



STRATEGIC PLANNING COUNCIL AGENDA

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

CHAIR: Deegan

MEMBERS: Barton, Claypool, Cuaron, Dowd, Eichelberger, Faulkner, Fernandez, Gowen, Gropen, Halttunen, Hogan-Egkan, Ivey, Kovrig, Lienhart, Lyn, Madrigal, McCluskey, O'Brien, Owens, Sheahan, Talmo, Tortarolo

RECORDER: Ashour

	Attachments	Time
A. <u>MINUTES</u>		5 min
1. Approve minutes of September 18, 2007		
B. <u>ACTION ITEMS/FIRST READING</u>		5 min
1. Accreditation Steering Committee Governance Structure Form	Exhibit B1	
C. <u>DISCUSSION/INFORMATION ITEMS</u>		60 min
1. Basic Skills Grant		
2. HIS Grant		
3. Consent Calendar Agenda Policies	Exhibit C3	
D. <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		
E. <u>REPORT FROM RAC</u>	Exhibit E	10 min
F. <u>REPORT FROM TRC</u>		
G. <u>REPORTS OF CONSTITUENCIES</u>		15min
1. Administrative Association – Laura Gropen		
2. Associated Student Government – Michelle Eichelberger		
3. Confidential/Supervisory Team –		
4. CCE/AFT – Neill Kovrig	Exhibit G4	
5. Faculty Senate – Brent Gowen		
6. PFF/AFT – Shannon Lienhart/Julie Ivey		
H. <u>OTHER ITEMS</u>		



**STRATEGIC PLANNING COUNCIL
MEETING MINUTES
October 2, 2007**

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

ROLL CALL

Members Present: Claypool, Cuaron, Deegan, Dowd, Eichelberger, Faulkner, Fernandez, Gowen, Gropen, Halttunen, Hogan-Egkan, Ivey, Kovrig, Lyn, McCluskey, O'Brien, Owens, Sheahan, Talmo, Tortarolo
Recorder: Cheryl Ashour
Members Absent: Michelle Barton, Shannon Lienhart, Joe Madrigal

A. MINUTES

1. Approve Minutes of September 18, 2007

MSC (Faulkner/Ivey) to approve the Minutes of September 18, 2007 with revisions

B. ACTION ITEMS/FIRST READING

1. Accreditation Steering Committee Governance Structure Form (Exhibit B1)

Ms. Cuaron brought a recommendation that the membership of the Accreditation Steering Committee be expanded to include a representative from ASG.

MSC Halttunen/Ivey to move this item from first reading to second reading

MSC Kovrig/Ivey to approve the revision to the Accreditation Steering Committee Governance Structure Form

C. DISCUSSION/INFORMATION ITEMS

1. Basic Skills Grant

Berta Cuaron clarified that the Basic Skills Initiative is state funding, not a grant. The Basic Skills Initiative will improve and expand support services for students that come to us with fundamental needs. She distributed and discussed a document describing the details of the Basic Skills Initiative. She reviewed the three phases of the initiative and discussed what Palomar College has done at each phase. There was broad participation of all disciplines and student support areas. She stated that presently the College is working on their self-assessment. The goal is to complete it by the end of the fall semester and develop the full plan in the spring. The plan goes to the System Office no later than May 1, 2008. Part of the vision is to look at an integrated support service that we would pilot at the Escondido campus on a smaller scale, before we look to do something on the San Marcos campus.

She discussed the funding allocations the College received and the one pending. At this point the College has received \$900,000, of which we have used very little. In 2008-2009 the monies will be moved to categorical funding; they are already in the proposed budget. Overall it is a 5-year plan that the System Office, the Governor, and the Board of Governors have made a commitment to.

Ms. McCluskey asked what would happen if the State discontinued funding. Ms. Cuaron responded that if funding was discontinued we would go forward slowly so that if there is a need for additional funds, we include that in our entire planning process. If we create this integrated support service it will be a FTES generating facility which we have not been able to do right now because all of these entities are isolated. But pulling them together enables us to generate non-credit FTES. Ms. Owens said that even if state funds don't come in we are already doing a lot of these things, so we would be reorganizing and taking the money that we already have and using it differently.

It was asked if all the money we receive from the State is categorical. Ms. Cuaron responded that they are all categorical; one-time funds prescribed activities. Activities are clearly defined in the certification and they are categorical in 2008-2009. Dr. Dowd said that there were one-time basic skills funds that

came into Fund 11 but it was set up in designated because it was restricted by the State to be used for specific issues. In 2006-2007 the money was moved to Fund 12.

2. HSI Grant

Berta Cuaron announced that we received disappointing news last week that we did not receive our Title V Grant. The cutoff was 119 points and we received 116. We will receive written feedback which we will review and then decide if we want to resubmit next year. President Deegan thanked the members of the grant committee who invested so much time and energy to produce this proposal.

3. Consent Calendar Agenda Policies (Exhibit C3)

Ken Jay distributed and discussed the Board Contract Approval policy and procedures. He explained the difference between contracts and purchase orders and why some items are brought forward on the consent calendar and some on the new business calendar. Mr. Jay discussed the multi-year agreement process, explaining why a multi-year agreement is on the new business calendar for its initial approval but on the consent calendar as a 60-day report for renewal years.

President Deegan suggested that in April of each year, a list be presented to the Governing Board showing the multi-year contracts coming up for renewal the following fiscal year. This would give anyone an opportunity to address a specific contract before its renewal date. After discussion, everyone agreed it was a good idea.

President Deegan reviewed how and when Joe Newmyer was hired and when his contract should have officially terminated. When the interim vice president was hired after Mr. Newmyer left, there was nothing to electronically trigger the termination of his contract and take him out of the system. It is much like when a faculty member retires and he is subsequently hired part-time; it didn't automatically go back through the Governing Board. Mr. Newmyer was asked to assist the new interim. He would submit an hourly bill, signed off by the fiscal vice president. We have continued that to this day. The procedure has been changed so that when someone stops working in one area of the college, they have to be again board-approved to receive other compensation. This month Vice President Tortarolo will submit Mr. Newmyer's name on the short-term hourly list that will get him back officially. The same procedure will also happen with our retired faculty who return part-time.

D. REPORTS OF PLANNING COUNCILS

1. Administrative Services Planning Council

Bonnie Dowd reported that ASPC met on September 27. It was a short meeting because Dr. Dowd and Mr. Ellis were not able to attend and there were agenda items which required their input. Mr. Jay reported that the Bookstore and Cafeteria Advisory Committees are meeting in mid-October. The Bookstore and Cafeteria are now both administratively and operationally under the responsibility of Business Services. The council also discussed developing a "trigger" to determine when to hire non-faculty staff pointing out that faculty hiring is tied to full-time obligation but no such "trigger" exists for staff.

ASPC is requesting that Faculty Senate appoint one additional member to ASPC. For quite a while, there has only been one faculty representative appointed to and attending ASPC, with two vacancies. Another option would be to change the membership so there is only one faculty senate appointed representative on ASPC.

2. Human Resource Services Planning Council

John Tortarolo reported that HRSPC will now meet in the A1C conference room. Michelle Barton gave a presentation on HRSPC's roles and responsibilities and the governance structure in general.

3. Instructional Planning Council

Berta Cuaron reported that IPC met last Wednesday. They revised the institutional review and planning document. She will bring it to SPC in the near future. They reviewed the accreditation self-study. Various divisions presented "highlights of the day." The question of the day was "When would everyone have VISTA 2007?"

