



## STRATEGIC PLANNING COUNCIL AGENDA

Date: April 21, 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

**RECORDER:** Ashour

	Attachments	Time
<b>A. <u>MINUTES</u></b>		5 min.
1. Approve minutes of April 21, 2009		
<b>B. <u>PROGRESS/IMPLEMENTATION STATUS</u> <u>ON ACCREDITATION RECOMMENDATIONS</u></b>		30 min
1. Program Review and Planning	Exhibit B1	
<b>C. <u>ACTION ITEMS/SECOND READING</u></b>		15 min
1. College Mission Statement	Exhibit C1	
2. Board Policies 3500, 4020, 4021, 4022, 4045, 4103, 4230, 4250, 4260	Exhibit C2	
2. Administrative Procedures 4020, 4022, 4103, 4250	Exhibit C3	
4. Roller Device Procedures/Guidelines		
<b>D. <u>ACTION ITEMS/FIRST READING</u></b>		15 min
1. College Mission Statement	Exhibit D1	
2. Board Policies 3280, 3500, 4020, 4021, 4022, 4045, 4103, 4230, 4250, 4260	Exhibit D2	
3. Administrative Procedures 4020, 4022, 4103, 4250	Exhibit D3	
4. Roller Devices Procedures/Guidelines		
<b>E. <u>INFORMATION/DISCUSSION</u></b>		30 min
1. Budget Saving Ideas		
2. Possible Extra Meeting May 5, 1-4 pm		
3. Escondido Center Manager		
4. AMBSC Division Name Change		
<b>E. <u>REPORTS OF PLANNING COUNCILS</u></b>		10 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		
<b>F. <u>REPORT FROM BUDGET COMMITTEE</u></b>		5 min
<b>G. <u>REPORT FROM 4C3H COMMITTEE</u></b>		5 min

**H. REPORTS OF CONSTITUENCIES**

10 min

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. OTHER ITEMS**





**STRATEGIC PLANNING COUNCIL  
MEETING MINUTES  
April 21, 2009**

A regular meeting of the Palomar College Strategic Planning Council scheduled for April 21, 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, Claypool, Cuaron, Deegan, Dowd, Duran, Gowen, Halttunen, Japtok, Jennum, Kovrig, Laughlin, Lienhart, Madrigal, McCluskey, Owens, Talmo, Titus, Tortarolo  
Recorder: Cheryl Ashour  
Members Absent: Frederick, Hoffmann  
Guests: Jayne Conway, Glynda Knighten, Tom Medel

**A. MINUTES**

**1. Approve Minutes of April 7, 2009**

MSC (Laughlin/Kovrig) to approve the Minutes of April 7, 2009 as written

**B. PROGRESS/IMPLEMENTATION STATUS ON ACCREDITATION RECOMMENDATIONS**

**1. Program Review and Planning (Exhibit B1)**

Berta Cuaron announced that the lead person/persons of each recommendation will be asked to submit a bi-weekly report; the report will be available online.

Michelle Barton distributed and discussed the Palomar College Planning Cycle. The document is a summary of our planning cycle for the Master Plan 2022, Strategic Plan, Annual Implementation Plan, Program Review and Planning, Budget, and Operating Plans. Revisions were made to the document. This will return for further discussion at the next SPC meeting.

**C. ACTION ITEMS/SECOND READING**

**1. Board Policies 3100, 3510, 3515, 3520, 3810, 4030, 4290, 4650 (Exhibit C1)**

MSC (Kovrig/Duran) to approve Board Policy 3100  
MSC (Duran/Gowen) to approve Board Policy 3510  
MSC (Laughlin/Duran) to approve Board Policy 3515  
MSC (Kovrig/Duran) to approve Board Policy 3520  
MSC (Owens/Kovrig) to approve Board Policy 3810  
MSC (Laughlin/Gowen) to approve Board Policy 4030  
MSC (Laughlin/Gowen) to approve Board Policy 4290  
MSC (Laughlin/Gowen) to delete Board Policy 4650

**2. Administrative Procedures 3100, 3200, 3516, and 3810 (Exhibit C2)**

It was suggested that the word "for", located on the first page, last word of the second-to-last sentence of Administrative Procedure 3810, should be changed to "to".

MSC (Kovrig/Gowen) to approve Administrative Procedure 3100  
MSC (Kovrig/Gowen) to approve Administrative Procedure 3200  
MSC (Kovrig/Gowen) to approve Administrative Procedure 3516  
MSC (Kovrig/Gowen) to approve Administrative Procedure 3810 with revision

**D. ACTION ITEMS/FIRST READING**

**1. Revised College Mission Statement (Exhibit D1)**

A revised College Mission Statement was distributed and discussed. Revisions were made to the document. This item will return for action/second reading at the next SPC meeting.

