PALOMAR COLLEGE
Learning for Success

STRATEGIC PLANNING COUNCIL
AGENDA

Date:	September 16, 2008
Starting Time:	2:00 p.m.
Ending Time:	4:00 p.m.
Place:	SU-18

CHAIR: Deegan

MEMBERS: Barton, Brannick, Claypool, Cuaron, Dowd, Duran, Fernandez, Frederick, Gowen, Gropen, Halttunen, Hogan-Egkan, Japtok, Jennum, Kovrig, Lienhart, Madrigal, McCluskey, Owens, Sheahan, Talmo, Titus, Tortarolo, von Son

RECORDER: Ashour

	Attachments	**Time**
A. MINUTES		5 min.
1. Approve minutes of September 2, 2008		
B. INFORMATION/DISCUSSION		15 min
1. Campus Police Governance Structure	Exhibit B1	
2. 2008-2009 AIP	Exhibit B2	
C. REPORTS OF PLANNING COUNCILS		15 min.
1. Administrative Services Planning Council – Bonnie Ann Dowd		
2. Human Resource Services Planning Council – John Tortarolo		
3. Instructional Planning Council – Berta Cuaron		
4. Student Services Planning Council – Joe Madrigal		
D. REPORT FROM ACCREDITATION SELF-STUDY	Exhibit D	50 min
E. REPORT FROM BUDGET COMMITTEE	Exhibit E	10 min
F. REPORTS OF CONSTITUENCIES		15min.
1. Administrative Association – Laura Gropen		
2. Associated Student Government – Robert Fredericks		
3. Confidential/Supervisory Team – Lee Hoffmann		
4. CCE/AFT – Neill Kovrig		
5. Faculty Senate – Monika Brannick		
6. PFF/AFT – Shannon Lienhart		

G. OTHER ITEMS

A regular meeting of the Palomar College Strategic Planning Council scheduled for September 16, 2008, was held in SU-18. President Robert Deegan called the meeting to order at 2:00 p.m.

ROLL CALL

Members Present:	Barton, Brannick, Claypool, Cuaron, Deegan, Duran, Fredrick, Gropen, Gowen, Hoffmann, Japtok, Kovrig, Lienhart, Madrigal, McCluskey, Owens, Titus, Tortarolo
Recorder:	Cheryl Ashour
Members Absent:	Dowd, Halttunen, Jennum, Talmo, von Son
Guests:	Jayne Conway, Glynda Knighten, Ken Jay for Bonnie Dowd, Tom Medel, Mark Oggel

President Deegan distributed and discussed the latest State budget update from the Community College League of California.

A. MINUTES

1. Approve Minutes of September 2, 2008

MSC (Kovrig/Tortarolo) to approve the Minutes of September 2, 2008 with revisions

B. INFORMATION/DISCUSSION

1. Campus Police Governance Structure

Joe Madrigal discussed the change to the Campus Police Committee membership. (**Exhibit B1**) CCE now has two members instead of one.

MSC (Madrigal/Gowen) to move this item to action
MSC (Kovrig/Titus) to approve the changes to the Campus Police Governance Structure

2. 2008-2009 AIP Report

Michelle Barton reviewed the objectives for the 2008-2009 Annual Implementation Plan. **(Exhibit B2)** Discussion ensued and changes were made to the document. Brent Gowen, Monika Brannick, Shannon Lienhart, and Kathleen Sheahan will meet to reword Objective 6. This item will return for action at the next SPC meeting.

C. REPORTS FROM PLANNING COUNCILS

1. Finance & Administrative Services Planning Council

Ken Jay reported that FASPC will have their first fall meeting on September 18. At their May meeting, FASPC took action on objectives 11 and 12 of the 2007-2008 AIP. The Facilities Review Committee gave a report on upcoming scheduled maintenance projects, building demolitions and construction projects. Vice President Dowd gave a report to FASPC about the Fallbrook EIR. The Food Services Committee gave a report about upcoming summer projects and a request from Aramark to install surveillance cameras.

2. Human Resource Services Planning Council

John Tortarolo reported that HRSPC did not have a quorum at their last meeting. It plans to meet today at 4:00 p.m.

