



STRATEGIC PLANNING COUNCIL AGENDA

Date: February 20, 2007
Starting Time: 2:00 p.m.
Ending Time: 3:45 p.m.
Place: **SU-18**

CHAIR: Deegan

MEMBERS: Barton, Bishop, Colwell, Cuaron, Doran, Dowd, Eichelberger, Faulkner, Fernandez, Frady, Giese, Gowen, Halttunen, Hogan-Egkan, Ivey, Lienhart, Madrigal, McCluskey, O'Brien, Plotts, Thompson, Tortarolo

RECORDER: Ashour

	Attachments	Time
A. <u>MINUTES</u>		5 min.
1. Approve minutes of February 6, 2007		
B. <u>DISCUSSION/INFORMATION ITEMS</u>		60 min.
1. 3-Year Accreditation Budget		
2. AIP Progress Reports	Exhibit B2	
C. <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		
D. <u>REPORT FROM RAC</u>		10 min
E. <u>REPORT FROM TRC</u>		
F. <u>REPORTS OF CONSTITUENCIES</u>		15min.
1. Administrative Association – Tom Plotts		
2. Associated Student Government – Michelle Eichelberger		
3. Confidential/Supervisory Team – JoAnne Giese		
4. CCE/AFT – Becky McCluskey		
5. Faculty Senate – Brent Gowen		
6. PFF/AFT – Shannon Lienhart/Julie Ivey		
G. <u>OTHER</u>		



**STRATEGIC PLANNING COUNCIL
MEETING MINUTES
February 20, 2007**

The regular meeting of the Palomar College Strategic Planning Council was held on Tuesday, February 20, 2007, in SU-18. The meeting was called to order at 2:00 p.m. by Robert Deegan.

ROLL CALL

Members Present: Bishop, Cuaron, Deegan, Doran, Eichelberger, Faulkner, Frady, Gowen, Ivey, Lienhart, Madrigal, McCluskey, O'Brien, Owens, Plotts, Tortarolo
Recorder: Cheryl Ashour
Members Absent: Barton, Colwell, Dowd, Fernandez, Giese, Halttunen, Hogan Egkan

A. MINUTES

1. Approve Minutes of February 6, 2007

MSC (Gowen) to approve the Minutes of February 6, 2007 as revised

B. DISCUSSION/INFORMATION ITEMS

1. 3-Year Accreditation Budget

Berta Cuaron stated that this item is not ready to be brought to SPC. Once additional issues are resolved, she will bring it back.

2. AIP Progress Reports (Exhibit B2)

Robert Deegan reviewed the November updates for each objective of the 2006-07 Annual Implementation Plan. Discussion ensued.

C. REPORTS OF PLANNING COUNCILS

1. Administrative Services Planning Council – no report

2. Human Resource Services Planning Council

John Tortarolo reported that HRSPC discussed the Equal Opportunity Plan at their last meeting. They prepared and finalized recommendations on potential training programs and staff development programs that could be accomplished in line with our AIP. The recommendations will be forwarded to the Staff Development Training Committee.

3. Instructional Planning Council

Berta Cuaron reported that IPC met last Wednesday and approved a couple of department requests to access the 75/25 funding, set aside two years ago. They had a lengthy discussion about institutional review. Brent Gowen, on behalf of the Faculty Senate, gave a presentation addressing the proctoring services concerns in the tutoring area. The Tutoring Department is being asked to submit a proposal to IPC for consideration, both short-term and long-term. The timeline for faculty position priority requests for fall 2008 was reviewed.

