



STRATEGIC PLANNING COUNCIL AGENDA

Date: April 1, 2008
Starting Time: 2:00 p.m.
Ending Time: 4:00 p.m.
Place: SU-18

CHAIR: Deegan

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

RECORDER: Ashour

	Attachments	Time
A. <u>MINUTES</u>		5 min.
1. Approve minutes of March 18, 2008		
B. <u>ACTION ITEMS/SECOND READING</u>		15 min.
1. Academic Calendar 2009-2010	Exhibit B1	
2. Holiday Schedule 2008-2009	Exhibit B2	
C. <u>ACTION ITEMS/FIRST READING</u>		20 min.
1. Winter Holiday Schedule 2008-2009	Exhibit C1	
D. <u>DISCUSSION/INFORMATION ITEMS</u>		45 min.
1. Joint SPC/Budget Committee Meeting		
E. <u>REPORTS OF PLANNING COUNCILS</u>		15 min.
1. Administrative Services Planning Council – Bonnie Ann Dowd		
2. Human Resource Services Planning Council – John Tortarolo		
3. Instructional Planning Council – Berta Cuaron		
4. Student Services Planning Council – Joe Madrigal		
F. <u>REPORT FROM ACCREDITATION SELF-STUDY</u>		
G. <u>REPORT FROM BUDGET COMMITTEE</u>		10 min
H. <u>REPORTS OF CONSTITUENCIES</u>		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		
I. <u>OTHER ITEMS</u>		
J. <u>PENDING ITEMS</u>		
1. Campus Police Governance Structure		
2. Board Policy 5500		
3. Designated Smoking Areas		



**STRATEGIC PLANNING COUNCIL
MEETING MINUTES
April 1, 2008**

The regular meeting of the Palomar College Strategic Planning Council was held on Tuesday, April 1, 2008, in SU-18. The meeting was called to order at 2:00 p.m. by Robert Deegan.

ROLL CALL

Members Present: Barton, Claypool, Cuaron, Deegan, Dowd, Fernandez, Gowen, Gropen, Halttunen, Hoffmann, Lienhart, Lyn, Madrigal, McCluskey, Sheahan, Talmo, Titus, Tortarolo
Recorder: Cheryl Ashour
Members Absent: Barboa, Faulkner, Hogan-Egkan, Ivey, Kovrig, O'Brien
Guests: Chris Wick for Neill Kovrig

A. MINUTES

1. Approve Minutes of March 18, 2008

MSC (Dowd/Gropen) to approve the Minutes of March 18, 2008 with revisions.

B. ACTION ITEMS/SECOND READING

1. Academic Calendar 2009-2010 (Exhibit B1)

MSCU (Lynn/Dowd) to approve the Academic Calendar 2009-2010

2. Holiday Schedule 2008-2009 (Exhibit B2)

MSCU (Dowd/Titus) to approve the Holiday Schedule 2008-2009

C. ACTION ITEMS/FIRST READING

1. Winter Holiday Schedule 2008-2009 (Exhibit C1)

MSCU (Tortarolo/Cuaron) to move this item to a second reading

MSCU (Cuaron/Lynn) to approve the Winter Holiday Schedule 2008-2009

D. DISCUSSION/INFORMATION ITEMS

1. Joint SPC/Budget Committee Meeting

Robert Deegan stated that he and Bonnie Ann Dowd are proposing a joint SPC/Budget Committee meeting for April 15, 2008, in place of the regular SPC meeting scheduled for that day. At the joint meeting they will discuss the 2007-2008 budget and the 2008-2009 budget. Discussion ensued. Everyone agreed to have a joint meeting on April 15. If there is an SPC item that must be approved for first and second reading prior to the summer break, it can be included on the agenda.

E. REPORTS OF PLANNING COUNCILS

1. Administrative Services Planning Council

Bonnie Dowd reported that ASPC met on March 20. Members continued to work on its Governance Structure Group Request form. ASPC is beginning development of the institutional review process for its division. ASPC has moved its meeting schedule to the first and third Thursday of each month from 2:00-3:30 p.m.