3. Instructional Planning Council

Berta Cuaron reported that IPC had its first meeting last Wednesday. It reviewed its self-evaluation from last year and looked at ways it might improve its Council's operation this year. IPC plans to review its roles and responsibilities as a governance council and set goals for 2008-2009 at their next meeting. Members discussed institutional review and student learning outcomes.

4. **Student Services Planning Council**
Joe Madrigal reported that SSPC met September 10. Michelle Barton gave a presentation on the results of the 2008 SSPC self evaluation and the governance process. SSPC discussed the 2008-2009 budget. The Student Affairs director gave a report on student affairs and ASG. The Grand Opening of the Diversity Room is scheduled for September 24 at 2:00 p.m. in SU-204. Mr. Madrigal thanked Sherry Titus and Marilyn Lunde for carrying on with all the activities in Student Affairs in the absence of the Student Activities Coordinator.

President Deegan reported that the Board of Governors recently approved the Center in Fallbrook. It is anticipated that the California Post Secondary Education Commission will also approve the Center at their meeting on September 24. President Deegan discussed the recent problems with the electricity outage on campus.

D. **REPORT FROM ACCREDITATION SELF-STUDY**
Berta Cuaron acknowledged the incredible work of the writing teams. She thanked Brent Gowen, Tom Medel, and Glynda Knighten for their work.

Brent Gowen reviewed the ten planning agendas in detail. **(Exhibit D)** Discussion ensued and changes were made to the document. Mr. Gowen asked SPC members to email him additional comments. The planning agendas will return for a first reading at the September 30 SPC Special meeting.

E. **REPORT FROM BUDGET COMMITTEE**
Ken Jay reported that their last meeting was September 9 and their next meeting is September 23. A status update FY 2008-2009 budget was presented and discussed. **(Exhibit E)** In addition, handouts were provided that outlined the budget development process at the State and Systems level, including a general apportionment cycle.

F. **REPORTS OF CONSTITUENCIES**
1. **Administrative Association**
Laura Gropen reported that administrators have received their job descriptions regarding the classification study. The AA plans to meet today to discuss the information and bring forward feedback to their Meet and Confer scheduled for Friday.

2. **Associated Student Government**
Rob Frederick reported that they have filled 15 out of 16 board openings. Every committee on campus has an ASG member on it. The ASG has appointed a chairperson for each of the three goals they established at their retreat: financial aid, counseling, and recycling.

3. **Confidential/Supervisory Team**
Lee Hoffmann reported that CAST has also received their job descriptions. They received a two-week extension to get the descriptions returned. A CAST meeting will be planned in the near future.

4. **CCE/AFT**
Neill Kovrig reported that a mediator from PERB will be coming soon to address their impasse. CCE plans to meet with the District on September 25 to review two coordinator positions.

5. **Faculty Senate**
Monika Brannick reported that the Faculty Senate decided to distribute their agendas electronically. They began a discussion on academic dishonesty and hope to write a new procedure. The Faculty Senate formed a group to look at Chapter 4 of the Policies and Procedures. They gave the new Service Learning Coordinator a 20% release time.

6. **PFF/AFT**
Shannon Lienhart reported that the Political Action Committee is helping to organize a governing board candidate forum scheduled for September 23. The PFF is negotiating with the District to increase the part-time maximum teaching load to 67% from 60%. They plan to revise their constitution.

G. OTHER

John Tortarolo reported that Martin Japtok, the co-chair of the Staff Planning and Development Committee, has a conflict with the meeting schedule. They plan to change the meeting to the fourth Tuesday of each month from 9:00 a.m. to 10:30 a.m. They would like to meet provisionally until they bring the governance structure to SPC for approval. Everyone agreed.

H. ADJOURNMENT

There being no remaining items, the meeting was adjourned at 4:15 p.m.

PALOMAR COLLEGE
Learning for Success

GOVERNANCE STRUCTURE GROUP REQUEST

Request submitted by Joe Madrigal	Date September 2, 2008

Proposed Name of Requested Group
Campus Police Committee

	Council	**X**	**Committee**		**Subcommittee**		**Task Force**

Action Requested:		**Add**		**Delete**		**Change**

Role, Products, Reporting Relationships:

Role: To provide input and recommendations on Campus Police Department services.

