



STRATEGIC PLANNING COUNCIL AGENDA

Date: March 3, 2009
Starting Time: 2:00 p.m.
Ending Time: 4:00 p.m.
Place: SU-18

CHAIR: Deegan

MEMBERS: Barton, Brannick, Brockett, Claypool, Cuaron, Dowd, Duran, Frederick, Gowen, Halttunen, Hoffmann, Japtok, Jennum, Kelly, Kovrig, Lienhart, Madrigal, McCluskey, Owens, Talmo, Titus, Tortarolo, von Son

RECORDER: Ashour

	Attachments	Time
A. <u>MINUTES</u>		5 min.
1. Approve minutes of February 17, 2009		
B. <u>ACTION ITEMS/SECOND READING</u>		45 min.
1. Holiday Schedule 2009-2010	Exhibit B1	
2. Winter Holiday Schedules 2009-2010; 2010-2011; 2011-2012	Exhibit B2	
3. Student Services Planning Council Governance Structure	Exhibit B3	
C. <u>ACTION ITEMS/FIRST READING</u>		5 min.
1. Budget Committee Governance Structure	Exhibit C1	
2. Board Policies 7310,7365,7900,3260,3310	Exhibit C2	
3. Board Procedures AP 3280,7110,7600	Exhibit C3	
D. <u>INFORMATION/DISCUSSION</u>		15 min
1. Budget		
E. <u>REPORTS OF PLANNING COUNCILS</u>		15 min.
1. Finance & 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>		5 min
G. <u>REPORT FROM BUDGET COMMITTEE</u>		10 min
H. <u>REPORTS OF CONSTITUENCIES</u>		15min.
1. Administrative Association – Theo Brockett		
2. Associated Student Government – Robert Frederick		
3. Confidential/Supervisory Team – Lee Hoffmann		
4. CCE/AFT – Neill Kovrig		
5. Faculty Senate – Monika Brannick		
6. PFF/AFT – Shannon Lienhart		
I. <u>OTHER ITEMS</u>		



**STRATEGIC PLANNING COUNCIL
MEETING MINUTES
March 3, 2009**

A regular meeting of the Palomar College Strategic Planning Council scheduled for March 3, 2009, was held in SU-18. President Robert Deegan called the meeting to order at 2:00 p.m.

Roll Call

Members Present: Barton, Brannick, Brockett, Cuaron, Deegan, Dowd, Duran, Frederick, Gowen, Halttunen, Hoffmann, Japtok, Kovrig, Laughlin, Lienhart, Madrigal, McCluskey, Owens, Talmo, Titus, Tortarolo, Wick (for Claypool)

Recorder: Cheryl Ashour

Members Absent: Claypool, Jennum

Guests: Jayne Conway

A. MINUTES

1. Approve Minutes of February 17, 2009

MSC (Cuaron/Duran) to approve the Minutes of February 17, 2009 with revisions

B. ACTION ITEMS/SECOND READING

1. Holiday Schedule 2009-2010 (Exhibit B1)

MSC (Halttunen/Duran) to approve Holiday Schedule 2009-2010

2. Winter Holiday Schedules 2009-2010; 2010-2011; 2011-2012 (Exhibit B2)

MSC (Kovrig/Brannick) to approve Winter Holiday Schedules 2009-2010; 2010-2011; 2011

3. Student Services Planning Council Governance Structure (Exhibit B3)

MSC (Madrigal/Duran) to approve the Student Services Planning Council Governance Structure

C. ACTION ITEMS/FIRST READING

1. Budget Committee Governance Structure (Exhibit C1)

MSC (Dowd/Lienhart) to move to action items/second reading

MSC (Dowd/Frederick) to approve the Budget Committee Governance Structure

2. Board Policies 7310, 7365, 7900, 3260, 3310 (Exhibit C2)

Board Policies 7310, 7365, 7900, 3260, and 3310 were reviewed by John Tortarolo. They will return for action/second reading at the next SPC meeting. Grants will go through SPC until board procedures are developed.

3. Board Procedures AP 3280, 7110, 7600 (Exhibit C3)

Michelle Barton reviewed AP 3280. She reviewed the recommendations of the Grants Work Group. Discussion ensued. AP 3280 will return for action/second reading at the next SPC meeting.

John Tortarolo reviewed AP 7110 and 7600. Some SPC members thought the wording in the last paragraph of the first page of AP 7600 was confusing. It was decided that John Tortarolo will revise the wording or placement of the sentences in the paragraph. AP 7110 and the revised AP 7600 will return for action/second reading at the next SPC meeting.

It was requested that the Policies and Procedures Task Force review all of the policies and procedures to ensure that language is consistent when referring to the "Office of" portion.

D. INFORMATION/DISCUSSION

1. Budget

Robert Deegan discussed the State budget and its effect on Palomar College's budget. Bonnie Ann Dowd discussed the P1 for 2008-2009. Dr. Dowd was successful in convincing the Chancellor's office to do a recalculation of the 2007-2008 budget to show that Palomar College has over 20,000 students and therefore will receive an additional one million dollars FY2007-08 and each year thereafter.

There was discussion about the faculty supply budget. Berta Cuaron confirmed that there is money to pay for instructional supplies needed by faculty.

All Councils were asked to share ideas at their next council meeting on ways to save money. A discussion of the ideas will take place at the next SPC meeting.

E. REPORTS FROM PLANNING COUNCILS

1. Finance & Administrative Services Planning Council

Bonnie Ann Dowd reported that the FASPC met February 19 and their next meeting is March 5. They discussed pay phone services. After reviewing usage of the pay phones on campus, FASPC decided to renew the contract with the pay phone vendor. FASPC discussed the budget and ideas were shared on ways to save money. They approved ASG's request to purchase their own table and be allowed to set it up themselves without going through the facilities request process.

2. Human Resource Services Planning Council

John Tortarolo reported that HRSPC did not meet February 17 because there was no quorum.

3. Instructional Planning Council

Berta Cuaron reported that IPC met last Wednesday. They continued their discussion on ways to save money and discussed the upcoming accreditation site visit.

4. Student Services Planning Council

Joe Madrigal reported that SSPC did not meet February 25. They plan to meet on March 11.

F. REPORT FROM ACCREDITATION SELF-STUDY

Berta Cuaron discussed the schedule of the site team during the week of March 9.

G. REPORT FROM BUDGET COMMITTEE

Bonnie Ann Dowd reported that the Budget Committee met on February 24 and will meet again March 10. They approved the changes to the Budget Committee Governance Structure and discussed the 2008-09 budget.

H. REPORTS OF CONSTITUENCIES

1. Administrative Association

Theo Brockett announced that she will be the acting AA president for the remainder of the semester. Everyone welcomed her to SPC.

2. Associated Student Government

Rob Frederick thanked FASPC for approving their request to purchase and set up their own table. Nine ASG members plan to attend a conference in Washington, DC where they plan to lobby congress regarding FASFA. Student government is working on a resolution regarding providing a link on the main Palomar web page showing which classes are cancelled that day.

3. Confidential/Supervisory Team – no report

4. CCE/AFT

Neill Kovrig reported that plans for the March 25 Classified Staff Day is progressing. The theme this year is "Surviving Together."

5. Faculty Senate

Monika Brannick reported that the Faculty Senate reviewed Chapter 4 of the policies and procedures. They approved changes to the Curriculum Committee Governance Structure, discussed faculty representation on the Matriculation and Transfer Committee, and discussed the policies on Academic Honesty and Administrative Retreat Rights.

6. PFF/AFT

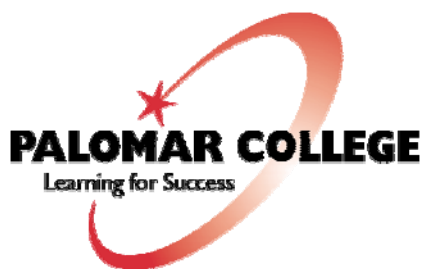
Shannon Lienhart reported that five PFF members are attending the upcoming CFT conference. The first regular negotiations meeting is scheduled for this Thursday. Ms. Lienhart announced that Teresa Laughlin will be attending the remaining SPC meetings for the PFF co-chair, Carlos von Son. Everyone welcomed her to SPC.

