



STRATEGIC PLANNING COUNCIL AGENDA

Date: May 5, 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, Kovrig, Laughlin, Lienhart, Madrigal, McCluskey, Owens, Talmo, Titus, Tortarolo

RECORDER: Ashour

	Attachments	Time
A. <u>MINUTES</u>		5 min.
1. Approve minutes of April 21, 2009		
B. <u>PROGRESS/IMPLEMENTATION STATUS</u> <u>ON ACCREDITATION RECOMMENDATIONS</u>		30 min
1. Palomar College Planning Cycle		
C. <u>ACTION ITEMS/SECOND READING</u>		15 min
1. Board Policies 3500, 4020, 4021, 4022, 4045, 4103, 4230, 4250, 4260	Exhibit C1	
2. Administrative Procedures 4020, 4022, 4103, 4250	Exhibit C2	
3. College Mission Statement	Exhibit C3	
D. <u>ACTION ITEMS/FIRST READING</u>		10 min
1. Memorials for Bill Bedford and Mike Barber		
E. <u>INFORMATION/DISCUSSION</u>		30 min
1. Government Affairs Committee		
2. Campus Police Funding	Exhibit E2	
F. <u>REPORTS OF PLANNING COUNCILS</u>		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		
G. <u>REPORT FROM BUDGET COMMITTEE</u>		5 min
H. <u>REPORT FROM PC3H COMMITTEE</u>		5 min
I. <u>REPORTS OF CONSTITUENCIES</u>		10min.
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		
J. <u>OTHER ITEMS</u>		



**STRATEGIC PLANNING COUNCIL
MEETING MINUTES
May 5, 2009**

A regular meeting of the Palomar College Strategic Planning Council scheduled for May 5, 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, Frederick, Gowen, Halttunen, Hoffmann, Japtok, Kovrig, Laughlin, Lienhart, Madrigal, McCluskey, Talmo, Titus, Tortarolo
Recorder: Cheryl Ashour
Members Absent: Jennum, Owens
Guests: Jayne Conway, Tony Cruz, Laura Gropen, Glynda Knighten, Tom Medel, Mary San Agustin, Mark Vernoy for Wilma Owens

A. MINUTES

1. Approve Minutes of April 21, 2009

MSC (Barton/Duran) to approve the Minutes of April 21, 2009 with revisions

Jayne Conway, Director of Health Services, gave an update on the H1N1 flu.

B. PROGRESS/IMPLEMENTATION STATUS ON ACCREDITATION RECOMMENDATIONS

1. Palomar College Planning Cycle

Berta Cuaron reported that the College received the exit report from Steve Kinsella, the site visit team chair, on April 27. The writing teams, steering committee, and co-chairs will review and correct any errors they see in the report and provide additional evidence, if needed. Our response is due back to Dr. Kinsella on May 13.

C. ACTION ITEMS/SECOND READING

1. Board Policies 3500, 4020, 4021, 4022, 4045, 4103, 4230, 4250, 4260 (Exhibit C1)

MSC (Laughlin/Duran) to approve Board Policy 3500
MSC (Kovrig/Laughlin) to approve Board Policy 4020
MSC (Duran/Laughlin) to approve Board Policy 4021
MSC (Duran/Titus) to approve Board Policy 4022
MSC (Kovrig/Duran) to approve Board Policy 4045
MSC (Duran/Laughlin) to approve Board Policy 4103
MSC (Laughlin/Duran) to approve Board Policy 4230
MSC (Kovrig/Frederick) to delete Board Policy 4250
MSC (Laughlin/Duran) to delete Board Policy 4260

2. Administrative Procedures 4020, 4022, 4103, 4250 (Exhibit C2)

MSC (Kovrig/Gowen) to approve Administrative Procedure 4020
MSC (Laughlin/Gowen) to approve Administrative Procedure 4022
MSC (Duran/Cuaron) to approve Administrative Procedure 4103
MSC (Halttunen/Gowen) to approve Administrative Procedure 4250

3. College Mission Statement (Exhibit C3)

The revised College Mission Statement was reviewed. The deletion of the words "esthetic appreciation" from the Mission Statement was discussed. It was decided to approve the document as revised; SPC will discuss inserting the words "esthetic appreciation" back into the Mission Statement when the Strategic Plan is reviewed in the fall.