**2. Board Policies 3280, 3500, 4020, 4021, 4022, 4045, 4103, 4230, 4250, and 4260 (Exhibit D2)**

MSC (Dowd/Kovrig) to move Board Policy 3280 to action  
MSC (Dowd/Kovrig) to approve Board Policy 3280

Board Policies 3500, 4020, 4021, 4022, 4045, 4103, 4230, 4250, and 4260 were reviewed. Revisions were made to Board Policy 4260. Berta Cuaron will send the changes to our consultant to revise for second reading. This item will return for action/second reading at the next SPC meeting.

**3. Administrative Procedures 4020, 4022, 4103, and 4250 (Exhibit D3)**

Administrative Procedures 4020, 4022, 4103, and 4250 were reviewed. This item will return for action/second reading at the next SPC meeting.

**4. Roller Device Procedures/Guidelines (Exhibit D4)**

This item was pulled from the agenda because it is presently being reviewed at the Policies and Procedures Committee.

**E. INFORMATION/DISCUSSION**

**1. Budget Saving Ideas**

This item was pulled from the agenda in order to edit the document to exclude items which are part of collective bargaining.

**2. Possible Extra Meeting May 15, 1 pm to 4 pm**

A Special SPC meeting has been scheduled for Friday, May 15, from 1:00 p.m. to 4:00 p.m. in room RS-5 to discuss planning and resource allocation. It was suggested that SPC meet during finals week instead; however, there were conflicts with members' schedules that week.

**3. Escondido Center Manager and Vice President of Student Services**

Berta Cuaron announced that Theo Brockett, Manager, Education Center, will be retiring June 30. Tom Medel and Jaime Moss will share the role of Center Manager for approximately one year in order to evaluate the site structure at Escondido and Fallbrook.

Robert Deegan announced that Joseph Madrigal, Vice President, Student Services, will be retiring June 30. An interim vice president will be hired for approximately one year. The position will only be open to permanent faculty and staff and go through the normal hiring process.

**4. AMBCS Division Name Change**

Berta Cuaron announced that the Arts, Media, Business, and Computing Systems changed its name to Arts, Media, Business, and Computer Science.

**F. REPORTS OF PLANNING COUNCILS**

**1. Finance & Administrative Services Planning Council**

Bonnie Ann Dowd reported that the FASPC reviewed recommendations from the Facilities Review Committee, discussed cost-saving ideas, and discussed the fact that an RFP will be going out for the bookstore contract.

**2. Human Resource Services Planning Council**

John Tortarolo reported that HRSPC met April 7. They discussed the ADA accommodations that are planned for the Human Resource Services offices. The Unity in Diversity college-wide event will be held on April 30.

**3. Instructional Planning Council**

Berta Cuaron reported that IPC met April 7. They discussed program review. Faculty interviews have begun for the updated Educational and Facilities Master Plan.

**4. Student Services Planning Council**

Joe Madrigal reported that SSPC did not meet April 8. He discussed the changes to the hours in the financial aid and counseling departments to more effectively serve students. The Puente Program which was to begin in the fall has been deferred to the following year.

Shannon Lienhart had a question about the funding of Campus Police. Discussion ensued. This item will return for further discussion at the next SPC meeting.

**G. REPORT FROM BUDGET COMMITTEE**

Bonnie Ann Dowd reported that the Budget Committee discussed the upcoming state-wide election and the Palomar College budget process.

**H. ADJOURNMENT**

The remaining agenda items are postponed until the May 5, 2009 SPC meeting because of time constraints. Meeting adjourned 4:05 p.m.

## Palomar College Planning Cycle

The planning process is a continuous process that links review, planning and budget/resource allocation. Plans are subject to change and act as recommendations, in the form of action plans. Once action plans have been approved for funding then they are linked to the budgeting process for implementation based upon established priorities and available resources. Bottom-up planning drives effective strategic planning, which then should drive budget development, the budget should not drive operational and strategic planning, both long and multi-year.

Following is a narrative and visual description of the Palomar College planning cycle and its various components:

Master Plan 2022 (MP2022) – Educational and Facilities Plan is a long-term plan that will be updated: Fall 2009 and every 10 years thereafter. Next full MP update: 2019. The MP is long-term, covering a 20 year period. The MP provides a foundation for the multi-year strategic planning.

Strategic Plan (SP2009) – Is updated every 4 years. Next Update: SP2013 is to be conducted in fall 2009 (covering years 2009-10; 2010-2011; 2011-2012 and 2012-2013). Annual Implementation Plans (AIPs) are identified in each of the four year periods covered in the SP by the Strategic Planning Council (SPC) with reporting throughout the year.

Annual Implementation Plans (AIPs) - Are tied to the current SP and PRPs. The AIPs identify objectives for each of the goals in the SP with budget and tasks identified and reported on a regular basis throughout the fiscal year.