4. Student Services Planning Council

Lynda Halttunen reported that SSPC met September 26. They discussed the Campus Police Committee's request to add an additional faculty member and student. This will come back at their next meeting for second reading and approval and then will be forwarded to SPC for approval. Mary SanAgustin solicited volunteers to serve on Standard 2b for the accreditation self-study. They are reviewing their Institutional Review and Planning Non-Instructional Student Services form. There was a conversation about a peer response team for students in crisis. It was suggested that ASG participate with the students in a crisis workgroup. There was a short conversation about the reconfiguration of the student union building. Scott Cathcart discussed the reasons why the football team cannot play their games on this campus. The Athletic department is sending out a general email each Monday to give staff an update on Palomar sports. An email is going out regarding workshops the career center is hosting. Karen Huskey encouraged departments to participate in the College fair on October 23. Jayne Conway said that flu shots are available. This Saturday is the Encuentros event; they are expecting over 600 junior and senior high school boys on our campus.

E. RESOURCE ALLOCATION COUNCIL (Exhibit E)

Bonnie Ann Dowd reported that RAC met on September 25. They are revising their governance structure to reflect their roles and responsibilities. There has been discussion about changing the name of their committee from Resource Allocation Council to Budget Review Committee, because it better speaks to what RAC does, which is to review the budgets.

Bonnie Ann Dowd distributed and discussed a spreadsheets showing: Fund 11 for the proposed adopted 2007-08 budget and 2006-07 actuals; the 2006-07 Budget/Actual Comparison, and the Palomar College General Fund Combined.

F. REPORT FROM TECHNOLOGY RESOURCE COMMITTEE

Bonnie Ann Dowd reported that TRC is having a difficult time meeting the charge directed by SPC. They are requesting direction from SPC. The committee feels its task is not clear and are concerned that their membership is cumbersome; there should be 30 members on the committee according to the Governance Structure. For the last several meetings, TRC was not able to conduct business due to a lack of a quorum making members frustrated and feeling like they are wasting their time. According to the governance structure TRC was to look at the technology policy and procedures for the District. Concern has been expressed that TRC has not been able to address district-wide technology needs due to resistance to addressing organizational issues related to technology because some committee members fear that it might impact them personally. Dr. Dowd reported that Hayden Davis put together a proposal that he brought forward to the TRC showing the current membership and what the suggested membership might be. TRC discussed the uniqueness of this committee in that perhaps it should be represented not so much from a constituency standpoint but from an expertise standpoint. However, they were not able to discuss or vote on the proposal because they did not have a quorum.

G. REPORTS OF CONSTITUENCIES**1. Administrative Association**

Laura Gropen reported that AA had a general meeting October 28. The biggest topic of conversation was increasing communication. Beginning October 19 at 7:30 a.m., AA will have a monthly informal get-together to supplement their general meetings. Their next executive council meeting is this Friday. They have identified representatives for all but four college committees.

2. Associated Student Government

Michelle Eichelberger reported that ASG is continuing to work on Comet Celebration. They were able to get the dunk tank and are hoping President Deegan and Brent Gowen will participate in that. They are revising their by-laws and looking forward to the announcement of their interim director. ASG will be taking individual pictures to be displayed in the student union so students will know who they are. Ms. Eichelberger will give a presentation to the Governing Board on second hand smoke at the next Governing Board meeting. Phi Theta Kappa is hosting three leadership workshops, two in October and one in November, for Interclub Council to help clubs be more active.

Ms. Eichelberger said she heard that Campus Police Committee decided to increase the parking fee beginning spring. President Deegan responded that fees are not going to increase this year; the discussion may have been for the next fiscal year.

3. CAST – no report

4. CCE

Neill Kovrig reported that CCE had their first negotiations session with the District on the 19th. They met with the District off campus for an afternoon and discussed some issues of common concern and principles. It was very promising. They look forward to starting the more formal negotiations in the coming weeks. CCE had their first general membership meeting on the 20th. They discussed the recent emergencies. Mr. Kovrig compiled everyone's observations, concerns, and suggestions into a document and distributed them to SPC with a foreword by himself. **(Exhibit G4)**

President Deegan reported that he attended a debrief meeting regarding the power outage and bomb threats. The comments and suggestions they received will be forwarded to the Safety and Security Committee, which is being asked to identify the resources that we need to update the plans and address the issues of communication, evaluation, and training. He plans to send an invitation to all the constituent group leaders, or their designee, to join him on October 17 at an emergency preparedness conference at the Anaheim Convention Center.

5. Faculty Senate

Brent Gowen reported that the TERB formed a work group to examine the standards of the performance of the faculty. The Learning Outcomes Council is working with the Curriculum Committee to form a cyclical program review process that is embedded within the curriculum process.

6. PFF

Julie Ivey reported that negotiations are looking hopeful. Ms. Ivey attended the CCC and CFT State Council last weekend. She learned a lot that concerns Palomar; she will publish information about this in the next newsletter. PFF is planning a union outreach on Monday.

H. OTHER

The AIP work group met and consolidated the 19 objectives down to 13. They are going out to the constituents for review. It will come to SPC for a first reading at the next meeting.

President Deegan said he hopes that everyone will take a moment during their day and remember Sara Thompson, who passed away this weekend. She was a dear friend and colleague to us all. She will be sorely missed.

I. ADJOURNMENT

There being no remaining items the meeting was adjourned at 4:00 p.m.



GOVERNANCE STRUCTURE GROUP

Request submitted by Brent Gowen					Date 10/02/07				
Proposed Name of Requested Group Accreditation Steering Committee									
	Council	X	Committee		Subcommittee		Task Force		
Action Requested:					Add		Delete	X	Change
Role and Products: The Accreditation Steering Committee provides the overall planning, guidance, response, and preparation for the self-study, mid-term report, and other report requirements from ACCJC/WASC. The Committee is responsible for coordinating and organizing information, data, and resources in preparation for accreditation-related reports and site visits. The Committee makes recommendations on any issues related to accreditation throughout the six-year cycle. The Committee maintains currency with accreditation standards and procedures, including attending accreditation workshops. The Committee communicates and distributes information related to accreditation standards and procedures.									
Reporting Relationship: Strategic Planning Council									
Meeting Schedule: 2 nd Thursday from 2:00-3:30 pm (more frequently during self-study)									
Chair: Vice President for Instruction (Accreditation Liaison Officer) Tri-Chairs for Self-study: Faculty Member appointed by Faculty Senate, Non-faculty member appointed by CCE/AFT, Non-Faculty member appointed by CAST. Tri-chairs are/may be in addition to the Members/Designees.									
Members/Designees: <ul style="list-style-type: none"> Faculty Senate President Director, Institutional Research and Planning Faculty Co-chair, Curriculum Committee Faculty Co-chair, Learning Outcomes Council Faculty Co-chair, Institutional Review Committee Instructional Planning Council representative Student Services Planning Council representative Administrative Services Planning Council representative Human Resource Services Planning Council representative One Faculty Senate representative (appointed by Faculty Senate) One Administrative Association representative (appointed by Administrative Association) One CCE/AFT representative (appointed by CCE/AFT) One CAST representative (appointed by CAST) One PFF representative (appointed by PFF) One ASG representative (appointed by ASG) 									

Reviewed by Strategic Planning Council:
 Approved by SPC 10/17/06
 Revision approved by SPC 11/21/06
 Revision approved by SPC 10/02/07

Comments:

Board Contract Approval

The Board reviews, prior to signature and implementation, the following:

- All contracts meeting the dollar requirements for mandatory public bidding under Public Contract Code sections 20111(a) & (b) and section 20651(b). This includes agreements related to contract/grant funded programs.
- All multi-year contracts excluding:
 - maintenance, repair & service agreements
 - hardware & software maintenance , license renewals
- All real estate purchase or lease agreements except leasing of classroom space.