2. Human Resource Services Planning Council

John Tortarolo reported that HRSPC met on March 18. Members discussed the first reading of the grant application process; distributed the third draft version of the Equal Opportunity Plan; and listened to the standard reports from Staff Development, Budget, EEO, SPC, and Team Life committees.

3. Instructional Planning Council

Berta Cuaron reported that IPC met on March 12. Institutional review was primarily discussed. IPC committee members will review five of the plans for common themes, needs, and issues. The documents are available on the Research and Planning website. The IPC faculty hiring subcommittee are meeting to develop a priority list, which will be brought to IPC and then to SPC.

4. Student Services Planning Council

Joe Madrigal reported that SSPC did not meet last week because of spring break.

F. ACCREDITATION SELF-STUDY

Berta Cuaron reported that she reviewed with the co-chairs and staff assistant the first draft of each of the standards from the writing teams and have given them direct feedback. They are asking the writing teams to come back with revisions by April 11, to include information gleaned from the employee survey. The goal is to bring the second draft to the steering committee and the planning councils by the end of April. They are still looking for volunteers; it is not too late to jump on board.

G. BUDGET COMMITTEE

Bonnie Dowd reported that the Budget Committee did not meet last week because of spring break.

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

Laura Gropen reported that the AA will have a general membership meeting on April 10, 2008. Their retreat is scheduled for the last Friday of May.

2. Associated Student Government

Jesse Lyn reported that a Region 10 meeting was held during spring break. They are preparing for the SSSCC spring conference on May 2-4. One of their new ASG members wants to run for an at-large position at the state level. At the Region 10 meeting, they voted as a region to have a mission statement and a region logo. They are also looking at a possible resolution on textbooks, asking for academic help with regard to textbook usage.

Ms. Lyn announced that when she began as president, ASG had only five members. They now have 12 members and hope to fill the remaining four openings before the end of the semester.

Sherry Titus announced that Jesse Lyn was named to the 2008 All State Academic Team for California. Only 77 people out of 2.6 million were chosen.

3. CAST

Lee Hoffmann announced that he was elected President of CAST and will be attending SPC as their representative.

4. CCE – no report**5. Faculty Senate**

Brent Gowen reported that Faculty Senate is having ongoing discussions about accreditation, negotiations, and academic technology. When Kelly Hudson-MacIsaac and Tom Plotts came to the Senate to describe the status of the District's disaster emergency preparedness, the Senate recommended that the top of the priorities should be improved lighting, two-way communications, and a campus-wide PA system. Dr. Gowen spoke to Sherry Titus regarding the need for the Senate to proceed on an academic dishonesty procedure to complement the student grade dispute procedure.

6. PFF

Shannon Lienhart announced that Julie Ivey accepted a full-time position at Cerritos College working for the union as the executive director. PFF ballots were recently mailed for the two co-presidents and some e-board members. A negotiations meeting is scheduled for tomorrow afternoon. The CFT convention in Oakland is coming up April 11. The major focus of the convention will be to discuss how CFT can work with state legislation to advocate for fewer cuts at the state level towards community colleges.

I. PENDING ITEMS

Progress of the development of the smoking policy and procedures was discussed. ASG will bring the policy and procedures to SPC at the next meeting for a first reading. It will then go to the Policy and Procedures Task Force, then to the Governing Board for approval.

J. ADJOURNMENT

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

SUMMER 2009

MAY 2009						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

JUNE 2009						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

JULY 2009						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST 2009						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24/31	25	26	27	28	29

May 26-June 20 4-wk Session
 June 22-Aug 3 6-wk Session
 June 22-Aug 17 8-wk Session

FALL SEMESTER MEETING DAYS

(number of days including finals)

M	T	W	TH	F	S
16	17	17	16	15	16

SPRING SEMESTER MEETING DAYS

(number of days including finals)

M	T	W	TH	F	S
15	17	17	17	16	16

163 Instructional, 12 Total Professional Dev Days
 (11 Professional Development Days plus
 1 Plenary Day)

- ◆ Faculty Plenary
- Semester Begins
- Last Class/Final Exams
- ▲ Spring Recess
- Shaded Areas-Non-instructional Days