4. Student Services Planning Council

Joseph Madrigal reported that SSPC has been asked to review the institutional review process and make recommendations of changes to the form being used for institutional review and the process itself. Bruce Bishop gave a presentation on alcohol consumption on campus for special events. An AED Committee has been formed. They developed a brochure of locations of the AEDs. Mr. Madrigal will bring some brochures to the next SPC meeting. A committee has been formed by students and staff to plan events to celebrate Black History Month. An event for Cesar Chavez is also being planned to take place in March. Patrick O'Brien gave an extensive report on NCHEA activities. This evening at the Governing Board meeting, John Woods will give an annual presentation on fall sports. Michelle Eichelberger has been appointed as Region 10 Governor for the new Student Senate. Bruce Bishop and Mark Vernoy are going to be attending the annual ACCCA Conference and will be making a presentation on the concept of teamwork.

D. RESOURCE ALLOCATION COUNCIL – no report

E. REPORT FROM TECHNOLOGY RESOURCE COMMITTEE – no report**F. REPORTS OF CONSTITUENCIES****1. Administrative Association – no report****2. Associated Student Government**

Michelle Eichelberger discussed the revised ASG Smoking Resolution. On March 2, Ms. Eichelberger will give a second-hand smoke presentation to PFF. The ASG students have planned various events for February 22 to celebrate Black History Month. For Women's History Month they are planning a panel discussion the last week of March with a theme of "Women in Politics". The transfer graduation issue will be on the Governing Board agenda as an information/discussion item.

3. Confidential/Supervisory Team – no report**4. CCE/AFT**

Becky McCluskey reported that CCE/AFT is planning the March 21 Classified Staff Development Day.

5. Faculty Senate

Brent Gowen reported that the ROP workgroup will begin to meet February 28. The Senate has activated a workgroup, Culture of Success Team (COST), to look into student's roles in their own education; Hayden Davis discussed TRC at a recent Faculty Senate meeting.

6. PFF/AFT – no report**G. OTHER ITEMS**

Robert Deegan reported that Palomar College hosted the annual SDICCCA Trustee Dinner. Entertainment was provided by four of our students from the Performing Arts Department. They were outstanding and received a standing ovation.

Robert Deegan reported that an environmental impact report study is being conducted for the north site. We will be hosting a community meeting on February 26, 5:00 p.m., in the Governing Board Room. It will be a chance for any community member to voice any concerns or issues regarding the site and what they would like to see addressed in the environmental impact report.

H. ADJOURNMENT

There being no remaining items the meeting was adjourned at 3:00 p.m.



Strategic Plan 2009 Annual Implementation Plan 2006-2007

“The Strategic Planning Council recognizes the importance of using the governance process to identify, prioritize, and allocate funding to ensure the success of the Objectives and Activities listed in this Annual Implementation Plan. While the SPC may not be named as an assigned group on each Objective and Activity, its role is implicit throughout.”

Objective/Activity 1 Goal: Student Success	Develop and implement an institution-wide plan that includes strategies to improve retention (course completion) and persistence (semester to semester attendance and completion).	Primary Person(s): Vice President, Student Services; Vice President, Instruction Assigned Groups: Student Services Planning Council; Instructional Planning Council; Student Learning Outcomes Council * IPC and SSPC should consider establishing a working group to prepare a draft plan for review by May, 2007 Funding Source:
Estimated Cost:	One Time Ongoing	Time Line: Plan due May, 2007
November, 2006 Student Services The Athletic Department has developed a broad based Student Support Program that includes: • Electronic assessment of academic status in each class; • Tutoring referrals based on assessment results; • Peer and staff tutoring to support general tutoring services; and • Supervised study hall based upon	Feb., 2007	May, 2007