Per BP 540 Purchasing / Board Resolution No.05-20829

Contracts 60 Day Report

Contracts entered into for the last 60 days are to be reported to the Board for ratification or approval. Contracts on the report include:

- Contracts not meeting bid dollar thresholds.
- Real estate leases for classroom space.
- Renewal of contracts previously approved by the Board and containing renewal provisions.
- Amendments to existing contracts.

Per Education Code Section 81655 and Board Resolution
No.96-18424

Purchasing 60 Day Report

Purchase Orders entered into for the last 60 days are to be reported to the Board, with sufficient information to enable reviewing transactions, for ratification or approval. Items on this report include:

- Purchase Orders for all goods and services (excluding those purchase orders resulting from New Business Board Agenda items currently or previously reported).
- Cal-Card purchases for the last 30 to 60 days dependant on billing cycle

Per Education Code Section 81655 and Board Resolution No.96-18423

N. NEW BUSINESS

1. APPROVE REVISION OF B.P. 540 PURCHASING

MSC Nelson/McMullen

RESOLUTION NO. 05-20829

The Governing Board of the Palomar Community College District hereby approves the revision of B.P. 540 Purchasing as follows:

**B.P. 540
Purchasing**

The Governing Board has the sole authority and responsibility for purchase contracts of the District. The Governing Board may designate certain individuals as being authorized to sign purchase orders and certain contractual documents on its behalf, subject to ratification. Only those persons' names may obligate the District on behalf of the Governing Board. Furthermore, the Governing Board recognizes the need to establish guidelines for conducting day-to-day purchasing procedures as defined by the Purchasing Procedures Handbook.

The Governing Board shall review, prior to signature and implementation, the following contracts:

- All contracts meeting the dollar requirements for mandatory public bidding under Public Contract Code, section 20111(a). This review requirement includes agreements related to contract/grant-funded programs meeting these parameters.
- All public project contracts meeting the dollar requirements for mandatory public bidding under Public Contract Code, Sections 20111(b) and 20651(b). This review requirement includes agreements related to contract/grant-funded programs meeting these parameters.
- All multi-year contracts excluding maintenance, repair, and service agreements; hardware and software maintenance and license renewals.
- All real estate purchase or lease agreements except leasing of classroom space.

The Vote was unanimous (of those Trustees present).
Student Trustee Advisory Vote: Aye

2. APPROVE REVISION OF B.P. 470 ATHLETIC FUNDING

MSC Larson/Nelson

RESOLUTION NO. 05-20830

The Governing Board of the Palomar Community College District hereby approves the revision of B.P. 540 Purchasing as follows:

**BP 470
ATHLETIC FUNDING**

The District shall assume financial responsibility for the Athletic Program.

The Vote was unanimous (of those Trustees present).

H. UNFINISHED BUSINESS

MSC Scofield, White

RESOLUTION 96-18423

1. **DELEGATION OF AUTHORITY PURSUANT TO CALIFORNIA EDUCATION CODE SECTION 81656 TO PURCHASE SUPPLIES, EQUIPMENT, AND SERVICES**

WHEREAS, legal authority exists under California Education Code Section 81656, whereby the Governing Board by majority vote may adopt a rule, delegating to any officer or employee of the District as the Board may designate, the authority to purchase supplies, materials, apparatus, equipment, and services; and,

Whereas, the delegation may not include authority to purchase said items where the cost exceeds the amount specified in California Public Contract Code Section 20651; and,

Whereas, California Public Contract Code Section 20651 sets the following monetary limits on purchases without the requirement to engage in competitive bidding: (1) \$50,000 plus an annual adjustment to reflect the percentage change in the annual average value of the Implicit Price Deflator for State and Local Government Purchases of goods and services, for equipment, materials, supplies, services except construction services, and repairs and maintenance that are not a public project, and (2) \$15,000 for a public project; and,

WHEREAS, the Governing Board of the Palomar Community College District desires to entrust the employees designated in this Resolution, by adoption of a rule that authorizes and directs that said designated employees conduct the business of the District with respect to the purchases identified herein, and within the limits allowed by the law as set forth herein;

NOW THEREFORE BE IT RESOLVED, That the following designated employees of the District be and are hereby designated pursuant to California Education Code Section 81656, effective July 1, 1997, and until further action of this Board rescinding, and/or amending this designation, to purchase supplies, materials, apparatus, equipment, and services up to the limits specified in California Public Contract Code as recited above; and,

BE IT FURTHER RESOLVED, That the following designated employees shall report to this Board not later than sixty (60) days following their purchases under this rule, sufficient information to enable this Board to review the transactions conducted:

Jerry R. Patton, Assistant Superintendent/Vice President, Finance and Administrative Services; and,

Lynn Ginsburg, Director, Business Services; and,

Ben Echeverria, Counsel, Contracts and Special Projects; and

Virginia Dower, Director, Auxiliary Services; and each of them.

BE IF FURTHER RESOLVED, That this resolution replaces Resolution 96-18141, effective February 11, 1997. **Exhibit H-1,2,3**

Ralph Jensen questioned the definition of the term, "public project", and was told that it refers to items such as infrastructure and roads.

Barbara Hughes again noted that she is not convinced that passage of items H-1, H-2, and H-3 will save staff time. She requested reassurance that the procedures and approval of the appropriate staff members will remain the same as they are currently. Ben Echeverria stated that procedures will remain the same, but individual resolutions will no longer need to be drafted for each individual contract as is currently done, thus saving considerable staff time. Ben also noted that the periodic report of contracts signed, which will be provided to Board members, will be presented in spread-sheet form.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

2. **DELEGATION OF POWER TO CONTRACT PURSUANT TO CALIFORNIA
EDUCATION CODE SECTION 81655 TO PERSONS DESIGNATED BY THE
SUPERINTENDENT**

MSC Jensen, Scofield

RESOLUTION 96-18424

WHEREAS, legal authority exists under California Education Code Section 81655, for the District Superintendent or his designee, pursuant to resolution of the Governing Board of the District passed in accordance therewith, to be delegated the power to contract on behalf of the District; and,

WHEREAS, this delegation of authority may be a blanket authorization in advance of its exercise, or it may be limited as to time, money or subject matter; and,

WHEREAS, no contract made pursuant to such delegation and authorization shall be valid or constitute an enforceable obligation against the District unless and until the same shall have been approved or ratified by the Governing Board; and,

WHEREAS, the approval or ratification of the Governing Board shall be evidenced by a motion of said Board duly passed and adopted; and,

WHEREAS, the Superintendent of the Palomar Community College District desires to designate the following employees of the District to authorize them to enter into routine contracts for amounts less than the competitive bidding requirements as detailed in California Public Contract Code Section 20651; and,

WHEREAS, the Governing Board has confidence in its employees who are designated herein to contract in the name of the District in accordance with this Resolution, and to bring back to this Board for ratification and approval, the contracts entered into pursuant to this authority, and to do so not less than every quarterly period (120 days) of each fiscal year;

NOW THEREFORE BE IT RESOLVED, That the following employees having been designated to this Board by the Superintendent, be and are hereby authorized and directed in accordance with the provisions of California Education Code Section 81655 to exercise the power of the Palomar Community College District, and Palomar College, to contract subject to ratification or approval by this Governing Board no less frequently than every 120 days following the making of the contract; and,

BE IT FURTHER RESOLVED, That this delegation of the power to contract be and is hereby effective July 1, 1997, and until further action of this Board rescinding, and/or amending this delegation, and,

BE IT FURTHER RESOLVED, That this delegation of the power to contract constitutes blanket authority as regards subject matter, or substance of the contract, but is limited as to monetary amount of each contract to the competitive bidding limits set forth in California Public Contract Code Section 20651, to wit: (1) \$50,000 plus an annual adjustment to reflect the percentage change in the annual average value of the Implicit Price Deflator for State and Local Government Purchases of goods and services and (2) \$15,000 for a public project as defined in Public Contract Code Section 22002 (c); and,

BE IT FURTHER RESOLVED, That this delegation of power shall not apply to real property acquisitions, rights of way, easements and dedication thereof, or to any legal actions wherein the District is a named party; but this delegation of power to contract is intended to effect a smoother operation of the District as to such routine matters as include, but not limited to, the following contract matters: (1) routine program contracts such as nurse training, paramedic training (field and clinical), dental training agreements; (2) facility rental agreements; (3) tenant leases at the Escondido Center; (4) consultant and independent contractor agreements; (5) honorarium agreements; (6) multimedia production agreements; (7) workshop agreements including contracts for food and facilities; (8) rental agreements to use facilities of others, including public and private, on short-term basis; (9) contracts to carry out field trips/courses such as the annual trip to the Sea of Cortez, the Yellowstone National Park trip involving five (5) separate contracts with vendors; (10) advertising agreements for yellow-page ads, and billboard space, (11) security, (12) equipment maintenance, (13) all other contracts and agreements of a routine nature not needing the immediate approval of the Governing Board as they arise.

George R. Boggs, Superintendent/ President; and,

Jerry R. Patton, Assistant Superintendent/Vice President, Finance and Administrative Services; and

Lynn Ginsburg, Director, Business Services; and

Ben Echeverria, Counsel, Contracts & Special Projects; and

Virginia Dower, Director, Auxiliary Services; and each of them. **Exhibit H-1,2,3**

Lengthy discussion ensued wherein two paragraphs of the proposed resolution, which had appeared on the agenda, were deleted prior to passage. The Board requested that reports be issued to them every 60 days, rather than 120 days.

The Vote was unanimous.

Student Trustee Advisory Vote: Aye

Excerpt from June 12, 2006, minutes:

6. **APPROVED AGREEMENT WITH STRATA INFORMATION GROUP FOR MANAGEMENT SERVICES FOR DISTRICT'S INFORMATION SERVICES**

MSC McMullen/Larson

The Palomar Community College District approved a **management services agreement with Strata Information Group (SIG)** in accordance with California Government Code §53060, effective July 1, 2006, and through the end of the fiscal year ending June 30, 2007, for a monthly consideration of Nineteen Thousand, Eight Hundred Dollars (\$19,800.00) including all normal and customary travel and expenses, subject to annual renewal for up to four (4) additional years. This agreement is to be funded from the Information Services Department budget, including the vacant Director position.

EXHIBIT N-6

A lengthy discussion ensued with members of the Board sharing their views regarding the hiring a consulting company for Information Services for an extended period. Several Board members voiced their concerns. President Deegan and Vice President Dowd asked the Board for its support of this contract. President Deegan commented that by approving this contract, it would allow the District to transition and implement the new software programs that need to be implemented. He assured the Board that a plan would be in place sometime between now and two years, with yearly updates. With this assurance, Board members voiced their support.

Ex F

A	B	C	D	E	F	G	H	I
1								
2	9/26/07							
3								
4								
5								
6								
7								
8							2007-08	
9								
10	Account	Description	Unrestricted Actuals	Designated Actuals	Total Actuals	Unrestricted Budget	Designated Budget	Total Budget
11	Beginning Fund Balance		8,530,095	1,601,692	10,131,787	8,642,891	4,328,118	12,971,009
12								
13	REVENUE							
14	810000	Federal Revenues						
15	860000	State Revenues	33,036,308	3,478,061	36,514,369	37,711,270	430,000	38,141,270
16	880000	Local Revenues	60,135,445	971,090	61,106,535	58,615,000	1,045,495	59,660,495
17	890000	Other Sources	210,132	203,850	413,982	-	75,000	75,000
18	Revenue Grand Total		93,381,885	4,653,001	98,034,886	96,326,270	1,550,495	97,876,765
19								
20	EXPENSE							
21	100000	Academic Salaries	42,530,712	500	42,531,212	42,943,298	-	42,943,298
22	200000	Non Acad Salaries	20,817,985	334,608	21,152,593	22,369,646	459,302	22,828,948
23	300000	Employee Benefits	19,040,520	121,361	19,161,881	20,782,163	183,616	20,965,779
24	400000	Supplies & Materials	680,540	629,921	1,310,461	551,353	552,264	1,103,617
25	500000	Other Oper Exp	6,071,835	412,400	6,484,235	7,738,403	974,955	8,713,358
26	600000	Capital Outlay	1,014,171	201,226	1,215,397	802,379	199,159	1,001,538
27	700000	Other Outgoing	3,113,326	226,559	3,339,885	978,542	19,000	997,542
28		2007-08 COLA				3,160,762		3,160,762
29	Expense Grand Total		93,269,089	1,926,575	95,195,664	99,326,546	2,388,296	101,714,842
30								
31	Net Change to Fund Balance		112,796	2,726,426	2,839,222	(3,000,276)	(837,801)	(3,838,077)
32								
33	Ending Fund Balance		8,642,891	4,328,118	12,971,009	5,642,615	3,490,317	9,132,932
34								
35	5% Reserve		4,700,000		4,700,000	5,000,000		5,000,000
36	Designated Amounts			4,328,118	4,328,118		3,490,317	3,490,317
37	Rolled Purchase Orders		287,763		287,763			
38	Other Reserves		3,655,128		3,655,128	642,615		642,615
39								
40	Total Fund Balance		8,642,891	4,328,118	12,971,009	5,642,615	3,490,317	9,132,932