Products: Written quarterly report on the efficiency and effectiveness of the department on parking, traffic control, safety and security.

Reporting Relationship: Student Services Planning Council

Meeting Schedule:
Monthly – 3rd Thursdays, 3:30 – 5:00 p.m. Student Services Conference Room

Chair:
Chief of Police

Members:
- Chief of Police
- Police Lieutenant or Designee (appointed by Chief of Police)
- Three Faculty Members appointed by Faculty Senate (request for a counselor)
- One Administrative Association Member appointed by AA
- One Confidential/Supervisory Team Member appointed by CAST
- One Two Classified Staff Members appointed by CCE/AFT (request for a representative from special populations (i.e. EOPS, DSPS, Child Care Center, etc.)
- Director of Student Affairs
- Director, Education Centers/Extended Education
- Two students appointed by ASG

Reviewed by Strategic Planning Council: Comments:

5/7/02	First Reading
5/21/02	Approved
2/18/03	Revision Approved
4/04/06	Revision Approved

Approved by PAC: 10/2/01

Strategic Plan 2009
Annual Implementation Plan
2008-2009

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

Objective/Activity 1 *Goal* : *ALL*	**Primary Person(s):** Vice President, Instruction; Accreditation Tri-Chairs
Prepare Palomar's self-study for reaffirmation of accreditation.	**Assigned Groups:** Accreditation Steering Committee; Accreditation Standard Writing Groups
	Time Line: March, 2009

Funding Information – *One Time Funds* Budgeted or Needed
 	
1. Budgeted
   a. Amount
     $30,000 in 2008-09
   b. Funding Source - General Funds
2. Needed -0-
   a. Amount Needed or Sought
	Funding Information – *Ongoing Funds* Budgeted or Needed
	
	1. Budgeted
	   a. Amount -0-
	   b. Funding Source
	2. Needed -0-
	   a. Amount Needed or Sought

December 2, 2008	
May 5, 2009	

Strategic Plan
Annual Implementation Plan 2008-2009

Objective/Activity 2 *Goal* : *ALL*	Primary Person(s): Superintendent/President; Vice President, Instruction (Accreditation Liaison Officer)
Begin addressing Palomar's self-identified planning agenda developed through the College's self-study accreditation.	Assigned Groups: Strategic Planning Council, Accreditation Steering Committee
	Time Line: Ongoing

Funding Information – *One Time Funds* Budgeted or Needed
 	
1. Budgeted
   a. Amount
   b. Funding Source - General Funds
2. Needed -0-
   a. Amount Needed or Sought
	Funding Information – *Ongoing Funds* Budgeted or Needed
	
	1. Budgeted
	   a. Amount -0-
	   b. Funding Source
	2. Needed -0-
	   a. Amount Needed or Sought

December 2, 2008	
May 5, 2009	

Objective/Activity 3 *Goal* : *Student Success*	Primary Person(s): Co-Chairs Learning Outcomes Council
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.	Assigned Groups: Student Learning Outcomes Council; Curriculum Committee; Instructional Planning Council; Student Services Planning Council
This activity addresses the following objectives in the 2009 Strategic Plan: • Develop and implement an institution-wide plan that includes strategies to improve retention (course completion) and persistence (semester to semester attendance and completion) • Increase instructional faculty's awareness and referral of students to services that support student success. Increase student awareness and use of services that support student success.	Time Line: Design TLC at Escondido in Summer/Fall 2008, implement a TLC at Escondido in Spring 2009, continue exploring location options for a TLC on San Marcos campus.