Strategic Plan Annual Implementation Plan 2006-2007

referrals from individual members of our staff. Enrollment Services sent postcard mailers to students previously enrolled in Spring & Summer 2006 to promote enrollment and financial aid. The Registration Committee: • Approved an earlier start Spring registration to coincide with an earlier publication of the class schedule; • Established a working group to implement an Early Acceptance Program; • Approved Summer registration to start three (3) weeks earlier and Fall registration to start one (1) week earlier - class schedules will be available earlier to students. Initiated the EOPS/CARE/CALWorks integration into PeopleSoft Student Administration. Latino Outreach / Pre-Enrollment Services Project hired six (6) Financial Aid Student Mentors to identify students in local high schools and assist with pre-enrollment services including the financial aid process. Funded by Non Credit Matriculation and Financial Aid. Non-Credit Matriculation hosted a conference on October 20th for high schools ESL / ELD Counselors, Teachers and support staff to		
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**Strategic Plan
Annual Implementation Plan 2006-2007**

increase awareness of our ESL Program, Latino Outreach, Early Acceptance program, etc.; and to exchange information on how we can better serve second language learners. On October 25th, Lynda Haltunen presented the Early Acceptance program service and retention details to the Instructional Planning Council. On November 1st, the Counseling Department created a work group to look at retention activities to include the Puente Program. A report is forthcoming. The Office of Student Affairs provides financial assistance to students in need of a short term loan up to \$50.00 and/or up to \$200.00 to purchase textbooks. Student Affairs also supports a variety of student activities and clubs that are designed to foster a closer relationship between students and Palomar College, thereby, increasing the student's commitment to education. <u>Instruction</u> IPC discussed this goal at its October 11 and October 25 meeting and developed an initial list of ideas/recommendations to address this goal. Discussion and strategies to continue in Spring 2007 semester.		
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**Strategic Plan
Annual Implementation Plan 2006-2007**

Objective/Activity 2 Goal: Student Success	Primary Person(s): Vice President, Student Services; Vice President, Instruction		
Increase instructional faculty's awareness and referral of students to services that support student success.	Assigned Groups: Student Services Planning Council; Instructional Planning Council		
Estimated Cost:	One Time	Funding Source:	
	Ongoing	Time Line: May, 2007	
November, 2006	Feb., 2007		May, 2007
<u>Student Services</u>			
The first two (2) weeks of classes, the Athletic Department provides information to each faculty member with an athlete in their class. They are asked to communicate with the Athletic counselor should academic or social issues arise with any student athlete. They will be contacted three (3) additional times during the semester, electronically and using the assessment cards.			
Financial Aid Sponsorship and Presentation at the High School ESL / ELD Conference.			
Health Services provided services to faculty and reminded them to inform students about Health Services.			
Counseling Services Department participated in full-time and part-time faculty Plenary			

**Strategic Plan
Annual Implementation Plan 2006-2007**

sessions to share "Nuts and Bolts" of services available, and how to make appropriate referrals. Conversations have begun on plans to add a session for part-time non-instructional counseling faculty. The Office of Student Affairs regularly provides workshops for faculty on dealing with problems involving students. These workshops are designed to increase faculty awareness and utilization of the services provided for faculty and students by the Office of Student Affairs. <u>Instruction</u> IPC discussed this goal at its October 11 and October 25 meeting and developed an initial list of ideas/recommendations to address this goal. Discussion and strategies to continue in Spring 2007 semester.		
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Strategic Plan
Annual Implementation Plan 2006-2007

Objective/Activity 3 Goal : Student Success		Primary Person(s): Vice President, Student Services; Vice President, Instruction	
Define and communicate classroom and college expectations of students that foster shared responsibility for learning outcomes.		Assigned Groups: Student Services Planning Council; Instructional Planning Council; Learning Outcomes Council; Associated Student Government	
Estimated Cost:	One Time	Funding Source:	
	Ongoing	Time Line: May, 2007	
November, 2006		Feb., 2007	
<u>Student Services</u> If a tutor is not available or there are limited services in a particular area for athletes, a member of the Athletics Academic Support Team will contact the instructor in an attempt to identify potential resources through coursework or to arrange one-on-one contact with the faculty member. Several faculty members from the Counseling Services Department (including one EOP&S Counselor) attended the Strengthening Student Success Conference. A dialog on developing Student Learning Outcomes and creating a systematic assessment cycle continued at the October 18th Division meeting. The Office of Student Affairs is a regular contributor at faculty orientations and professional development workshops to present information specifically related to college expectations of students.		May, 2007	

**Strategic Plan
Annual Implementation Plan 2006-2007**

<u>Instruction</u> This goal has not yet been discussed by IPC.		
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Objective/Activity 4 Goal : <i>Student Success</i>	Primary Person(s): Vice President, Student Services; Vice President, Instruction		
Increase student awareness and use of services that support student success.	Assigned Groups: Student Services Planning Council; Instructional Planning Council; Associated Student Government		
Estimated Cost:	One Time	Funding Source:	
	Ongoing	Time Line:	
November, 2006	Feb., 2007		May, 2007
<u>Student Services</u>			
The Athletics & Competitive Sports 50 (Introduction to Collegiate Athletics) curriculum includes information on support services for students. Student athletes are taken on tours of the college campus to identify locations and resources.			
Campus Police proposed, funded, and implemented an information kiosk in front of the Palomar College main campus. Community Service Officers provide information to students and visitors on District services, including the			

**Strategic Plan
Annual Implementation Plan 2006-2007**

escort program available to all students, employees and visitors. Campus Police has increased visibility on campus and the parking lots by implementing bike patrols to deter crime and assist students with general information. Crime statistics are now provided on demand. Campus Police continues to work collaboratively with the Director of Student Affairs on disciplinary referrals. Campus Police developed and implemented a free Rape Awareness Defense (RAD) course for women. A Transfer Awareness Study was conducted as a baseline. Intervention strategies are being developed to increase student's understanding of accurate transfer information. The Office of Student Affairs secured funding and facilitated the installation of a large electronic marquee for the Student Union. The marquee provides a significant means of communicating information to students related to various support services available to them. <u>Instruction</u> IPC discussed this goal at its October 11 and October 25 meeting and developed an initial list of ideas/recommendations to address this goal. Discussion and strategies to continue in Spring 2007 semester.		
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Strategic Plan
Annual Implementation Plan 2006-2007

Objective/Activity 5 Goal : Student Success		Primary Person(s): Vice President, Instruction	
Align scheduling, course and program offerings to meet the needs of students.		Assigned Groups: Deans; Instructional Planning Council; Director, Extended Education; Instructional Department Chairs and Directors; Associated Student Government	
Estimated Cost:	One Time	Funding Source:	
	Ongoing	Time Line: May, 2007	
November, 2006	Department Chairs, faculty, and Division deans continue to review enrollment information and trends with each schedule development process. As student demand changes, the scheduling of class sections may be adjusted. In addition, departments are encouraged to periodically review and update a 4-semester sequence of scheduling courses to ensure that classes necessary to complete a certificate, degree, or preparation for the major are offered. This overall discussion takes place each year at a Chairs/Directors meeting.		Feb., 2007 May, 2007

**Strategic Plan
Annual Implementation Plan 2006-2007**

Objective/Activity 6 Goal : Student Success		Primary Person(s): Superintendent/President; Vice President, Human Resource Services	
Increase the number of full-time faculty while recognizing the need to increase the diversity among full-time faculty.		Assigned Groups: Strategic Planning Council; Human Resource Services Planning Council for Model EEO Plan; Faculty Senate	
Estimated Cost:	One Time	Funding Source:	
	Ongoing	Time Line: May, 2007	
November, 2006 Recruitment for 5 additional full-time faculty positions has been initiated The current faculty obligation calculations indicate that when these recruitments are completed the college will be 8 full time faculty over obligation. Work on the 2006-07 EEO plan to increase faculty diversity has been initiated with the Equal Opportunity Advisory Committee and the Human Resource Services Planning Council. Human Resources Services has begun compilation of the EEO Plan and is performing a gap analysis to determine the additional plan elements to be recommended to HRSPC through the EEO Advisory Committee. A presentation on the EEO plan has been made to the Faculty Senate and the Governing Board.		Feb., 2007	May, 2007

**Strategic Plan
Annual Implementation Plan 2006-2007**

Objective/Activity 7 Goal : Teaching and Learning		Primary Person(s): Faculty Senate President; Academic Technology Coordinator	
Integrate campus discussions related to on-line teaching.		Assigned Groups: Faculty Senate Academic Technology Committee; Technology Resources Committee; Academic Technology Group; Professional Development; PFF; Associated Student Government; TERB	
Estimated Cost:	One Time	Funding Source:	
	Ongoing	Time Line: May, 2007	
November, 2006 The Senate is considering expanding greatly its Academic Technology Committee to consolidate discussions of non-curricular academic and professional matters in on-line education. (2) The Senate is establishing a new standing committee within the Curriculum Committee to consolidate discussions of curricular matters in online courses. Academic Technology publishes a weekly podcast that contains timely technology news and information as well as a "Teaching With Technology" segment that focuses on online teaching Academic Technology publishes a weekly newsletter that contains information pertinent to online teaching Faculty Senate has sponsored several round table type discussions about online teaching		Feb., 2007	May, 2007

Strategic Plan
Annual Implementation Plan 2006-2007

The Technology Resources Committee formed an Instructional Subgroup which has just begun to meet to consider how to implement the Technology Master Plan Technology Resources Committee has formed sub-groups to begin dialogue one of which is the Instructional Technology Sub-Group chaired by Haydn Davis who is the Academic Technology Coordinator	
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Objective/Activity 8 Goal : Teaching and Learning	Primary Person(s): Co-Chairs of Technology Resources Committee
Provide up-to-date technology and related technical and equipment support for instructional purposes.	Assigned Groups: Technology Resources Committee; Strategic Planning Council; Faculty Senate Academic Technology Committee (ATC)
Estimated Cost:	Funding Source:
One Time	Time Line: May, 2007
November, 2006 Block Grant funds rec'd by state have been allocated for Faculty computers. Instructional and Operation Technology Sub-Groups formed in TRC have begun looking at needs of support for instructional purposes. Also Information Services role is to provide up to date technical support for District PC's and software. The District did set aside funds to upgrade computer labs & classrooms (data, AV, etc.)	Feb., 2007 May, 2007

Strategic Plan
Annual Implementation Plan 2006-2007

Objective/Activity 9 Goal : Teaching and Learning		Primary Person(s): Academic Technology Coordinator; Professional Development Coordinator	
Provide comprehensive technology training for instructional purposes.		Assigned Groups: Academic Technology Group; Professional Development; Technology Resources Committee	
Estimated Cost:	One Time	Funding Source: PD and AT Budgets	
	Ongoing	Time Line: May, 2007	
November, 2006 Academic Technology offers, in consultation with Professional Development, an extensive program of technology training workshops and tutorials The Academic Technology Weekly Newsletter publicizes training opportunities available to Palomar faculty and staff through Adobe, Apple, CCC Confer, Horizon Wimba, Microsoft, the @ONE system and others The Technology Resources Committee formed an Instructional Subgroup to examine existing training opportunities and to suggest other options The Instructional Technology Sub-Group of TRC will assess technology training.		Feb., 2007	May, 2007

Strategic Plan
Annual Implementation Plan 2006-2007

Objective/Activity 10 Goal : Teaching and Learning		Primary Person(s): Co-Chairs of Learning Outcomes Council	
Enculture the discussion and implementation of learning outcomes cycles.		Assigned Groups: Learning Outcomes Council; Institutional Review Committee	
Estimated Cost:		Funding Source:	
		Time Line: May, 2007	
November, 2006		May, 2007	
The Learning Outcomes Council is actively working on several projects to advance the Outcomes Initiative: - To facilitate discussion new edition of the Learning Outcomes newsletter, <i>Conversations and Information</i> was recently published. - To support student learning the Learning Outcomes Council is investigating the creation of a Student Success center. Members of the council are visiting colleges that have centers in place and developing an implementation plan. - To identify learning cycles the Departmental Liaisons are visiting individual departments and collecting outcomes and assessment data. - To facilitate students' registration process the Learning Outcomes Council is working with the Counseling Department to address "Front Door Issues."		Feb., 2007	

**Strategic Plan
Annual Implementation Plan 2006-2007**

- To enhance student engagement the Learning Outcomes Council continues to support the Campus Explorations project. - To provide more opportunities for our students the Learning Outcomes Council is investigating the possibility of creating an Honors program.	
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Objective/Activity 11 Goal : Teaching and Learning		Primary Person(s): Professional Development Coordinator	
Advance the faculty-to-faculty mentoring program		Assigned Groups: Faculty Senate	
Estimated Cost:		Funding Source:	
	One Time	Time Line: November, 2006	
	Ongoing	May, 2007	
November, 2006 Matched 16 new faculty members with 16 faculty mentors. Supported faculty mentors via email reminders. Consulted with Professional Development Advisory Board regarding revising the Faculty Mentor Handbook. Planned end-of-the-semester lunch/meeting to discuss successes and challenges of the program.		Feb., 2007	

Strategic Plan
Annual Implementation Plan 2006-2007

Objective/Activity 12 Goal : Teaching and Learning		Primary Person(s): Vice President, Instruction; Vice President, Student Services	
Develop and implement a plan to provide financial and institutional support to facilitate faculty skill development, knowledge, research and innovation in on- and off-campus venues.		Assigned Groups: Instructional Planning Council; Student Services Planning Council; Professional Development	
Estimated Cost:	One Time	Funding Source:	
	Ongoing	Time Line: May, 2007	
November, 2006	Feb., 2007	May, 2007	
<u>Student Services</u> At the September 29, 2006 Counseling Services Department Annual retreat, the counselors brainstormed a list of training activities for counselors that would improve services to students. On October 18 th , the Counseling Services Division met to begin a strategic planning process for the division tied to the Annual Implementation Plan.			
<u>Instruction</u> IPC has not yet discussed this goal.			

**Strategic Plan
Annual Implementation Plan 2006-2007**

Objective/Activity 13 Goal : Organizational and Professional Development		Primary Person(s): Vice President, Human Resource Services	
Develop and implement a plan to establish and fund on-going employee training programs for technical and professional skills to assess needs, assure competencies, and identify appropriate delivery methods.		Assigned Groups: Human Resource Services Planning Council; Information Services; Professional Development; Council of Classified Employees (CCE); Technology Resources Committee	
Estimated Cost:	One Time	Funding Source:	
	Ongoing	Time Line: May, 2007	
November, 2006 Human Resource Services Planning Council has initiated discussion of staff training for technical and professional skills. Additional state funding for faculty and staff professional development has been identified. Staff Development Committee co-chairs are scheduled to meet and convene the committee. The Instructional Technology Sub Group of TRC will assess training needs of staff. Also, IS provided training to PS financial upgrade. Functional Specialists within divisions provide training.		Feb., 2007	May, 2007

Strategic Plan
Annual Implementation Plan 2006-2007

Objective/Activity 14 Goal : Organizational and Professional Development		Primary Person(s): Superintendent/President
Evaluate formal communication channels and improve the vertical and horizontal communication within the governance structure.		Assigned Groups: Strategic Planning Council; Instructional Planning Council; Student Services Planning Council; Human Resource Services Planning Council; Administrative Planning Council; Research and Planning
Estimated Cost:	One Time	Funding Source:
	Ongoing	Time Line: May, 2007
November, 2006	Administrative Services IS Department provided PeopleSoft Financial Upgrade Training (H&V) Fiscal provided Budget Training using PS (H&V) Installed display cases by A-4C to provide campus wide F/AS information (H & V) F/AS directors have joint meeting monthly with mgrs. & supvs. (H) H = Horizontal/V=Vertical	May, 2007