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	
1	Palomar Community College District																									
2	2006-07 Budget/Actual Comparison																									
3	General Fund Combined																									
4	9/25/2007																									
5																										
6																										
7	Account	Description	Unrestricted Budget 8,530,095	2006-07 Budget 9/25/07 8,530,095	2006-07 As of 9/25/07 8,530,095	Difference (M-N)	2006-07 Budget 9/25/07 1,601,692	2006-07 As of 9/25/07 1,601,692	2006-07 Budget 9/25/07 1,601,692	2006-07 As of 9/25/07 1,601,692	Difference (R-S)	2006-07 Budget 9/25/07 1,601,692	2006-07 As of 9/25/07 1,601,692	2006-07 Budget 9/25/07 1,601,692	2006-07 As of 9/25/07 1,601,692	Difference (T-U)	2006-07 Budget 9/25/07 1,601,692	2006-07 As of 9/25/07 1,601,692	2006-07 Budget 9/25/07 1,601,692	2006-07 As of 9/25/07 1,601,692	Difference (V-W)	2006-07 Budget 9/25/07 1,601,692	2006-07 As of 9/25/07 1,601,692	2006-07 Budget 9/25/07 1,601,692	2006-07 As of 9/25/07 1,601,692	Difference (X-Y)
8	Beginning Fund Balance		8,530,095	8,530,095	8,530,095		1,601,692	1,601,692	1,601,692	1,601,692		1,601,692	1,601,692	1,601,692	1,601,692		1,601,692	1,601,692	1,601,692	1,601,692		1,601,692	1,601,692	1,601,692	1,601,692	
9	REVENUE																									
10		Federal Revenues	-																							
11		State Revenues	29,676,719	30,233,805	33,036,308	2,802,503	4,603,934	3,478,061	2,265,763	3,478,061	1,212,298	4,603,934	3,478,061	2,265,763	3,478,061	1,212,298	4,603,934	3,478,061	2,265,763	3,478,061	1,212,298	4,603,934	3,478,061	2,265,763	3,478,061	
12	860000	Local Revenues	61,919,000	61,919,000	60,136,445	(1,783,555)	980,885	971,090	984,565	971,090	(13,475)	980,885	971,090	984,565	971,090	(13,475)	980,885	971,090	984,565	971,090	(13,475)	980,885	971,090	984,565	971,090	
13		Other Sources	-	210,132	210,132		35,000	203,850	203,850	203,850		35,000	203,850	203,850	203,850		35,000	203,850	203,850	203,850		35,000	203,850	203,850	203,850	
14	890000																									
15	Revenue Grand Total		91,895,719	92,362,937	93,381,885	1,018,948	5,619,819	4,653,001	3,454,178	4,653,001	1,198,823	5,619,819	4,653,001	3,454,178	4,653,001	1,198,823	5,619,819	4,653,001	3,454,178	4,653,001	1,198,823	5,619,819	4,653,001	3,454,178	4,653,001	
16	EXPENSE																									
17		Academic Salaries	40,131,972	42,477,385	42,530,712	(53,327)	103,384	725	498,848	334,608	164,240	103,384	725	498,848	334,608	164,240	103,384	725	498,848	334,608	164,240	103,384	725	498,848	334,608	
18	100000	Non Acad Salaries	20,105,678	21,344,762	20,817,985	526,777	384,875	166,387	166,387	121,361	45,026	384,875	166,387	166,387	121,361	45,026	384,875	166,387	166,387	121,361	45,026	384,875	166,387	166,387	121,361	
19	200000	Employee Benefits	18,950,483	19,316,974	19,040,520	276,454	268,335	629,921	884,300	629,921	54,379	268,335	629,921	884,300	629,921	54,379	268,335	629,921								

Ex F

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	Palomar Community College District																	
2	General Fund Combined																	
3	9/25/07			Unaudited	Unaudited	Unaudited	Unaudited	Unaudited		Unaudited								
4				2006-07	2006-07	2006-07	2006-07	2006-07	2006-07	2006-07								
5				Unrestricted	Designated	Total Fund 11	Fund 12 Restricted	Unaudited	Total Fund (11+12)	Actuals		Unrestricted	Designated	Total Fund 11				
6	Account	Description		Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals		Budget	Budget	Budget				2007-08
7	Beginning Fund Balance		8,530,095		1,601,692	10,131,787		2,353,353	12,485,140		8,642,891	4,328,118	12,971,009			4,889,508		Total Fund (11+12) Budget
8																		17,860,517
9	REVENUE																	
10	810000	Federal Revenues		-		-		3,554,041		3,554,041								
11	860000	State Revenues	33,036,308	3,478,061	36,514,369		14,502,058	51,016,427		51,016,427		37,711,270	430,000	38,141,270		4,632,188		4,632,188
12	880000	Local Revenues	60,135,445	971,090	61,106,535		6,663,704	67,770,239		67,770,239		58,615,000	1,045,495	59,660,495		11,341,145		49,492,415
13	890000	Other Sources	210,132	203,850	413,982		152,808	566,790		566,790		-	75,000	75,000		6,199,702		65,860,197
14																74,153		149,153
15	Revenue Grand Total		93,381,885	4,653,001	98,034,886		24,872,611	122,907,497		122,907,497		96,326,270	1,550,495	97,876,765		22,247,188		120,123,953
16																		
17	EXPENSE																	
18	100000	Academic Salaries	42,530,712	500	42,531,212		2,603,857	45,135,069		45,135,069		42,943,298	-	42,943,298		2,503,840		45,447,138
19	200000	Non Acad Salaries	20,817,985	334,608	21,152,593		6,802,980	27,955,573		27,955,573		22,369,646	459,302	22,828,948		7,335,571		30,164,519
20	300000	Employee Benefits	19,040,520	121,361	19,161,881		2,585,621	21,747,502		21,747,502		20,782,163	183,616	20,965,779		3,107,299		24,073,078
21	400000	Supplies & Materials	680,540	629,921	1,310,461		1,002,545	2,313,006		2,313,006		551,353	552,264	1,103,617		708,503		1,812,120
22	500000	Other Oper Exp	6,071,835	412,400	6,484,235		6,313,658	12,797,893		12,797,893		7,738,403	974,955	8,713,358		5,155,569		13,868,927
23	600000	Capital Outlay	1,014,171	201,226	1,215,397		2,507,219	3,722,616		3,722,616		802,379	199,159	1,001,538		1,044,087		2,045,625
24	700000	Other Outgoing	3,113,326	226,559	3,339,885		520,576	3,860,461		3,860,461		978,542	19,000	997,542		456,903		1,454,445
25		COLA										3,160,762		3,160,762				3,160,762
26	Expense Grand Total		93,269,089	1,926,575	95,195,664		22,336,456	117,532,120		117,532,120		99,326,546	2,388,296	101,714,842		20,311,772		122,026,614
27																		
28	Net Change to Fund Balance		112,796	2,726,426	2,839,222		2,536,155	5,375,377		5,375,377		(3,000,276)	(837,801)	(3,838,077)		1,935,416		(1,902,661)
29	(Revenue less Expense)																	
30	Ending Fund Balance		8,642,891	4,328,118	12,971,009		4,889,508	17,860,517		17,860,517		5,642,615	3,490,317	9,132,932		6,824,924		15,957,856
31																		
32	Components of Ending Fund Balance																	
33	5% General Fund Reserve		4,700,000	-	4,700,000		-	4,700,000		4,700,000		5,000,000	-	5,000,000		-		5,000,000
34	799010	Contingency to Spread	-	4,328,118	4,328,118		4,889,508	9,217,626		9,217,626		-	3,490,317	3,490,317		6,824,924		10,315,241
35	Rolled PO's		287,763		287,763			287,763		287,763		642,615		642,615		-		642,615
36	Other Reserves		3,655,128		3,655,128		-	3,655,128		3,655,128		5,642,615		5,642,615		-		15,957,856
37	Ending Fund Balance		8,642,891	4,328,118	12,971,009		4,889,508	17,860,517		17,860,517		5,642,615	3,490,317	9,132,932		6,824,924		15,957,856
38																		

FOREWORD

Recent events which have necessitated an emergency response on the part of the District have become a cause for concern for the members of the Classified Unit. To wit, the power outage of 4 September and the bomb threats of 13 and 19 September have raised numerous points on communications and notification, issues which the District has pointed out as being problematic.

