Strategic Planning Council:

4/4/06 First Reading

4/4/06 Approved

Comments: