



## STRATEGIC PLANNING COUNCIL AGENDA

Date: December 4, 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
<b>A. <u>MINUTES</u></b>		5 min
1. Approve minutes of November 20, 2007		
<b>B. <u>ACTION ITEMS/SECOND READING</u></b>		15 min
1. 2007-2008 AIP	Exhibit B1	
<b>C. <u>ACTION ITEMS/FIRST READING</u></b>		10 min
1. RAC Governance Structure	Exhibit C1	
2. Staff Development & Training Committee	Exhibit C2	
<b>D. <u>DISCUSSION/INFORMATION ITEMS</u></b>		30 min
1. Convene a task force to research and recommend policy regarding the scope and procedures for investigations against employees and delineate employee's rights to due process rights		
2. Status of the Technology Resource Committee		
3. 2008-09 Budget Update		
4. Faculty Hiring	Exhibit D4	
<b>E. <u>REPORTS OF PLANNING COUNCILS</u></b>		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		
<b>F. <u>REPORT FROM ACCREDITATION SELF-STUDY</u></b>		10 min
<b>G. <u>REPORT FROM RAC</u></b>	Exhibit G	10 min
<b>H. <u>REPORT FROM TRC</u></b>		10 min
<b>I. <u>REPORTS OF CONSTITUENCIES</u></b>		15min
1. Administrative Association – Laura Gropen		
2. Associated Student Government – Jesse Lyn		
3. Confidential/Supervisory Team –		
4. CCE/AFT – Neill Kovrig		
5. Faculty Senate – Brent Gowen		
6. PFF/AFT – Shannon Lienhart/Julie Ivey		
<b>J. <u>OTHER ITEMS</u></b>		



**STRATEGIC PLANNING COUNCIL  
MEETING MINUTES  
December 4, 2007**

The regular meeting of the Palomar College Strategic Planning Council was held on Tuesday, December 4, 2007, in SU-18. The meeting was called to order at 2:00 p.m. by Robert Deegan.

**ROLL CALL**

Members Present: Barboa, Barton, Claypool, Deegan, Dowd, Faulkner, Fernandez, Gowen, Gropen, Halttunen, Ivey, Kovrig, Lienhart, Lyn, Madrigal, McCluskey, O'Brien, Owens, Sheahan, Talmo, Titus  
Recorder: Cheryl Ashour  
Members Absent: Berta Cuaron, Theresa Hogan-Egkan, John Tortarolo  
Guests: Debbie Allen for John Tortarolo

President Deegan recognized the passing of our colleague and friend, Mike Barber. He stated that Mike was a wonderful man and one of the most optimistic people he had ever met. His passing is a loss to all of us. President Deegan stated that Vice President Tortarolo will be having surgery and will be out for six to eight weeks.

**A. MINUTES**

**1. Approve Minutes of November 20, 2007**

MSC (Kovrig/Gropen) to approve the Minutes of November 20, 2007 with revisions

**B. ACTION ITEMS/SECOND READING**

**1. 2007-2008 AIP (Exhibit B1)**

Michelle Barton addressed issues raised at the previous meeting. She discussed where the 2007-2008 AIP objectives came from. Ms. Lienhart questioned the "In Progress" designation given to Objective 6. She stated the objective wasn't clear. Ms. Lienhart requested that the objective be changed to read: "Develop a plan to increase the number of full-time faculty and the 75/25 ratio while recognizing the need to increase the diversity among full-time faculty." She also asked that the 75/25 Work Group be added to the assigned groups. Everyone agreed to the changes.

Michelle Barton discussed resources assigned to an AIP. She explained the process. At the last meeting, there was a request to add the funding sources and cost estimates to each objective before approving the 2006-2007 AIP. Ms. Barton stated that it is not the duty or expectation of the working group that came up with the objectives to identify these, because they are not assigned to the objective. The experts who are going to work on the objective should come up with the expected costs and funding source. However, they cannot work on the objective until the AIP is approved. Ms. Barton recommended that the AIP be approved and given to the assigned groups to do their work and come back to SPC in their progress report with their estimated costs. Discussion ensued.

MSC (Halttunen/Madrigal) to approve the 2007-2008 AIP with changes: 15 ayes, 3 opposed

**C. FIRST READING**

**1. RAC Governance Structure (Exhibit C1)**

Bonnie Dowd discussed the changes to the Revenue Allocation Committee's governance structure. They request their name be changed to Budget Committee. They also clarified their role, products, and reporting relationships. Ms. Dowd explained the reasoning behind the requests.

MSC (Gowen/Faulkner) to move to action

MSC (Barboa/Gowen) to approve the Budget Committee Governance Structure Group Request

**2. Staff Development & Training Governance Structure (Exhibit C2)**

Patrick O'Brien discussed the changes to the membership to the Staff Development & Training Committee.

MSC (Barboa/Titus) to move to action

MSC (Barboa/Gowen) to approve the Staff Development and Training Committee Governance Structure Group Request

**D. DISCUSSION/INFORMATION ITEMS**

**1. Convene a task force to research and recommend policy regarding the scope and procedures for investigations against employees and delineate employee's rights to due process rights**

Shannon Lienhart requested that a task force be convened to research and recommend policy and procedure on how investigations are conducted and explain employee's rights. She wants there to be standards by which an investigation would proceed.

It was pointed out that the Policy and Procedures Committee has not yet reviewed the policies and procedures that oversee investigations. It was suggested that the Policy and Procedures Committee address Ms. Lienhart's request at that time. Human Resource Services oversees this area. Ms. Lienhart was in agreement with using the system that is already in place. It was decided that Ms. Lienhart will be invited to attend the Human Resource Council meeting and the Policy & Procedure Committee meeting when they discuss policies regarding investigations. Mr. Barboa suggested that investigation policies and procedures should be in place for everyone, including students.

**2. Status of the Technology Resource Committee**

Bonnie Dowd asked the chairs of the TRC sub-committees, Haydn Davis, Don Sullins and Mark Vernoy, to attend today's meeting. Dr. Dowd gave a brief history of the formation and duties of the TRC. The sub-committee and TRC co-chairs are recommending the dissolution of TRC. It was recommended that SPC form a working group on a yearly basis to review and update the technology plan and that each Planning Council determine their technology needs each fiscal year. It was decided that the Technology Resource Committee Governance Structure will be brought to the next SPC meeting as a first reading for dissolution.

**3. 2008-09 Budget Update**

Bonnie Dowd presented an update on the 2007-2008 and 2008-2009 State budget and how it affects the College.

**4. Faculty Hiring (Exhibit D4)**

Robert Deegan distributed and discussed a document titled "Faculty Obligation Figures 2000-2007 with Projected Fall 2008." He explained the difference in the numbers through the years. He emphasized the need to maintain the College's financial stability as the faculty numbers increase. He discussed the 2008 projections. Discussion ensued.

**E. REPORTS OF PLANNING COUNCILS**

**1. Administrative Services Planning Council**

Bonnie Dowd reported that ASPC is looking at their governance structure. They discussed the designated smoking areas. They did not take action because there is a working conditions related to this for employees. The issue needs to be addressed in negotiations. Jesse Lyn asked if it was possible to separate students from employees so that progress can be made on designated smoking areas for students.

It was decided that smoking be added to the next SPC agenda for discussion on where it is in the process and what still needs to be done.

**2. Human Resource Services Planning Council – no report**

**3. Instructional Planning Council**

Wilma Owens reported that IPC will meet the end of January. They plan to discuss institutional review and planning process and timeline.

**4. Student Services Planning Council**

Joe Madrigal reported that SSPC met on November 28. They discussed the Early Acceptance Program. They received a recommendation from Campus Police Committee to add one additional faculty member, one additional student member, and to change the meeting time. It was approved by SSPC. They heard a

proposal from the Campus Police Committee to increase parking permits from \$35.00 to \$40.00. ASG endorses the proposal. Because this is within Board Policy and Ed. Code, the increase can be implemented without going to the Governing Board for approval. The increase will be effective fall 2008. Campus Police presented a staffing recommendation; it will be part of a report submitted to President Deegan as part of the Emergency Preparedness Plan.

**F. ACCREDITATION SELF-STUDY**

Brent Gowen reported that a survey will come out the week before the spring semester begins. A working first draft will be ready by the middle of February.

**G. BUDGET COMMITTEE (RAC) (Exhibit G)**

Bonnie Dowd reported that Herman Lee spoke to the Budget Committee regarding FTES, F Factor, and deficit Factor. The College's final FTES numbers for the 2006-2007 budget was posted November 1.

**H. REPORT FROM TECHNOLOGY RESOURCE COMMITTEE – no report**

**I. REPORTS OF CONSTITUENCIES**

**1. Administrative Association**

Laura Gropen reported that the Executive Council met on November 30. In January, the representatives from the Educational Administrators and Classified Administrators will be holding individual group meetings. Administrative Association will also unveil a new website in January.

**2. Associated Student Government**

Jesse Lyn reported that ASG is in the process of updating their website. Tomorrow night is the first Coffee House Night. They are working on their bylaws, procedures, a resolution for Prop 92, and a proposal for a diversity center. They are reconfiguring the SU area. Inter Club Council is going to become a more intricate part of ASG. The goal is to have more input from different student groups in ASG. The Welcome Days for spring semester will be called Diversity Days. There will be food from around the world.

**3. CAST – no report**

**4. CCE**

Neill Kovrig reported that CCE held a general union and general classified staff meeting on November 19. They passed bylaw revisions at the union meeting. CCE is continuing work on negotiations items. Concerns regarding the Classification Study will be discussed in negotiations. They celebrated the retirement of Ernie Carson, Leslie Elmer, and Regina Waack. They are preparing for the CFT January, 2008 Leadership Conference. Neill Kovrig was selected to be profiled in an upcoming newsletter from the Californians for Community Colleges in support of Prop 92.

**5. Faculty Senate**

Brent Gowen reported that Faculty Senate endorsed the Service Learning Work Group, the Probationary Faculty Appeals Process, the Community College Initiative, and the recommendations of the ROP Work Group to transition auto body, computer applications, CSIS, mechanics technology, graphics and drafting technology, and culinary arts. Optical technology will be sunset.

**6. PFF**

Shannon Lienhart reported that a negotiations meeting is scheduled for Thursday. PFF contributed \$20,000 to Prop 92. Members of PFF attended an Interfaith Committee for Workers Justice breakfast. Julie Ivey distributed buttons, stickers and leaflets in support of Prop 92.

**J. ADJOURNMENT**

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



# Strategic Plan 2009 Annual Implementation Plan 2007-2008

"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."

<b>Objective/Activity 1</b> <i>Goal : ALL</i>		<b>Primary Person(s): Vice President, Instruction; Accreditation Tri-Chairs</b>
Prepare Palomar's self-study for reaffirmation of accreditation.		<b>Assigned Groups: Accreditation Steering Committee; Accreditation Standard Writing Groups</b>
<b>Estimated Cost:</b>	One Time	<b>Funding Source:</b>
	Ongoing	<b>Time Line: February 2008, 1st Draft; May 2008, 2<sup>nd</sup> Draft</b>
November, 2007		
May, 2008		

**Strategic Plan  
Annual Implementation Plan 2007-2008**

<b>Objective/Activity 2 Goal: <i>Student Success</i></b>		<b>Primary Person(s): Co-Chairs Learning Outcomes Council</b>
<p>As a result of Palomar's self-assessment for effective practices in Basic Skills instruction and support, develop and implement student success centers to increase student engagement, persistence, and completion.</p> <p>This activity addresses the following objectives in the 2009 Strategic Plan:</p> <ul style="list-style-type: none"> <li>• Develop and implement an institution-wide plan that includes strategies to improve retention (course completion) and persistence (semester to semester attendance and completion)</li> <li>• Increase instructional faculty's awareness and referral of students to services that support student success.</li> <li>• Increase student awareness and use of services that support student success.</li> </ul>		<b>Assigned Groups: Student Learning Outcomes Council; Curriculum Committee; Instructional Planning Council; Student Services Planning Council</b>
<b>Estimated Cost:</b>	One Time	<b>Funding Source:</b>
	Ongoing	<b>Time Line: Plan due May, 2007</b>
<b>November, 2007</b>		
<b>May, 2008</b>		

**Strategic Plan  
Annual Implementation Plan 2007-2008**

<b>Objective/Activity 3</b> <i>Goal : Student Success</i>		<b>Primary Person(s): Vice President, Student Services; Vice President, Instruction</b>
Define and communicate classroom and college expectations of students that foster shared responsibility for learning outcomes.		<b>Assigned Groups: Student Services Planning Council; Instructional Planning Council; Learning Outcomes Council; Faculty Senate; Associated Student Government;</b>
<b>Estimated Cost:</b>	One Time	<b>Funding Source:</b>
	Ongoing	<b>Time Line: May, 2008</b>
November, 2007		
May, 2008		

NOTE – Identified as In Progress from 2006-07

Strategic Plan  
Annual Implementation Plan 2007-2008

<b>Objective/Activity 4</b> <b>Goal : Student Success</b> <i>Develop a plan to</i>		<b>Primary Person(s):</b> 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.		<b>Assigned Groups:</b> Strategic Planning Council; Human Resource Services Planning Council for Model EEO Plan; Faculty Senate ; <i>75/25 workgroup - add</i>	
<b>Estimated Cost:</b>	One Time	<b>Funding Source:</b>	
	Ongoing		
November, 2007		<b>Time Line:</b> May, 2008	
May, 2008 <i># of full-time faculty and 75/25 and the ratio of full-time to part-time</i> <i>Develop a plan to increase the number of full-time faculty while recognizing the need to increase the diversity among full-time faculty.</i> <i>Develop a plan to increase the number of full-time faculty while recognizing the need to increase the diversity among full-time faculty.</i> <i>Develop a plan to increase the number of full-time faculty while recognizing the need to increase the diversity among full-time faculty.</i>			

NOTE - Identified as In Progress from 2006-07



**Strategic Plan**  
**Annual Implementation Plan 2007-2008**

<b>Objective/Activity 5</b> <b>Goal : Teaching and Learning</b>		<b>Primary Person(s): Faculty Senate President; Academic Technology Coordinator</b>	
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	
<b>Estimated Cost:</b>		<b>Funding Source:</b>	
		<b>Time Line: May, 2008</b>	
November, 2007			
May, 2008			

NOTE – Identified as In Progress from 2006-07

**Strategic Plan  
Annual Implementation Plan 2007-2008**

<b>Objective/Activity 6</b> <i>Goal : Teaching and Learning</i>		<b>Primary Person(s): Co-Chairs of Technology Resources Committee</b>	
Provide up-to-date technology and related technical and equipment support for instructional purposes.		<b>Assigned Groups: Technology Resources Committee; Strategic Planning Council; Faculty Senate Academic Technology Committee (ATC)</b>	
<b>Estimated Cost:</b>		<b>Funding Source:</b>	
		<b>Time Line: May, 2008</b>	
<b>November, 2007</b>			
<b>May, 2008</b>			

NOTE – Identified as In Progress from 2006-07

**Strategic Plan  
Annual Implementation Plan 2007-2008**

<b>Objective/Activity 7</b> <i>Goal: Teaching and Learning</i>			<b>Primary Person(s):</b> Co-Chairs of Learning Outcomes Council
Enculture the discussion and implementation of learning outcomes cycles.			<b>Assigned Groups:</b> Learning Outcomes Council; Institutional Review Committee; Curriculum Committee
<b>Estimated Cost:</b>		One Time	<b>Funding Source:</b>
		Ongoing	<b>Time Line:</b> May, 2008
November, 2007			
May, 2008			

NOTE – Identified as In Progress from 2006-07

**Strategic Plan  
Annual Implementation Plan 2007-2008**

<b>Objective/Activity 8</b> <b>Goal : <i>Organizational and Professional Development</i></b>		<b>Primary Person(s):</b> 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.		<b>Assigned Groups:</b> Human Resource Services Planning Council; Information Services; Professional Development; Council of Classified Employees (CCE); Technology Resources Committee; Staff Development and Training Committee
<b>Estimated Cost:</b>	One Time	<b>Funding Source:</b>
	Ongoing	<b>Time Line:</b> May, 2008
November, 2007		
May, 2008		

NOTE – Identified as In Progress from 2006-07

**Strategic Plan  
Annual Implementation Plan 2007-2008**

<b>Objective/Activity 9</b> <b>Goal : Organizational and Professional Development</b>		<b>Primary Person(s): Superintendent/President</b>
Evaluate formal communication channels and improve the vertical and horizontal communication within the governance structure.		<b>Assigned Groups: Strategic Planning Council; Instructional Planning Council; Student Services Planning Council; Human Resource Services Planning Council; Administrative Planning Council; Research and Planning</b>
<b>Estimated Cost:</b>	One Time	<b>Funding Source:</b>
	Ongoing	<b>Time Line: May, 2008</b>
<b>November, 2007</b>		
<b>May, 2008</b>		

NOTE – Identified as In Progress from 2006-07

**Strategic Plan  
Annual Implementation Plan 2007-2008**

<b>Objective/Activity 10</b> <b>Goal : Resource Management</b>			<b>Primary Person(s): Superintendent/President; Director, Research and Planning</b>
Develop and implement a process for submitting, approving, and managing grants.			<b>Assigned Groups: Strategic Planning Council; Research and Planning; Director, Grant Funded Student Programs; Director, Fiscal Services</b>
<b>Estimated Cost:</b>		One Time	<b>Funding Source:</b>
		Ongoing	<b>Time Line: May, 2008</b>
November, 2007			
May, 2008			

NOTE – Identified as In Progress from 2006-07

**Strategic Plan  
Annual Implementation Plan 2007-2008**

<b>Objective/Activity 11</b> <b>Goal: Facilities Improvement</b>			<b>Primary Person(s): Vice President, Finance &amp; Administrative Services; Director, Facilities</b>
Identify and provide appropriate levels of funding to support and ensure implementation of the facilities plan and the ongoing maintenance of buildings and grounds.			<b>Assigned Groups: Administrative Services Planning Council; Facilities Review Committee</b>
<b>Estimated Cost:</b>		One Time	<b>Funding Source:</b>
		Ongoing	<b>Time Line: May, 2008</b>
November, 2007			
May, 2008			

NOTE – Identified as In Progress from 2006-07

**Strategic Plan  
Annual Implementation Plan 2007-2008**

<b>Objective/Activity 12</b> <i>Goal : Facilities Improvement</i>			<b>Primary Person(s): Vice President, Finance &amp; Administrative Services</b>
Complete the master signage plan for all district facilities			<b>Assigned Groups: Administrative Services Planning Council</b>
<b>Estimated Cost:</b>		One Time	<b>Funding Source:</b>
		Ongoing	<b>Time Line: May, 2008</b>
November, 2007			
May, 2008			

NOTE – Identified as In Progress from 2006-07



**Strategic Plan  
Annual Implementation Plan 2007-2008**

<b>Objective/Activity 13</b> <b>Goal : Facilities Improvement</b>		<b>Primary Person(s): Manager, Facility Planning/Environmental Health &amp; Safety</b>
Continue to develop procedures to respond to emergency situations.		<b>Assigned Groups: Safety and Security Committee; Campus Police Committee</b>
<b>Estimated Cost:</b>	One Time	<b>Funding Source:</b>
	Ongoing	<b>Time Line: May, 2008</b>
November, 2007		
May, 2008		

NOTE – Identified as In Progress from 2006-07



## GOVERNANCE STRUCTURE GROUP REQUEST

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

<b>Request Submitted by</b> Bonnie Ann Dowd					<b>Date: October 17, 2002</b> <b>Revised: 12/3/02; 9/20/05,</b> <b>2/28/06; 11/27/07</b>		
<b>Proposed Name of Requested Group</b> Budget Committee							
	<b>Council</b>	X	<b>Committee</b>		<b>Subcommittee</b>		<b>Task Force</b>
<b>Action Requested:</b>			<b>Add</b>		<b>Delete</b>	X	<b>Change</b>
<b>Role, Products, Reporting Relationships:</b> <p><u>Role:</u> The Budget Committee (BC) recommends the process for development of the guidelines for the preparation of the unrestricted and designated budgets. Through the development of annual fiscal plans, The BC recommends budgeting parameters that aligns the college's priorities to budgets and institutional planning. The committee reviews revenue projections for the upcoming fiscal year based upon estimated and reported FTES. In times of fiscal instability, the BC reviews and recommends to SPC reallocation and reductions of expenditures. Annually the BC, along with SPC, reviews budgets developed at the unit level and submitted through the appropriate planning council and makes recommendations as necessary. The BC members are responsible for communicating information related to budgeting to their appropriate constituency groups; however, Tentative and Adopted Budgets are approved by the Governing Board.</p> <p><u>Products:</u></p> <ul style="list-style-type: none"> <li>Recommends process for development of Guidelines for Budget Development</li> <li>Reviews annually the budget development timeline as proposed by Fiscal Services</li> <li>Recommends budgeting parameters to align college priorities to annual budgets</li> <li>Recommends an annual fiscal plan to SPC for its approval and implementation</li> </ul> <p><u>Process:</u></p> <ul style="list-style-type: none"> <li>Reviews revenue estimates based upon reported FTES</li> <li>Reviews budgets as developed at the unit level and submitted through appropriate planning council</li> </ul> <p><u>Reporting Relationship:</u></p> <ul style="list-style-type: none"> <li>Strategic Planning Council (SPC)</li> <li>Committee members responsible for communicating information to appropriate constituency group</li> </ul>							
<b>Meeting Schedule:</b> 2 <sup>nd</sup> and 4 <sup>th</sup> Tuesday 2:00 p.m.- 3:30 p.m.							
<b>Chair:</b> <ul style="list-style-type: none"> <li>VP, Finance &amp; Administrative Services</li> </ul>							
<b>Members:</b> <ul style="list-style-type: none"> <li>President, Vice President and Secretary of the Faculty Senate (or designee)</li> <li>Co-Presidents, PFF (or designees) and one PFF representative</li> <li>Vice President, Instruction</li> <li>Vice President, Student Services</li> <li>Vice President, Human Resource Services</li> <li>One Administrative Association Member</li> <li>One Confidential/Supervisory Team Member</li> <li>Five Classified Unit Employees (appointed by CCE/AFT)</li> <li>One Student appointed by ASG</li> </ul>							

---

Reviewed by Strategic Planning Council:

12/17/02 First Reading

2/18/03 Approved

05/20/05 Revisions Approved

10/04/05 Revisions Approved

DRAFT



## GOVERNANCE STRUCTURE GROUP REQUEST

<b>Request submitted by:</b> John Tortarolo					<b>Date:</b> December 4, 2007				
<b>Proposed Name of Requested Group:</b> Staff Development and Training Committee									
<b>Council</b>		<b>X</b>		<b>Committee</b>		<b>Subcommittee</b>		<b>Task Force</b>	
<b>Action Requested:</b>				<b>Add</b>		<b>Delete</b>		<b>Change</b>	
<b>Role, Products, Reporting Relationships:</b>									
<p><b>Role:</b> Identify and assess staff development and training needs, recommend funding, and review outcomes.</p> <p><b>Products:</b> A Staff Development and Training Plan for the application and distribution of Staff Development &amp; Training funds.</p> <p><b>Reporting Relationship:</b> Strategic Planning Council</p> <p><b>Meeting Schedule:</b> 2nd Thursday of each month 10:30am – 12:00pm or as needed</p> <p><b>Chairs:</b></p> <ul style="list-style-type: none"> <li>• <del>Vice President, Human Resource Services</del></li> <li>• Coordinator, Faculty Professional Development</li> </ul> <p><b>Members:</b></p> <ul style="list-style-type: none"> <li>• One representative from the Professional Development Advisory Board</li> <li>• Two representatives from the Professional Growth Committee</li> <li>• One Senior Administrator from the Professional Development Advisory Board</li> <li>• One Faculty Member appointed by Faculty Senate</li> <li>• One Administrative Association Member appointed by AA</li> <li>• One Confidential/Supervisory Team Member appointed by CAST</li> <li>• One Classified Employee appointed by CCE</li> </ul>									

Reviewed by Strategic Planning Council:

Comments:

9/16/03	First Reading
10/7/03	COMMITTEE DECLARED INACTIVE AS OF 10/7/03
12/5/06	Reactivated
5/1/07	SPC approved Governance Structure changes
12/4/07	Revision approved

# Faculty Obligation Figures 2000-2007 with Projected Fall 2008

## Full-time Faculty Obligation

Number of full-time faculty required by system office based on Palomar's growth in credit FTES.