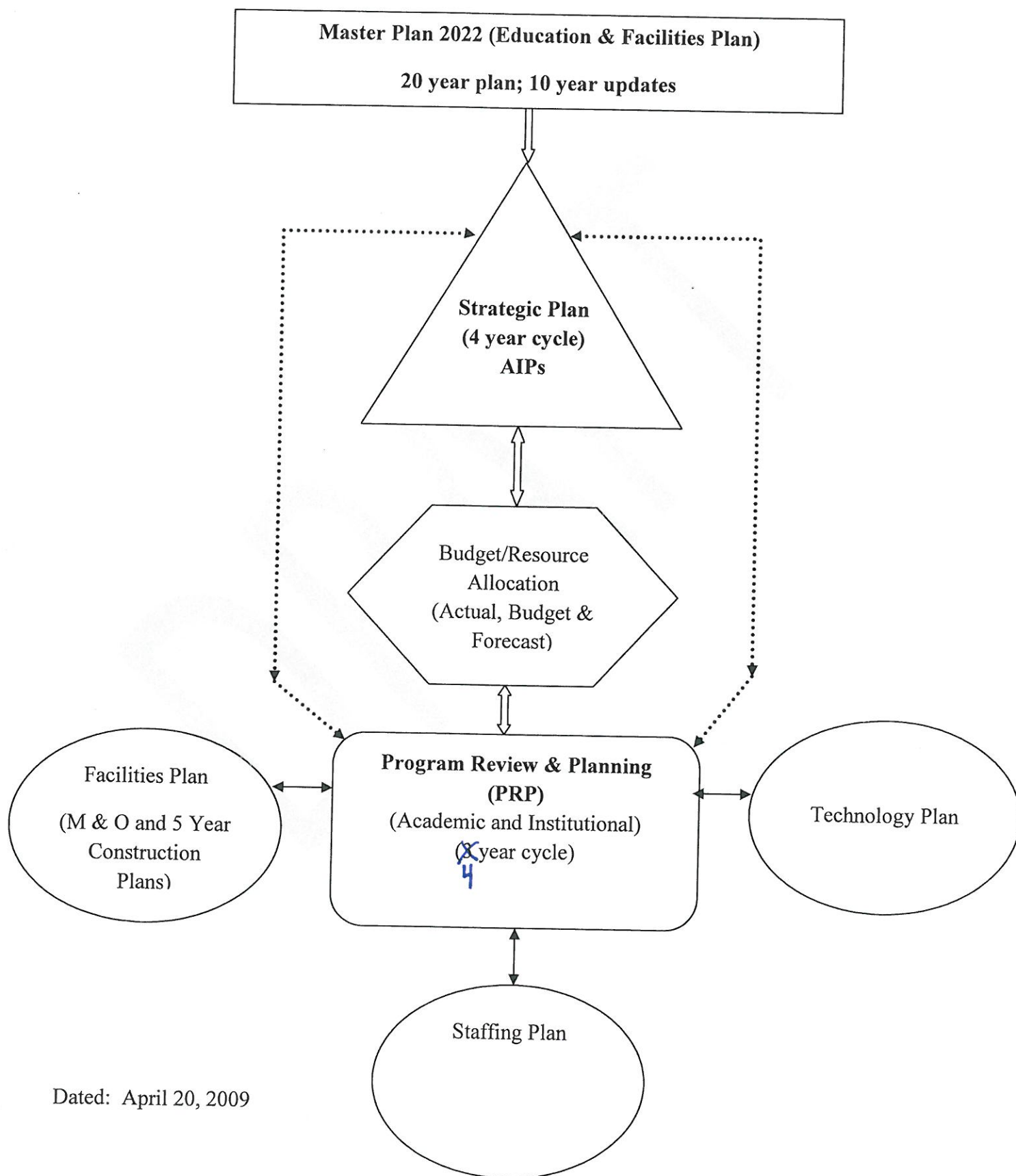
Program Review and Planning (PRP) – Update Spring and Fall 2009 and every 3 years thereafter with an annual “check in”. Next update to PRP: 2011-2012 (covering years 2009-2010; 2010-2011 and 2011-2012). The Planning Councils: Instructional Planning; Student Services Planning; Finance and Administrative Services; Human Resource Services are responsible for facilitation and implementation of the PRP reports for each divisional area and connectivity to the objectives in the strategic plan.

Budget – Annually with information reported for past 3 years of actual expenditures, current budget year development, and 2 years of forecasted budgets tied to operating (short-term) and strategic (multi-year planning) and the PRP documents/reports. There is to be a continuous connective loop between the PRP process, the SP, and the current and forecasted budgets.

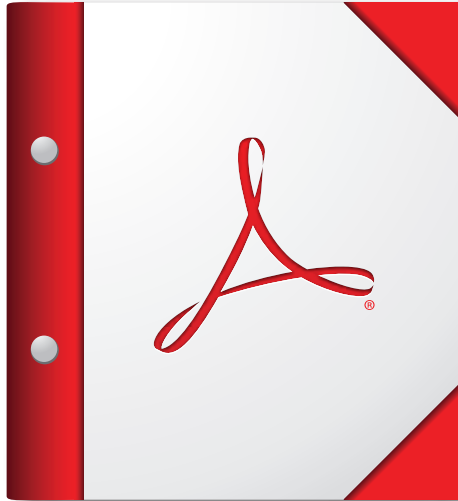
Operating Plans: Technology, Staffing and Facilities Plans, including rolling 5 year Construction Plans, are reviewed and updated regularly and are tied back to the PRPs, the strategic plan, and the master plan. (Faculty planning occurs at SSPC and IPC and feeds into the staffing plan.)

Dated: April 20, 2009

Palomar College Planning Cycle Flowchart

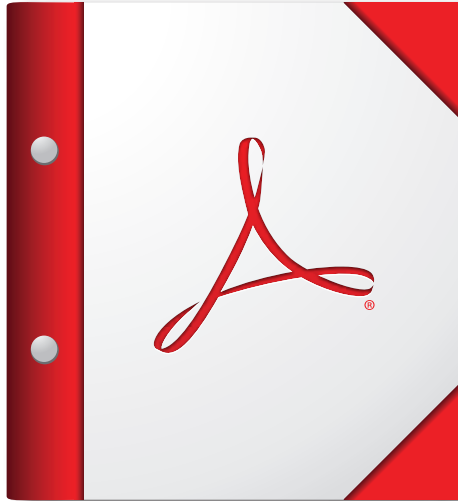


Dated: April 20, 2009



**For the best experience, open this PDF portfolio in  
Acrobat 9 or Adobe Reader 9, or later.**

**Get Adobe Reader Now!**



**For the best experience, open this PDF portfolio in  
Acrobat 9 or Adobe Reader 9, or later.**

**Get Adobe Reader Now!**

# Mission Statement Update For SPC Review – May 5, 2009

## Proposed Revision

In this **proposed revision** we have recast the Mission to incorporate additions (diversity, student learning outcomes, basic skills) but left the Values essentially the same.

**Vision:** Learning for Success

**Mission [Proposed]:** Palomar College is an educational leader committed to quality learning. Our Palomar College's mission is to provide an engaging and supportive learning environment for students of diverse origins, experiences, needs, abilities, and goals who are pursuing basic skills, transfer-readiness, general education, basic skills, career and technical training, and lifelong education. We are committed to producing promoting the learning outcomes necessary for our students to live responsibly, effectively, and creatively in an interdependent and changing world.

**Values [Proposed]:** Palomar College is a community dedicated to achieving student success and cultivating a love of learning. We strive continually to improve our community's performance and outcomes. To create the highest quality learning and cultural experiences, we are guided by our core values of

- achieving excellence in teaching, learning, and service
- fostering integrity as the foundation for all we do
- providing access to our programs and services
- ensuring equity and the fair treatment of all in our policies, processes, and procedures
- celebrating diversity in learning environments, philosophies, cultures, beliefs, and people
- supporting inclusiveness of individual and community viewpoints in collaborative decision-making processes
- promoting mutual respect and trust through open communications and actions
- supporting innovation to enhance and enrich learning environments and services.

Accreditation Standard I.A Mission

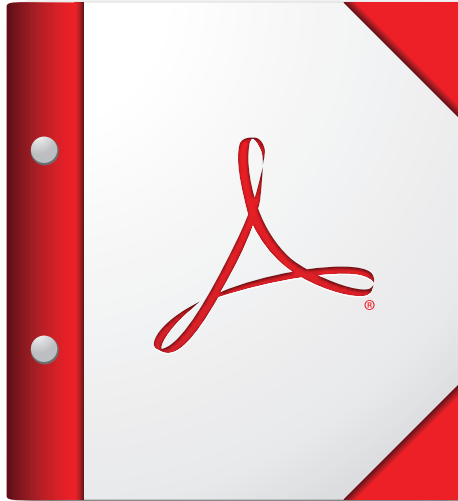
Recommendation 1 – 2009: Update Mission Statement to reflect diversity of student population and commitment to achieving student learning outcomes and assessments





**For the best experience, open this PDF portfolio in  
Acrobat 9 or Adobe Reader 9, or later.**

**Get Adobe Reader Now!**



**For the best experience, open this PDF portfolio in  
Acrobat 9 or Adobe Reader 9, or later.**

**Get Adobe Reader Now!**