I. OTHER

Monika Brannick reminded everyone that the PC3H Equality vigil will be on Thursday at 5:00 p.m. in the Student Union.

J. ADJOURNMENT

There being no remaining items, the meeting was adjourned at 3:50 p.m.



HOLIDAY SCHEDULE

2009-2010

Board Approved: _____

DATE HOLIDAY OBSERVED	HOLIDAY
Friday, July 3	Independence Day (Observed)
Monday, September 7	Labor Day
Friday, November 13	Veterans' Day
Thursday, November 26	Thanksgiving Day
Friday, November 27	Local Holiday
Thursday, December 24	Local Holiday
Friday, December 25	Christmas Day
Monday, December 28	Admissions Day
Tuesday, December 29	Added Board Holiday
Wednesday, December 30	Added Board Holiday
Thursday, December 31	Local Holiday
Friday, January 1	New Year's Day
Monday, January 18	Martin Luther King, Jr. Day
Friday, February 12	Lincoln's Day
Monday, February 15	Washington's Day
Friday, March 26	Spring Holiday
Monday, May 31	Memorial Day

WINTER HOLIDAYS SCHEDULE FOR 2009-2010; 2010-2011; AND 2011-2012

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 (Observed)	
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 (Observed)	

December/January 2011/2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
December 18	December 19	December 20	December 21	December 22	December 23	December 24
	Work day	Work day	Work day	Work day	Work day	
December 25	December 26	December 27	December 28	December 29	December 30	December 31
	Christmas Day (Observed)	Admissions Day	Local Holiday	Local Holiday	Added Bd. Holiday	
January 1	January 2	January 3	January 4	January 5	January 6	January 7
	New Years Day (Observed)	Work day	Work day	Work day	Work day	

Board Approved



GOVERNANCE STRUCTURE GROUP REQUEST

Request submitted by Joseph L. Madrigal				Date 3/27/02 (rev 4/16/02, 5/7/02 9/16/03, 10/7/03, 2/15/05, 3/1/05, 1/27/09, 2/2/09)			
Proposed Name of Requested Group Student Services Planning Council							
<input checked="" type="checkbox"/> X	Council	<input type="checkbox"/>	Committee	<input checked="" type="checkbox"/> X	Subcommittee	<input type="checkbox"/>	Task Force
Action Requested:		Add		Delete		<input checked="" type="checkbox"/> X	Change
Role, Products, Reporting Relationships: <u>Role:</u> <ul style="list-style-type: none"> Develops, implements, evaluates and revises Student Services' plans and initiatives, both short- and long term. Develops, reviews, and updates the process (qualitative and quantitative elements and instrument) and establishes the timeline for the 2-year Institutional Program Review and Planning (IPR&P) cycle for Student Services. Reviews and summarizes IPR&P documents and utilizes them to develop and guide recommendations for priorities for Student Services, including budget, staffing needs, equipment, technology, facilities, and other resources essential to support Student Services and the success of students. Utilizes the District's Strategic Plan and the Annual Implementation Plan to guide and outline its goals, tasks and actions to be accomplished in the academic year. Make recommendations relevant to any matters or issues that impact Student Services and/or by request from SPC. Provides guidance, direction, and oversight to these committees: <ul style="list-style-type: none"> Academic Review Committee Matriculation and Transfer Committee Financial Aid & Appeals Committee Campus Police Committee Registration Committee Scholarship Committee Convenes a subcommittee to review and update the process (qualitative and quantitative elements and instrument) and timeline for requesting full-time positions and to prioritize each year's list of full-time positions for discussion and endorsement by SSPC, forwarding the recommendation to SPC as information. <u>Products:</u> <ul style="list-style-type: none"> Institutional Program Review and Planning documents, summaries and recommendations, including budget, staffing needs, equipment, technology, and facilities priorities Progress report on Strategic Plan and AIP Annual goals and accomplishments Full-time Position Priority Recommendations <u>Reporting Relationship:</u> Strategic Planning Council							
Meeting Schedule: Second and Fourth Wednesdays – 9:30 to 11:00 a.m.							
Chair: Vice President, Student Services							
Members: <ul style="list-style-type: none"> Dean, Counseling Services Director, Career Services One EOP&S Faculty Member Director, Health Services Director, Athletics One DRC Faculty Member Director, Enrollment Services Chief of Police Chair, Counseling (or designee) Director, Student Affairs Research Analyst Director Transfer Center One Faculty member appointed by Faculty Senate from Instructional Areas Two Classified Unit Employees appointed by CCE/AFT (one from Student Services) One faculty member who is also on the Faculty Senate One Student appointed by ASG One CAST Member from Student Services appointed by CAST 							