Funding Information – *One Time Funds* Budgeted or Needed
 	
1. Budgeted
  a. Amount
  b. Funding Source
    Basic Skills (restricted funds), General Fund
2. Needed
  a. Amount Needed or Sought
	Funding Information – *Ongoing Funds* Budgeted or Needed
	
	1. Budgeted
	  a. Amount
	  b. Funding Source
	2. Needed
	  a. Amount Needed or Sought

December 2, 2008	
May 5, 2009	

Objective/Activity 4 *Goal* : ***Student Success***	**Primary Person(s):** Vice President, Student Services; Vice President, Instruction
Define and communicate classroom and college expectations of students that foster shared responsibility for learning outcomes.	**Assigned Groups:** Student Services Planning Council; Instructional Planning Council; Learning Outcomes Council; Faculty Senate; Associated Student Government
	Time Line: May, 2009

Funding Information – *One Time Funds* Budgeted or Needed
 	
1. Budgeted
   a. Amount -0-
   b. Funding Source
     Current expenses covered by District general fund, Matriculations, EOP&S and Foundation support. Expansion & enhancements will need additional support.
2. Needed
   a. Amount Needed or Sought -0-
	Funding Information – *Ongoing Funds* Budgeted or Needed
	
	1. Budgeted
	   a. Amount
	     $3,000,000.00 (budgeted salaries)
	   b. Funding Source
	     Unrestricted & categorical funds
	2. Needed
	   a. Amount Needed or Sought **-**0-

December 2, 2008	
May 5, 2009	

Objective/Activity 5 *Goal* : *Student Success*	**Primary Person(s)** Superintendent/President; Vice President, Human Resource Services
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.	**Assigned Groups:** Strategic Planning Council; Human Resource Services Planning Council for Model EEO Plan; Faculty Senate; 75/25 Work Group
	Time Line: May, 2009

Funding Information – *One Time Funds* Budgeted or Needed
 	
1. Budgeted
   a. Amount -0-
   b. Funding Source - General Fund
2. Needed -0-
   a. Amount Needed or Sought
	Funding Information – *Ongoing Funds* Budgeted or Needed
	
	1. Budgeted
	   a. Amount -0-
	   b. Funding Source
	2. Needed -0-
	   a. Amount Needed or Sought

December 2, 2008	
May 5, 2009	

Objective/Activity 6 *Goal* : ***Teaching and Learning***	**Primary Person(s)** Faculty Senate President; Academic Technology Coordinator
Integrate campus discussions related to on-line teaching.	**Assigned Groups:** Faculty Senate Academic Technology Committee; Academic Technology Group; Professional Development; PFF; Associated Student Government; TERB
	Time Line: May, 2009

Funding Information – *One Time Funds* Budgeted or Needed
 	
1. Budgeted
   a. Amount -0-
   b. Funding Source
2. Needed -0-
   a. Amount Needed or Sought
	Funding Information – *Ongoing Funds* Budgeted or Needed
	
	1. Budgeted X
	   a. Amount
	   b. Funding Source
	      Faculty Contracts
	2. Needed -0-
	   a. Amount Needed or Sought

December 2, 2008	
May 5, 2009	

Objective/Activity 7 *Goal* : *Teaching and Learning*	Primary Person(s) Faculty Senate Academic Technology Committee (ATC); Information Services
Provide up-to-date technology and related technical and equipment support for instructional purposes.	**Assigned Groups:** Strategic Planning Council; Faculty Senate Academic Technology Committee (ATC); Information Services
	Time Line: May, 2009

Funding Information – *One Time Funds* Budgeted or Needed
 	
1. Budgeted
  a. Amount
  b. Funding Source
    Proposition M provided initial funding along with the Matriculation restricted funds budget for Assessment Center and SU204
2. Needed
  a. Amount Needed or Sought
	Funding Information – *Ongoing Funds* Budgeted or Needed
	
	 1. Budgeted
	  a. Amount -0-
	  b. Funding Source
	2. Needed
	  a. Amount Needed or Sought **-0-**

December 2, 2008	
May 5, 2009	

Objective/Activity 8 *Goal* : *Teaching and Learning*	Primary Person(s) Co-Chairs of Learning Outcomes Council
Enculture the discussion and implementation of learning outcomes cycles.	**Assigned Groups:** Learning Outcomes Council; Institutional Review Committee; Curriculum Committee
	Time Line: May 2009

Funding Information – *One Time Funds* Budgeted or Needed
 	
1. Budgeted
   a. Amount -0-
   b. Funding Source
2. Needed -0-
   a. Amount Needed or Sought
	Funding Information – *Ongoing Funds* Budgeted or Needed
	