MSC (Cuaron/Laughlin) to approve the revised Mission Statement (Kovrig opposed)
Board Policy 1200 will be also be revised to reflect the changes.

D. ACTION ITEMS/FIRST READING**1. Memorials for Bill Bedford and Mike Barber**

Vice President Dowd stated that the Finance & Administrative Services Planning Council received two memorial requests. Alumni and Friends would like to purchase a table and bench to be placed in the Matchett courtyard in memory of Mike Barber. The Faculty Senate requested that the Faculty Senate room be named "Bill Bedford Faculty Senate Meeting Room" in memory of Bill Bedford, wherever the room might be located at any time from this point forward.

MSC (Laughlin/Duran) to move to second reading

MSC (Kovrig/Duran) to approve memorials to Bill Bedford and Mike Barber

E. INFORMATION/DISCUSSION**1. Government Affairs Committee**

Monika Brannick stated that SPC had previously decided to reconvene the Government Affairs Committee, with the Director of Communications acting as chair; however, the Director resigned shortly thereafter. She requested that the Government Affairs Committee be reconvened with the Interim Director of Communications acting as chair. It was decided to bring the Government Affairs Committee Governance Structure Form as a first reading at the first fall SPC meeting.

2. Campus Police Funding (Exhibit E2)

Vice President Madrigal distributed a campus police funding comparison with six other community colleges. He discussed the Campus Police budget and funding sources. Discussion ensued. It was decided that a decision would be made at the first fall SPC meeting regarding the level of service and funding for Campus Police, including drawing from the general fund if revenue is insufficient.

F. REPORTS OF PLANNING COUNCILS**1. Finance & Administrative Services Planning Council**

Bonnie Ann Dowd reported that FASPC met April 16; their next meeting is May 7. A RFP has gone out for the bookstore management services company. Approval of a contract with a bookstore management company will be made at the May 14 Governing Board meeting. They also discussed the Roller Device Procedure guidelines. This item was put on hold until the Policy and Procedures Task Force has finished its work.

2. Human Resource Services Planning Council

John Tortarolo reported that HRSPC met April 21; their next meeting is today. They received their regular reports and a report on EEO availability data. HRSPC learned from the Chancellor's office that availability data for applicants is not available for any employment group. Vice President Tortarolo met with Monika Brannick and Brent Gowen to work on how we can address availability data as a College.

3. Instructional Planning Council

Berta Cuaron reported that IPC met April 22. They finished reviewing the program review planning document for 2008-09.

4. Student Services Planning Council

Joe Madrigal reported that SSPC has one operational item to report; Mary San Agustin presented the report on behalf of Herman Lee. Ms. Agustin stated that SSPC approved a request that enrollment services, which consists of financial aid and admissions, change their hours effective July 6. The hours will change to: Monday-Thursday, 7:00 a.m. – 6:00 p.m.; Friday, 7:00 a.m. – 4:00 p.m.; closed on Saturday. However, on the first two Fridays and Saturdays of each semester they will close at 5:00 p.m. on Friday and will be open on Saturday.

G. REPORT FROM BUDGET COMMITTEE

Bonnie Ann Dowd reported that the Budget Committee met on April 28; their next meeting is May 12. They discussed planning agenda item three; what enhancements can be made to our existing budget model; and how budget can be tied to review and planning.

H. REPORT FROM PC3H COMMITTEE

Monika Brannick reported that Diversity Day was very successful and their rally was positive. PC3H will meet next week, then will take a break over the summer. A group of employees will be going to UCSD to look at their Diversity Center and get guidelines. Ms. Brannick stated that she appreciates the support from the Administration.

I. REPORTS OF CONSTITUENCIES**1. Administrative Association – no report****2. Associated Student Government**

Rob Frederick stated that voting for the 2009-10 ASG leaders closes on Friday. The FASFA resolution that ASG has been working on for the last year was brought to the ASG general assembly for vote; however by the time the item came up quorum was lost. It will be the first item on the fall general assembly agenda. ASG has worked with the Master Plan committee regarding space for student government at the northern campus.

Mr. Frederick thanked SPC and stated that this will be his last SPC meeting. Claudia Duran also thanked SPC members for the opportunity given to her as Vice President of ASG.