In the process, it seems as though there has been remarkably little call for input from those employees who work the front-lines, especially the Classified staff of the College. It is these employees who must assuage the concerns of students and fellow staff-members alike, who must relay information and instructions on safe evacuations, and who are looked to by students to provide answers when confusion threatens to reign. We are eminently aware of the need to preserve order and maintain a sense of stability at the College during these trying times; however, it is also incumbent upon the District to provide information updates to staff members regularly in a fashion that is easily-accessible to those who are locked down as well as those who may be evacuated. Furthermore, we can no longer fool ourselves into believing that adopting a "business-as-usual" mentality across the remainder of the campus is doing anyone any favors. Indeed, it would be better if we all remain on alert for further instructions, even if those further instructions are nothing more than "keep students calm, reassured, and continue to maintain a state of awareness regarding the situation" - that conveys the same sentiment as "business as usual" without overly downplaying the seriousness of the situation.

In the following nine pages, you will find commentary submitted by Classified Staff members regarding their feelings on how the emergency procedures implemented by the District were received during the last three incidents. Each offers a unique insight to the situation; many have suggestions I would propose the Safety and Security Committee, the Strategic Planning Council, and the Governing Board take seriously. Many commend the Campus Police for doing the best they could with the resources available, which are few and far between as we all know. Almost all condemn the lack of communication.

It is my sincere hope that the members of the Strategic Planning Council and the Governing Board consider the comments contained herein, and work with the Classified Unit to create and implement an updated Emergency Response Plan that protects the interests and lives of all faculty, staff, administrators, and - most importantly - students of the College. Oftentimes the answers to our very problems lie within those who experience firsthand the lack of communication, and the distress of students.

Respectfully submitted this 2nd Day of October, 2007, in
Meeting Here assembled;

On behalf of the Classified Unit of the Palomar Community
College District,

/s/ Neill K. Kovrig
President
Council of Classified Employees
CCE/AFT Local 4522

/nkk

NOTE: For the protection of those employees who submitted responses, names have been removed from the text. All those who submitted responses are qualified Classified employees.

We were never told to evacuate, even though we are part of the "S" building closest to the cafeteria. We just saw everyone heading for the parking lot. A student in class opened the door and asked what was going on. At that point we were told to leave the building immediately. There was no explanation. Because of the abruptness, we left without our purses, books, or cell phones. The students were stuck on the field with no money, car keys, books or anything. If we had known it was a bomb threat from the beginning, we could have grabbed our stuff.

Before I left, I called the Dean's office to try to find out if it was a fire drill, or what. They were totally unaware. When I called campus police, I was only told to stay away from the bookstore and cafeteria. Then they hung up, no further information was given.

Whatever the emergency, please ask the instructors to remind the students to take an extra minute and grab their belongings.

There are rarely any supervisors or senior staff in the library when we open, nor often for several hours later. I was informed of the student union threat by a person from another department within our building. I called campus police who were, understandably, hesitant to say too much, so I was left with the only answer I could give other staff and students that there was no threat, at least to the library building. When supervisors did arrive I still did not learn anything new, though they seemed to be able to get more info. The athletic area threat began the same with information from the same staff member in another department. No other info from outside. All the emails were informative, but they assumed I had time to check my email. Staff in public service positions, where students are most present, often don't have the time to check emails as a situation progresses.

Though, I understand that in "emergency situations" keeping the public in a calm state is key, I do not agree with the system of communication. Generally I am one of the first staff members to receive students contact because my desk is accessible (it is by the front sliding doors). I was informed of the second bomb threat by a student who had been evacuated from her class; she wanted to know where to go, what to do and if her other classes were canceled. Unfortunately, the student was the first to inform me of the bomb threat and hence, I did not have enough information to answer all of her questions: concerning classes and so forth. I would like to see a mode of communication where staff members are informed not only concerning the emergency but have general directive in mind: where do students go? should they wait for their second class? are evacuated students allowed to go home? These are questions which determine our readiness and as of yet, have not been answered.

I guess in short my understanding, rightly or wrongly, is that there really are no procedures in place for any kind of on-campus emergency, general or specific. If there were some procedures being followed, they were certainly invisible to both myself and my faculty. In point of fact, at least one of my contract faculty learned of the very first "threat" via one his student's, who was alerted via a text-message on her cell-phone during class.

In this 21st century world of ours, it's hard for me to believe we have no sort of public address system, or at the very least a clear "chain" of communication and perhaps some kind of (borrowing a phrase from my days in the Navy) General Quarters alert. A "GQ" can mean just about anything, really, but the response is somewhat generic. How difficult would it be to have some sort of "panic button" (controlled by, for instance, Campus Police, the switchboard or both) that would send out even a generic warning to say, Deans, Department Chairs, ADA's or other selected persons on campus, to initiate SOME kind of coordinated response?

I did find rather appalling the absolute dearth of information flowing from anyone... About anything. I understand the need to keep the possibility of panic to a minimum, but at the same time a certain degree of information needs to be flowing. I'm sure that's obvious though.

In short, I guess what I would like to see is some kind of mass-address system for when something of this nature occurs. Even if the details are obscure, to be informed there is an emergency situation of SOME kind on campus - whether it require that everyone evacuate to a predetermined location, or perform a lock down, or whatever - would be nice. In this age of modern communications I can see several viable venues: Cell phones, campus phones, even two-way radios at strategic locations on campus.

I do appreciate your email and hope it reflects that these issues are being looked at with all due concern.

If the Classified employees are not notified of possible threats or emergencies, we look bad not having the correct information to give to students. It also makes the college look bad in not preparing the staff for emergencies and having an evacuation plan in order. The problem here is firsthand communication and how do we get answers even when the phones and e-mail might be down.

I have two situations come to mind that I believe procedures need to be changed to protect the Classified Staff. 1.) A while back an ex-Counseling/Assessment employee who is suffering with psychiatric disorders made threats to "shoot Palomar employees" while she was being held on a 51/50 at Tri-City Hospital. The Oceanside Police called Palomar College to advise of the threat; however, I'm not sure all the possible victims of the threat were advised of the possibility. I was. In the future, I want to be notified by Palomar if this or any other ex-department employee makes threats. Since not everyone was notified this last time, I feel that it's possible Palomar may not notify everyone the next time a threat is made.

Also, about 3 weeks ago, I had a student come in who was very obviously suffering a psychotic episode and was on meth or crack or a similar drug. I was trying to contain the situation and alerted another employee. At the first

opportunity I had, I grabbed my belongings and fled; it was about 7:30 p.m. Not too long after I left, the Campus Police was called by the employee I had alerted, as the student's behavior worsened. There should be some kind of telephone code for calling Campus Police, so the student would not be aware of what we were doing, even while engaged with us. Example: Calling the Campus Police and saying, "Could you bring some more Xerox paper to [Department]?" And, that would alert the Police to come to [Department] immediately to meander through the area and observe what's going on.

We [Department] have a "panic button" for which we are truly grateful; however, our instructions are that an incident must be in progress prior to pushing it, as it will not only call the Campus Police but the Escondido Police as well, and they will come with "guns drawn." We may be able to thwart the "incident in progress" with police presence in a threatening, potentially dangerous injurious situation.

I think this is a very important issue that must be dealt with for the safety of the employees.