	1. Budgeted X
	   a. Amount
	      $50,000/year
	      #1,2 & 3 = $10,000 (Student Services)
	   b. Funding Source
	      General Fund
	      #1, 2 & 3 – General Fund covers salary expenses and retreat paid
	      for with Matriculation funds. (Student Services)
	2. Needed -0-
	   a. Amount Needed or Sought
	
	($50,000/year)

December 2, 2008	
May 5, 2009	

Objective/Activity 9 *Goal* : *Organizational and Professional Development*	Primary Person(s) Superintendent/President
Evaluate formal communication channels and improve the vertical and horizontal communication within the governance structure.	**Assigned Groups:** Strategic Planning Council; Instructional Planning Council; Student Services Planning Council; Human Resource Services Planning Council; Administrative Planning Council; Research and Planning
	Time Line: May, 2009

Funding Information – *One Time Funds* Budgeted or Needed
 	
1. Budgeted
  a. Amount -0-
  b. Funding Source
2. Needed
  a. Amount Needed or Sought -0-
	Funding Information – *Ongoing Funds* Budgeted or Needed
	
	1. Budgeted
	  a. Amount -0-
	  b. Funding Source
	2. Needed
	  a. Amount Needed or Sought -0-

December 2, 2008	
May 5, 2009	

Objective/Activity 10 *Goal* : ***Resource Management***	Primary Person(s) Superintendent/President; Director, Research and Planning
Develop and implement a process for submitting, approving, and managing grants.	**Assigned Groups:** Strategic Planning Council; Research and Planning; Director, Grant Funded Student Programs; Director, Fiscal Services
	Time Line: May, 2009

Funding Information – *One Time Funds* Budgeted or Needed	Funding Information – *Ongoing Funds* Budgeted or Needed

1. Budgeted
    a. Amount:
    b. Funding Source
        Budgeted, Restricted Funds for Gran process
2. Needed
    a. Amount Needed or Sought
	1. Budgeted
	    a. Amount
	    b. Funding Source
	2. Needed
	    a. Amount Needed or Sought $125,000 annually (estimated need)

December 2, 2008

May 5, 2009

Objective/Activity 11 *Goal* : *Facilities Improvement*	**Primary Person**(s) Vice President, Finance & Administrative Services
Complete the master signage plan for all district facilities	**Assigned Groups:** Finance & Administrative Services Planning Council
	Time Line: May, 2009
Funding Information – *One Time Funds* Budgeted or Needed 1. Budgeted a. Amount -0- b. Funding Source 2. Needed a. Amount Needed or Sought -0-	**Funding Information – *Ongoing Funds* Budgeted or Needed** 1. Budgeted a. Amount -0- b. Funding Source 2. Needed a. Amount Needed or Sought No additional funds required for FY2007-08.
December 2, 2008	
May 5, 2009	

Objective/Activity 12 *Goal* : *Facilities Improvement*	**Primary Person**(s) Manager, Facility Planning/Environmental Health & Safety
Continue to develop procedures to respond to emergency situations.	**Assigned Groups:** Safety and Security Committee; Campus Police Committee
	Time Line: May, 2009

Funding Information – *One Time Funds* Budgeted or Needed
 	
1. Budgeted
   a. Amount
     $100,000 estimated
   b. Funding Source
     No additional general funds required for FY2007-08.
2. Needed
   a. Amount Needed or Sought -0-
	Funding Information – *Ongoing Funds* Budgeted or Needed
	
	1. Budgeted
	   a. Amount -0-
	   b. Funding Source
	2. Needed
	   a. Amount Needed or Sought
	     Uncertain at this time until plan is completed

December 2, 2008	
May 5, 2009	

DRAFT

Planning Agendas

1. The Learning Outcomes Council will establish broad-based, inclusive dialogue on Student Learning Outcomes Assessment Cycles at the general education level. (I.B, II.A)

2. The college will review the Strategic Planning and the Institutional Program Review and Planning processes to identify ways to improve the Annual Implementation Plans, including funding of priorities. (I.B)

3. The college will discuss, design, adopt, and implement a budget development process that

   a. better aligns with and allocates funding for both short-term and long-term strategic planning priorities;
   b. allows flexibility for responding to emergencies and exigencies; and
   c. sustains the district's current fiscal stability and solvency. (I.B, III.D)

4. The Basic Skills Committee will

   a. implement, evaluate, and revise as necessary the Basic Skills action plan, including the teaching/learning centers, the Freshman Experience, and the Professional Development components; and
   b. promote dialogue about, understanding of, and response to the Basic Skills Initiative, including integrated instructional support services. (II.A, II.C).