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

Approved by PAC: 10/2/01

Reviewed by Strategic Planning Council:

9/16/03 First Reading

10/7/03 Approved

2/1/05 First Reading

3/15/05 Approved

4/4/06 Revised

GOVERNANCE STRUCTURE GROUP REQUEST

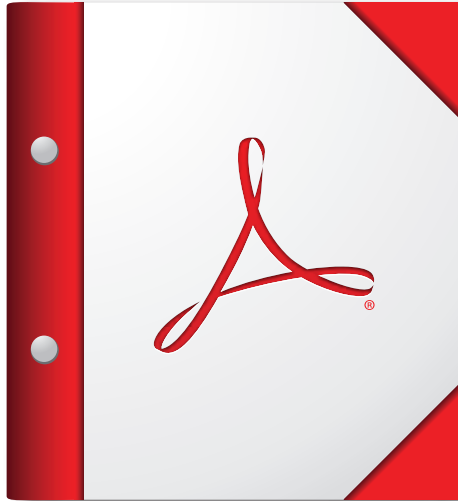
If change is requested, attach current structure and list proposed changes.

Request Submitted by Bonnie Ann Dowd				Date: October 17, 2002 Revised: 12/3/02; 9/20/05, 2/28/06; 11/27/07, 2/24/09		
Proposed Name of Requested Group Budget Committee						
	Council	X	Committee		Subcommittee	
Action Requested:			Add		Delete	X
Role, Products, Reporting Relationships: <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. <u>Products:</u> <ul style="list-style-type: none"> • Recommends process for development of Guidelines for Budget Development • Reviews annually the budget development timeline as proposed by Fiscal Services • Recommends budgeting parameters to align college priorities to annual budgets • Recommends an annual fiscal plan to SPC for its approval and implementation <u>Process:</u> <ul style="list-style-type: none"> • Reviews revenue estimates based upon reported FTES • Reviews budgets as developed at the unit level and submitted through appropriate planning council <u>Reporting Relationship:</u> <ul style="list-style-type: none"> • Strategic Planning Council (SPC) • Committee members responsible for communicating information to appropriate constituency group 						
Meeting Schedule: 2 nd and 4 th Tuesday 2:00 p.m.- 3:30 p.m.						
Chair: <ul style="list-style-type: none"> • VP, Finance & Administrative Services 						
Members: <ul style="list-style-type: none"> • President, Vice President, Secretary of the Faculty Senate (or designee), Past Senate President • Co-Presidents, PFF (or designees) and one PFF representative • Vice President, Instruction • Vice President, Student Services • Vice President, Human Resource Services • One Administrative Association Member • One Confidential/Supervisory Team Member • Five Classified Unit Employees (appointed by CCE/AFT) • One Student appointed by ASG 						

Reviewed by Strategic Planning Council:

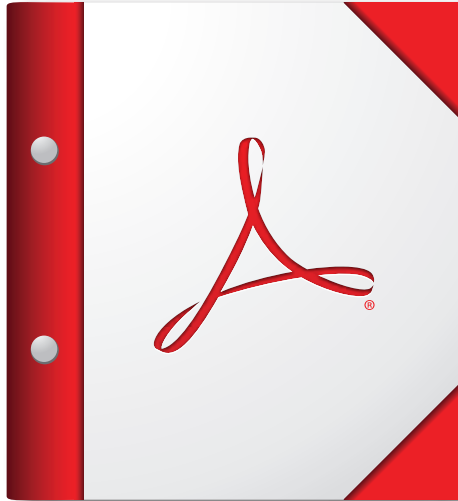
12/17/02 First Reading
2/18/03 Approved

10/04/05 Revisions Approved
12/04/07 Revisions Approved



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