3. Confidential/Supervisory Team

Lee Hoffmann reported that CAST has almost completed their ethical statement.

4. CCE/AFT

Neill Kovrig reported that CCE has conducted its elections process. The following individuals have been effectively elected to their positions: Neill Kovrig, President; Debbi Claypool, Senior Vice President; Suzanne Szames, Secretary; Chris Wick, Assistant Vice President; Mike Dimmick, Treasurer; Terri Canela, Assistant Grievance Officer; Lisa Douglas, Steward; Melissa Lopez, Steward; and Teresa Amavisca, Steward. The Senior Grievance Officer will be appointed July 1. All CCE committee appointments for shared governance committees will be vacated July. At that time, a term process for serving on shared governance will begin and members will be appointed to committees.

5. Faculty Senate

Monika Brannick reported that there are a few new senators that will be seated on Monday; many Faculty Senate members will also be returning. The Faculty Senate approved a recommendation from the Learning Outcomes Committee to restructure the Learning Outcomes Council. It now will have a coordinator, an assistant coordinator, and additional faculty. A SLO timeline and revised questions were approved. The revised standards of performances for faculty evaluations were revised.

6. PFF/AFT

Shannon Lienhart reported that four new E-board members have been elected: Perry Snyder and Joe Pistone were reelected to the part-time Executive Board; Michael Mufson was reelected to the full-time Executive Board; and Shayla Sievert was elected to the full-time Executive Board (she is replacing Daniel Finkenthal).

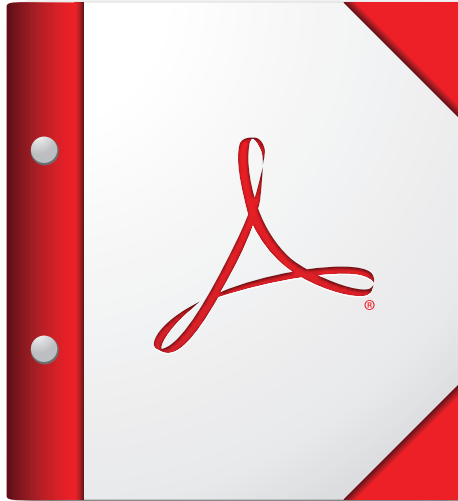
J. ADJOURNMENT

There being no remaining items, the meeting was adjourned at 4:05 p.m.



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Mission Statement Update For SPC Review – May 5, 2009

Current Mission Statement

The **Mission Statement** is comprised of three elements: the college's **Vision, Mission,** and **Values**.

Vision: Learning for Success

Mission: Palomar College is an educational leader committed to quality learning. We provide our community the knowledge, information, skills, and aesthetic appreciation necessary to live responsibly, effectively, and creatively in an interdependent and changing world.

Values: Palomar College is a learning community dedicated to achieving student success and cultivating a love of learning. We strive to improve performance and outcomes based on evidence. To provide 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 fair treatment in all policies, processes, and procedures
- celebrating diversity in people, philosophies, cultures, beliefs, programs, and learning environments
- 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

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

Law Enforcement Agencies Comparison

	Palomar	MiraCosta	CSUSM	Grossmont/Cuyamaca	SDCCD	UCSD	Southwestern
# of Full-time Police Officers	8	6	8	8	39	35	9
# of Part-time Police Officers	0	2	0	0	0	1	0
FTE CSO's	8.1	4.6	6	3	16	20	2
# of Full-time Dispatchers	0	1	5	1	7	7	1
# of Part-time Dispatchers	7	3	0	5	0	0	2
Dispatch Coverage	24/7	M-F 7:00 am-11:00pm Sat 7:00am-3:00pm	24/7	24/7	24/7	24/7	M-Sat 6:00am-10:30pm
Police Coverage	24/7*	M-F 7:00am-11:00pm Sat 7:00am-3:00pm	24/7	M-Su 6:30am-10:30pm	24/7	24/7	M-Sat 6:00am-10:30pm
# of Student Population	31000	12420	9100	26000	100000	28500	18000
# of Sites with Law Enforcement Services	2	2	1	2	5	1	1

*Coverage by CSO's only

11pm-6:30am M-F

4pm-8am Sat

4pm-6:30am Su