5. In the area of Professional Development, the college will

   a. offer broader and more comprehensive professional development activities for faculty, staff, and administrators on Student Learning Outcomes Assessment Cycles, students' basic skills needs, and students' diverse learning styles;
   b. develop professional development opportunities for faculty, staff, and administrators to learn about their colleagues' academic and career/technical programs;
   c. concentrate on engaging part-time faculty in these activities and opportunities. (II.A, III.A, IV.A)

6. The college will develop a plan to improve the ratio of credit hours taught by full-time faculty to the credit hours taught by part-time faculty while also increasing the number of full-time faculty. (II.A, III.A)

7. The college will develop a systematic process to provide the staffing levels and flexibility necessary for continuity of services in support of instruction. (II.C, III.A, III.B)

8.   The college will ensure that all constituent groups have a written code of ethics. (III.A)

9.   The college will fund and implement the recommendations of the Emergency Preparedness Work Group as approved by the Strategic Planning Council. (III.B)

10.   The college will engage in formal dialogue on its shared governance and decision-making processes in order

      a. to distinguish the types of decisions that have significant institution-wide implications and thus must be arrived at through systematic participative processes;
      b. to clarify the authorities and responsibilities of the decision-makers and other participants in these processes. This dialogue will be conducted by a shared governance task force with representatives from all constituent groups and will produce decision-making guidelines; and
      c. to enhance professional development opportunities for faculty and staff to learn about shared governance. (IV.A)

Deegan, Robert

From:	scottlay@ccleague.org
Sent:	Tuesday, September 16, 2008 7:15 AM
To:	Deegan, Robert
Subject:	League Budget Update #16: September 16, 2008

COMMUNITY COLLEGE LEAGUE OF CALIFORNIA

League Budget Update #16 - September 16, 2008

Legislature Approves Budget; Governor Threatens Veto

Working early into Tuesday morning, both houses approved a state budget plan of which few seemed proud. Most lawmakers and interest groups spoke privately of the budget with disgust, but momentum was gained toward a deal as agencies (including community colleges) began running out of money with the absence of state payments.

Sacramento will be on pins and needles today (perhaps, through the next couple of days), as the governor has threatened to veto the entire budget. The governor made three demands related to budgetary reform, and the legislatively approved budget contains two of the three. Lawmakers balked at a lockbox-style restriction on spending money set aside in the enhanced budgetary reserved fund created in the budget. The governor is demanding that money could only be transferred out of the fund when actual revenues fall below the prior-year level. Democrats oppose that, arguing that, if needed to meet an increasing expenditure requirement (like Proposition 98), the State should be allowed to use those funds.

The budget approved yesterday appears to have only one major change from the versions previously supported by the governor and the Democrats--a $30 million (0.68% cost-of-living adjustment) for apportionments.

Issue	Governor's August Plan	Budget Approved by Legislature
Cost-of-living adjustment	None	0.68% (apportionments only)
Enrollment growth	2%	2%
Categorical programs	2007-08 funding levels	2007-08 funding levels
Competitive Cal Grants	Program preserved	Program preserved

The specifics of the budget for community colleges, considering the state's fiscal condition, are good and reflect the hard work of community college advocates this year. Our advocacy started with Proposition 92--which laid the case that community college funding has been neglected and needs to be addressed in this difficult economic time--and continued through the longest impasse in the state's history.

In this budget fight, we have apparently succeeded opposing cuts to student services programs for our disabled and poor students, and defeated a proposal to eliminate the financial aid program targeted at California's neediest students. While the COLA and growth falls far short of the actual need, it will soften the blow as colleges serve an increasing demand amidst skyrocketing costs.

9/16/2008