FALL 2009

AUGUST 2009						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER 2009						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER 2009						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER 2009						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER 2009						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Aug 20 Part-time Faculty Plenary
 Aug 21 Faculty Plenary
 Aug 24 Fast Track 1 begins
 Aug 24 Fall WKDY classes begin
 Aug 29 Fall Saturday classes begin
 Sept 7 Labor Day
 Oct 19 Fast Track 1 ends
 Oct 21 Fast Track 2 begins
 Nov 13 Veterans' Day
 Nov 26 Thanksgiving
 Nov 27-28 Local Holiday
 Dec 14-19 Last Class/Final Exams
 Dec 19 Fast Track 2 ends
 Dec 19 Fall semester ends
 Jan 1 New Year's Day

SPRING 2010

JANUARY 2010						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

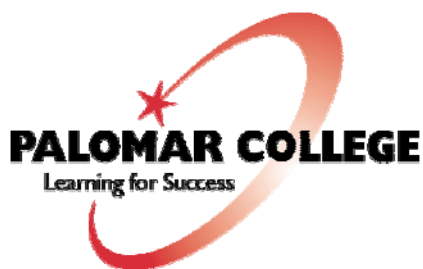
FEBRUARY 2010						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

MARCH 2010						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL 2010						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY 2010						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24/31	25	26	27	28	29

Jan 14 Part-time Faculty Plenary
 Jan 18 Martin Luther King's Day
 Jan 19 Spring semester begins
 Jan 19 Fast Track 1 begins
 Jan 23 Spring Sat classes begin
 Feb 12 Lincoln's Day
 Feb 15 Washington's Day
 Mar 20 Fast Track 1 ends
 Mar 22-28 Spring Recess
 Mar 29 Fast Track 2 begins
 May 15-21 Last Class/Final Exams
 May 21 Fast Track 2 ends
 May 21 Commencement
 May 21 Spring semester ends
 May 31 Memorial Day



HOLIDAY SCHEDULE

2008-2009

Board Approved _____

DATE HOLIDAY OBSERVED	HOLIDAY
Friday, July 4	Independence Day
Monday, September 1	Labor Day
Monday, November 10	Veterans' Day
Thursday, November 27	Thanksgiving Day
Friday, November 28	Local Holiday
Wednesday, December 24	Local Holiday
Thursday, December 25	Christmas Day
Friday, December 26	Admissions Day
Monday, December 29	Added Board Holiday
Tuesday, December 30	Added Board Holiday
Wednesday, December 31	Local Holiday
Thursday, January 1	New Year's Day
Monday, January 19	Martin Luther King, Jr. Day
Friday, February 13	Lincoln's Day
Monday, February 16	Washington's Day
Friday, March 27	Spring Holiday
Monday, May 25	Memorial Day

**WINTER HOLIDAYS SCHEDULE
FOR 2008-2009; AND 2009-2010; 2010-2011**

December/January 2008/2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
December 14	December 15	December 16	December 17	December 18	December 19	December 20
	Work day	Work day	Work day	Work day	Work day	
December 21	December 22	December 23	December 24	December 25	December 26	December 27
	Work day	Work day	Local Holiday	Christmas Day	Admissions Day	
December 28	December 29	December 30	December 31	January 1	January 2	January 3
	Added Bd. Holiday	Added Bd. Holiday	Local Holiday	New Year's Day	Work day	

December/January 2009/2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
December 13	December 14	December 15	December 16	December 17	December 18	December 19
	Work day	Work day	Work day	Work day	Work day	
December 20	December 21	December 22	December 23	December 24	December 25	December 26
	Work day	Work day	Work day	Local Holiday	Christmas Day	
December 27	December 28	December 29	December 30	December 31	January 1	January 2
	Admissions Day	Added Bd. Holiday	Added Bd. Holiday	Local Holiday	New Year's Day	

December/January 2010/2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
December 12	December 13	December 14	December 15	December 16	December 17	December 18
	Work day	Work day	Work day	Work day	Work day	
December 19	December 20	December 21	December 22	December 23	December 24	December 25
	Work day	Work day	Work day	Work day	Christmas Day	
December 26	December 27	December 28	December 29	December 30	December 31	January 1
	Admissions Day	Local Holiday	Local Holiday	Added Bd. Holiday	New Years Day	

Prepared 3/25/08