Thank you for addressing it,

I am a new employee here at Palomar and have come from a high school setting. Of course at the high school we not only had an emergency plan in place because of our campus environment we actually had the opportunity to perform drills. So now I realize that my mentality on that process changes here at the community college but with all the college and high school tragedies in the past and our most recent bomb threats my concern as a new employee would be is there a plan in place at all and where would I locate that. This would include such disasters as fire, earthquake, intruders, natural disaster and bomb threat. We talk about the safety and protection of our students and staff; do we have any accountability of where people are during a disaster? If there was a fire or earthquake and we evacuate a building do we have accountability of someone that might be trapped in the building. If we just evacuate with no set meeting place we would not know if someone is missing.

Communication is another huge issue. Students were asking veteran employees questions during the bomb threat and no one had answers. Typically we don't have specific answers in such disasters but at least staff should have specific directions for students.

This was a little unsettling to see within my first month on campus. So my question to you is do we have a plan somewhere on campus? Can we have access to that plan? If a plan does not exist or needs to be updated I have secured a plan from my former high school that could be used as a guide along with other such plans acquired.

Thank you for giving us this opportunity for our input.

I am glad you asked.

I am concerned that if students left their backpacks in the student union when it was evacuated, it may not have been evacuated properly. Is there a written procedure? Who handles this? Shouldn't it have been handled in such a way that nothing was left behind.

It concerns me that the phone service does not work when the electricity goes out. Even if I had a cell phone, which I don't, I could not be contacted unless someone had my number. But, I guess I need to get one because then I could at least call someone to find out what was happening.

I, too, learned from the students bits and pieces of what was happening. I did not feel properly informed in order to help the students. I have had some short training sessions on how to handle situations like this, but not through Palomar.

What concerned me most was the situation of people standing in the sun for hours. There should have been some sort of systematic plan for allowing these students and faculty to leave the campus. I am aware of one employee, who was not able to go back to his office where he had his medication, and as far as I know from what I have heard people in the crowd were not being monitored for health problems.

Another concern is that some of the students, standing in the sun, who are DRC students were not being monitored, and later came to me with their concerns, not being able to settle back down and needing reassurance that it was now safe.

Again thank you for asking,

Thank you for your reply.

Since it appears that defining key personnel is, or may be, an issue I might simply suggest that that definition be linked to the nature of the situation at hand. Certainly not every ADA needs to be made aware of every minor issue that comes down the pike, ones likely to "fizzle out" on their own, but what about a sort of tiered system, based on how time-sensitive/significant the threat is perceived to be? And yes, the rebuttals to my choice of language are obvious. My response is that everyone already understands that these are situations where it boils down to a judgment call. Someone, somewhere, has to make the decision on what constitutes a threat, and to what degree.

That being said, just a rough sketch of how this tiered system might look or work:

Tier 1 Personnel: Campus Police, Division Dean's,
Notified in situations where time is not perceived to be critical; e.g. non-specific threat, or just the possibility of a threat that warrants *awareness*.

Tier 2 Personnel: Campus Police, Division Dean's, and Department Chair's
Notified in situations where time is, or could be, an issue while no *immediate* threat yet exists; yet still warrants *attention*.

Tier 3 Personnel: Campus Police, Division Dean's, and Department Chair's, Department ADA's (or someone at that level if some departments do not have an ADA)
Notified in situations where time is very much a critical factor and evacuation or other immediate *response* is called for, whatever that response might be.

Just some additional thoughts on this weighty matter.

The questions I found unanswered for the second threat was the parking situation and leaving with your vehicle near those buildings of concern.

What we want to hear and need to hear is that no one is hurt. it is a bomb threat and we trust that our police department is taking care of this. I might add that we have one of the best patrolled campuses in North County.

Since, they were not letting people evacuate with their cars it would have been nice to offer shuttles. Not sure if that would be an option. They should have told us that it would last at least 3 hours. We also need a list of buildings that are evacuated and that classes are cancelled which could be posted on the website. Many of us have phones with internet access. Radio and TV stations should be contacted before we have parents calling in. Maybe they could post the information on their website as breaking news. We need a list kept in our office area of cell phone numbers. Some of us were wondering if we left certain people behind or if they knew about the threat.

I was not here during the power outage.

I agree with **{Name Deleted}** and like most of the higher education schools across the nation we are not prepared.

- 1) We need to set a communication chain of command.
- 2) A central meeting point for all VP, Deans, President, and directors to meet in case of emergencies.
- 3) Agree upon what type of communication device or devices to be used during certain types of emergencies. (Certain bombs can be set off by radio frequencies or cell phones)
- 4) An emergency coordinator should be assigned to each evacuation area & only information received from the assigned VP during this time for information will be passed to the emergency coordinators will be passed to the students, staff, & faculty in these areas.
- 5) The Campus Police will also only pass on information to the assigned VP during an emergency and then will then pass on the updated information to the Administrators & emergency coordinators.
- 6) Each emergency coordinator will be trained or attend at least two meeting per year to update emergency plans. Assigned administrators should also attend these types of training or meetings.
- 7) Emergency coordinator should be supplied with bull horns to speak with the people in their evacuation area to pass on updated information.

OK, these are just a few ideals to handle an emergency but most of the work & details will have to happen once a group is put together to put in place an updated emergency evacuation plan. The one in place now is at least 20 years old & the campus has changed along with the type of threats in these times.

I feel that the 2nd evacuation was much better than the 1st evacuation with the lessons learned but the key is a communication chain of command that must be followed to protect all those at Palomar.

There have been a lot of good ideals and I know from seeing the difference from the 1st & 2nd threat that changes are being made.

I have read many of the comments made by other individuals regarding the situation. I agree with some things and disagree with others. Basically, my thought on the matter is that there needs to be a system of clear and concise communication. Those that think instant gratification is what we are after are wrong. Many classified staff are on the "front lines" when it comes to providing information and direction to students, the public, and faculty and other staff. My office someday seems like the upper campus information booth. We constantly get students in asking questions about all things on this campus, during times of emergency the students know to come to my office for help. When I don't have any information about what is going on at the campus, I cannot help them.

During the first bomb threat, I found out about it because I was at the snack shack and the cashier told me the student union was evacuated. That is all I knew for sure for quite some time (really until it was over). In the meantime I had instructors asking me and emailing me if they had class, if they were supposed to leave campus, etc. and I had no information for them AT ALL. Then the rumor mill spread and there were all kinds of "misinformation" abounding (even from our own facilities staff). We had no idea that some of our classes in classrooms in other areas of the campus were being evacuated; I had instructors wondering who told their students to leave the class, etc. It was really hard to keep the peace around here because all the stories on the campus were different and there was no "official" announcement or procedure in place that people knew to follow.

Bottom line, there needs to be an agreed upon procedure for situations like this. If there is an emergency and we have power, then there should be some kind of communication via email stating the situation and what the course of action is at that time. That way the campus has an idea that something is occurring and where to go for more information when it is available such as the webpage, etc. That way, staff, faculty, and students that aren't accessing the web or email can get the correct information from staffs like me who are known as the "go to" people. The thing that causes the most chaos in these situations is the speculation, rumor, and misinformation. Nipping that in the bud makes for a smoother situation.