**Strategic Plan
Annual Implementation Plan 2006-2007**

Objective/Activity 15 Goal : Resource Management		Primary Person(s): Superintendent/President; Director, Research and Planning	
Develop and implement a process for submitting, approving, and managing grants.		Assigned Groups: Strategic Planning Council; Research and Planning; Director, Grant Funded Student Programs; Director, Fiscal Services	
Estimated Cost:	One Time	Funding Source:	
	Ongoing	Time Line: May, 2007	
November, 2006 During the 10/17 SPC meeting, M. Barton requested volunteers to form a workgroup to address this objective. The workgroup will meet on the first and third Tuesday of each month beginning in December. During our first meeting, the workgroup will identify our goals and plan for completing work on this objective.		Feb., 2007	May, 2007

Strategic Plan
Annual Implementation Plan 2006-2007

Objective/Activity 16 Goal : Resource Management		Primary Person(s): Vice President, Instruction; Vice President Finance & Administrative Services	
Develop a comprehensive process that addresses the financial implications of program development and implementation.		Assigned Groups: Deans; Director, Fiscal Services; Strategic Planning Council	
Estimated Cost:	One Time	Funding Source:	
	Ongoing	Time Line: May, 2007	
November, 2006 In Spring 2006, the Curriculum Committee developed a process that will address the financial implications of new instructional programs. The process was approved by the Faculty Senate and presented to SPC for information during this Fall 2006 semester and is now in effect for any new instructional programs proposed that will require general funding and District resources. The process parallels the information required to receive approval from the CCC System Office.		Feb., 2007	May, 2007

**Strategic Plan
Annual Implementation Plan 2006-2007**

Objective/Activity 17 Goal : Facilities Improvement		Primary Person(s): Vice President, Finance & Administrative Services; Director, Facilities	
Identify and provide appropriate levels of funding to support and ensure implementation of the facilities plan and the ongoing maintenance of buildings and grounds.		Assigned Groups: Administrative Services Planning Council; Facilities Review Committee	
Estimated Cost:	One Time	Funding Source:	
	Ongoing	Time Line: May, 2007	
November, 2006 The 2005-06 AIP's for Facilities Improvements is currently in progress. Staffing & funding levels remain the same as the 2004-05 budget. For the 2004-05 Facilities Improvement Plan 116 construction projects have been completed. For 2005-06 18 projects have been completed and 19 have been scheduled or are in the works. Funding and staffing levels continue to be inadequate for volume of projects.		Feb., 2007	May, 2007

**Strategic Plan
Annual Implementation Plan 2006-2007**

Objective/Activity 18 Goal : Facilities Improvement		Primary Person(s): Vice President, Finance & Administrative Services
Complete the master signage plan for all district facilities		Assigned Groups: Administrative Services Planning Council
Estimated Cost:	One Time	Funding Source:
	Ongoing	Time Line: May, 2007
November, 2006 A "way-finding" prototype has been installed in front of Student Services bldg. ADA & standard door signs are identified throughout the District. Directional signs are displayed on light poles on San Marcos campus. In addition "curb appeal" signs are being evaluated for Escondido Center. The working group has done what it can with available resources & without outside professional assistance.	Feb., 2007	May, 2007

**Strategic Plan
Annual Implementation Plan 2006-2007**

Objective/Activity 19 Goal : Facilities Improvement		Primary Person(s): Manager, Facility Planning/Environmental Health & Safety	
Continue to develop procedures to respond to emergency situations.		Assigned Groups: Safety and Security Committee; Campus Police Committee	
Estimated Cost:	One Time	Funding Source:	
	Ongoing	Time Line: May, 2007	
November, 2006	NIMS & SIMS training has been completed for the management team. Add'l training will be provided to building coordinators & response teams. Supplies have been purchased for the Emergency Command Center and a plan is being developed for strategic placement throughout the District.	Feb., 2007	May, 2007