	Fall 2000	Fall 2001	Fall 2002	Fall 2003	Fall 2004	Fall 2005	Fall 2006	Fall 2007	Fall 2008 Projected
Actual	287.5	305.1	303.2	291.1	281.0	285.1	294.5	295.7	300.98
CCCO Oblig.	250.8	252.8	257.8	277.8	275.9	282.8	285.8	286.8	289.67
Difference	36.7	52.3	45.4	13.3	5.1	2.3	8.7	8.9	11.3

## Full-time Percentage

	Fall 2000	Fall 2001	Fall 2002	Fall 2003	Fall 2004	Fall 2005	Fall 2006	Fall 2007	Fall 2008
% FT	54.48	59.1	58.8	59.1	59.1	53.9	53.8	52.63	53.57

Fall 2008 represents very preliminary estimates. It is likely that the estimates will change. Estimates are based upon the following assumptions:

- 10 new faculty hires (includes 2.0 nursing hires)
- 5.5 retirees
- same Total FTEF scheduled Fall 2007
- same distribution of faculty on leave replacements



## GOVERNANCE STRUCTURE GROUP REQUEST

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

<b>Request Submitted by</b> Bonnie Ann Dowd				<b>Date:</b> October 17, 2002 <b>Revised:</b> 12/3/02; 9/20/05, 2/28/06; 11/27/07			
<b>Proposed Name of Requested Group</b> Budget Committee							
	<b>Council</b>	X	<b>Committee</b>		<b>Subcommittee</b>		<b>Task Force</b>
<b>Action Requested:</b>			Add		Delete	X	Change
<b>Role, Products, Reporting Relationships:</b> <p><u>Role:</u> The Budget Committee (BC) recommends the process for development of the guidelines for the preparation of the unrestricted and designated budgets. Through the development of annual fiscal plans, The BC recommends budgeting parameters that aligns the college's priorities to budgets and institutional planning. The committee reviews revenue projections for the upcoming fiscal year based upon estimated and reported FTES. In times of fiscal instability, the BC reviews and recommends to SPC reallocation and reductions of expenditures. Annually the BC, along with SPC, reviews budgets developed at the unit level and submitted through the appropriate planning council and makes recommendations as necessary. The BC members are responsible for communicating information related to budgeting to their appropriate constituency groups; however, Tentative and Adopted Budgets are approved by the Governing Board.</p> <p><u>Products:</u></p> <ul style="list-style-type: none"> <li>• Recommends process for development of Guidelines for Budget Development</li> <li>• Reviews annually the budget development timeline as proposed by Fiscal Services</li> <li>• Recommends budgeting parameters to align college priorities to annual budgets</li> <li>• Recommends an annual fiscal plan to SPC for its approval and implementation</li> </ul> <p><u>Process:</u></p> <ul style="list-style-type: none"> <li>• Reviews revenue estimates based upon reported FTES</li> <li>• Reviews budgets as developed at the unit level and submitted through appropriate planning council</li> </ul> <p><u>Reporting Relationship:</u></p> <ul style="list-style-type: none"> <li>• Strategic Planning Council (SPC)</li> <li>• Committee members responsible for communicating information to appropriate constituency group</li> </ul>							
<b>Meeting Schedule:</b> 2 <sup>nd</sup> and 4 <sup>th</sup> Tuesday 2:00 p.m.- 3:30 p.m.							
<b>Chair:</b> <ul style="list-style-type: none"> <li>• VP, Finance &amp; Administrative Services</li> </ul>							
<b>Members:</b> <ul style="list-style-type: none"> <li>• President, Vice President and Secretary of the Faculty Senate (or designee)</li> <li>• Co-Presidents, PFF (or designees) and one PFF representative</li> <li>• Vice President, Instruction</li> <li>• Vice President, Student Services</li> <li>• Vice President, Human Resource Services</li> <li>• One Administrative Association Member</li> <li>• One Confidential/Supervisory Team Member</li> <li>• Five Classified Unit Employees (appointed by CCE/AFT)</li> <li>• One Student appointed by ASG</li> </ul>							