I used to work in the Jewelry industry and this was a very high risk environment (armed robberies, etc). There was always communication between stores and areas when there were threats at hand. Although this was pre-email, if there was a threat at hand we would receive a fax with the appropriate information about the threat and told what to do about it to be prepared if it were to come to our location. As archaic as this seems, it worked very well. Also, just knowing what the S.O.P. is in any emergent event made for a calm and uneventful implementation of those procedures. I have closed stores under threat of gunfire and mob fights, I have face grab and run thefts, I have been trained on how to handle armed robberies (known those who actually we held at gunpoint); I have responded to midnight break-ins, etc. All without incident because there were procedures in place that were STANDARD and everyone knew how to follow them. If we had something like that in place here, just knowing what the expected course of action is in an emergent situation would cut down on the uncertainty and keep the campus calm and orderly.

It seems that there should be something in place here at Palomar. Even if we had multiple reader boards on campus that could publish directions to students and tell them where to find further information such as the website or what areas on campus to go to, it could ensure that ALL are getting the SAME information. In case of a power outage, it seems that back up generators for something like this could be a reasonable fix to that problem. Departments or ADA's could be contacted with information and direction of what to communicate to students, faculty, and the public. It seems that in this day and age, there should be some way to communicate to the campus that is reliable and inexpensive. Maybe departments could have inexpensive radios that are to be used in the event of an emergency or power outage. I know that my department is totally cut off from anything when the power is out because our phones are affected by the outage. This shouldn't be as big of a problem as it is. Forethought and implementation of a plan of action would solve a lot of issues.

I apologize for length of this; my intent was not to ramble on. I just wanted to express the importance of a means and procedure of communication (training is also part of this) during times of crisis

Thank you again, Neil, it's good to see someone addressing this issue so directly.

I do share your concerns. Maybe we can have several people as key contacts in each division to call a list of several key staff in each department so this key staff in each department can communicate to all other staff within the department. If PC phones are down or internet is down or in the case staff is not checking their outlook email, key staff can be contacted by cell phones. (I know giving cell phones could be very personal – however, my immediate solution would be having cell phones of several key staff by department | to be used ONLY for this type of emergencies.

Aren't the Campus Police trained for Emergency situations? Why can't they notify the key people, and set up emergency evacuation steps and procedures??

I was able to grab my purse and water before being evacuated to the football field. Most people did not have water. If it had been a week earlier, the heat would have done us in. If it happens in the winter or rain, we would be in trouble. I cannot be in the sun for very long. It was amazing how many of us were able to stand in the shade of the shrubs that border the track.

I agree that there is a communication problem.

It would have been nice if we could have exited with our vehicles for a while. At 11:15 we got the word that it would be 45 to 60 minutes, and we would get another update so three of us walked to Sorrento's to have lunch. Later more people from Fiscal came also.

The students seemed to handle the situation well – some were in groups talking, and some were sitting on the ground studying.

Thank you for pursuing this matter. Being properly prepared could mean our survival.

... Someone needs to be the point person on communication and get it going so that employees know what is going on. We were initially told that they didn't want to use cell phones or the radios because it could set off the bomb.

Come on....we're talking about international terrorists there. You have to be pretty sophisticated to rig up something that a cell phone or radio (that is not programmed to that frequency) would set it off. I think that is just an excuse. No administrators were anywhere to be seen until the end - that is ridiculous.

Why is it that the Chief of Police is allowed to reside off-campus, miles from the police station and seems to be constantly out of place when an emergency occurs? Don't we think it is more appropriate for him to have an office to reside here on campus? If an emergency occurred and he couldn't get here, what good is having a Chief of Police?

I would suggest that we call them Bomb Threats and not Bomb Scare. I wasn't scared.

Throughout my working life I have been in 9 situations where I have experienced a bomb threat. Evacuation of a bomb threat means that downtime will be at least 3 hours. It doesn't matter if the bomb is in a back pack, near a building or in a garbage can. Any more information would not have made it worse or better. We were told to evacuate to the field. The bottom line, there was a threat that was taken seriously. When I was in Europe bomb threats are part of their daily lives.

The police came to our building and evacuated in a polite and courteous way. They communicated as much as they could. Yes, it was a major inconvenience to our work lives, but how much more are they expected to tell you? Treat it the same way as a Fire Drill. We are not going to repeatedly ask the Fireman what happened, what is going on while they are trying to do their duty. Sorry, but I feel that they did their best.

The expectations are this:

1. It will last at minimum 3 hours while bomb squads search the perimeter. I am sure the police will concur.
2. You will not know what is going on or where to go within the first 20 minutes. We live in a world of instant messaging and therefore expect instant gratification. It is unreasonable to expect that in this type of situation.
3. The best answer to give a student - Tell them what you know and do not tell them what you don't know.

However, I agree with my peers that communication can be improved. We live in a day and age of technology. However, too much information can cause panic. I was fortunate to be able to walk home and I watched the news. The news station was concerned because parents were calling in and overwhelming their phone lines to find out what is going on. The news could only say that there is a threat. We need better information from our Communications Department.

[Name deleted] brings up a good point, and that is that in the first bomb threat/evacuation, I, too, was first told by a student. The Student Union had already been evacuated at that point. There is no reason why anyone in Student Services should not have known about another building's evacuation on campus. Had the student not told me, I would have had no idea there was even a threat. Our building was evacuated soon after. However, it was several minutes after the Student Union and while we were filing out, we had still not been told by Admin that the Student Union had been evacuated.

I feel that the notification process needs to be done, as has been said, through one or more key personnel in the office. I think Supervisors are a good first contact, and then a back-up person after that in case that person is out. That way we do not have several chiefs and not enough Indians, so to speak.

Further, I agree that personal cell phone numbers of Supervisors and the second contact person should be given to Administration, so that they may contact these people when they have been evacuated. I was profoundly disturbed returned to the office after two bombs threats to find notices and "updates" in my email. If I have been evacuated from a building, how am I supposed to read my mail? I thought that was absurd.

As far as what worked? We all got out :-)

[Name Deleted] just brought another issue to my attention; this just happened on Monday, Sept. 24th. We have a student who is recently out of prison and has some behavior issues. He is hyper-aggressive, etc. He was speaking with **[Name Deleted]** regarding some foreign currency he had, etc. Suddenly, he rushed behind the Counseling counter, hovering over **[Name Deleted]**, and began using **[Name Deleted]**'s Internet to show her information on Africa, etc. Slyly, **[Name Deleted]** put the scissors on the desk away and advised the student she needed to get back to work; he didn't leave. Anyway yesterday, **[Name Deleted]** advised **[Name Deleted]** that this student was in fact suspended from Palomar College, and the Counselors had received an email from Campus Police that if this student was seen on campus, to immediately call the Campus Police. WHY is it we didn't have this information???? This is apparently a serious situation, and again we knew nothing about it. Is it going to take an employee (likely Classified Staff being on the front line) being seriously injured before the college takes these issues seriously?

When flooding forced us to shut down campus two years ago, the Safety & Security Committee set out to make sure that kind of ordeal never happened again. After much discussion of all kinds of things that could be improved, Kelly Hudson-McIsaac decided that all we had to do was

make up a new Emergency “flip-chart” (that useless pamphlet hanging on a nearby bulletin board with all the multi-colored flaps that no one ever looks at. Kelly proudly announced to the Telescope that the problem was solved. I think it’s important to note that this new situation was not a “wake-up call” that we aren’t prepared...but, rather, it is a “wake-up” that the folks who are ultimately responsible for this sort of thing aren’t prepared to actually fix it, and they have no desire to do so.