



## STRATEGIC PLANNING COUNCIL AGENDA

Date: November 30, 2010  
Starting Time: 2:00 p.m.  
Ending Time: 4:00 p.m.  
Place: MB-15

**CHAIR:** Deegan

**MEMBERS:** Barton, Brannick, Cerda, Claypool, Cuaron, Dowd, Francis, Furch, Halttunen, Hoffmann, Hogan-Egkan, Kelber, Kovrig, Laughlin, Lucero, Maunu, Shattuck, Sivert, Talmo, Titus, Tortarolo, Vernoy, Wick

**RECORDER:** Ashour

	Attachments	Time
<b>A. <u>ACTION ITEMS/SECOND READING</u></b>		15 min
1. Goal 1 Obj 1.1: Plans – 2022 Educational & Facilities Master Plan Update		
<b>B. <u>ACTION ITEMS/FIRST READING</u></b>		15 min
1. FASPC Governance Structure	Exhibit B1	
2. SPPF Requests	Exhibit B2	
<b>C. <u>ACCREDITATION RECOMMENDATIONS AND PROGRESS</u></b>		10 min
1. Accrediting Commission Actions and Policy Updates		
2. Evaluate implementation of Recommendation #2		
<b>D. <u>INTEGRATED PLANNING MODEL</u></b>		70 min
1. SPC Timeline Check-in		
2. Goals 3 Obj 3.3: Archive-Status Report to SPC		
3. Goals 1 & 2: Status reports to SPC		
4. Mid-year check in – Confirm all tasks identified in Annual Planning, Resource Allocation, and Evaluation Timeline have been completed up until this point		
<b>E. <u>REPORTS OF PLANNING COUNCILS</u></b>		5 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 – Mark Vernoy		
<b>F. <u>REPORT FROM PC3H COMMITTEE</u></b>		5 min
<b>G. <u>OTHER ITEMS</u></b>		



## STRATEGIC PLANNING COUNCIL MEETING MINUTES November 30, 2010

A regular meeting of the Palomar College Strategic Planning Council scheduled for November 30, 2010, was held in MB-15. President Robert Deegan called the meeting to order at 2:00 p.m.

### **Roll Call**

Present: Barton, Brannick, Cerda, Cuaron, Deegan, Dowd, Francis, Furch, Halttunen, Hoffmann, Hogan-Egkan, Kelber, Kovrig, Laughlin, Lucero, Maunu, Shattuck, Sivert, Titus, Tortarolo, Vernoy  
Absent: Claypool, Talmo, Wick  
Recorder: Cheryl Ashour  
Guests: Jayne Conway, Joan Decker, Phyllis Laderman, Don Sullins

### **A. ACTION ITEMS/SECOND READING**

#### **1. Goal 1 Obj 1.1: Plans – 2022 Educational and Facilities Master Plan Update**

MS (Vernoy/Kovrig) to approve the 2022 Educational and Facilities Master Plan Update

Shayla Sivert requested that this item be postponed until the next meeting to give her more time to read the document, since the document had only been available online for one week. There were no comments or questions about the Plan.

MSC (Sivert/Laughlin) to postpone action until the December 7, 2010 meeting.

### **B. ACTION ITEMS/FIRST READING**

#### **1. FASPC Governance Structure (Exhibit B1)**

MSC (Dowd/Kovrig) to move to second reading

Vice President Dowd stated that the FASPC Council is switching their meeting dates with the Facilities Review Committee. The governance structure reflects that change.

MSC (Kovrig/Titus) to approve the FASPC Governance Structure

#### **2. Prioritizing requests of ½ of 1%**

Monika Brannick stated that yesterday she received a request to add an additional request for ½ of 1%. She let the requestor know that the deadline had already passed. The request was not reviewed by the appropriate Council. There was consensus to not add the request to the eight being reviewed. Vice President Cuaron stated that she will review the request and work with IPC and LOC to see if it can be addressed somewhere else.

President Deegan stated that he was concerned that the PRPs may not get addressed this year. The Foundation is considering donating \$75,000.00 to use toward the secondary items. He will make a formal request for the funds at their next meeting. This would be a one-time request. The Foundation would like to fund those things that assist students in some manner. SPC will need to decide the best way to distribute the money. For instance, each planning council could receive a specific percentage of the available money.

There was a question about what happens to money not spent. Vice President Dowd stated that the Chartfields have been adjusted to be connected to strategic plans, master plans, or PRPs. When money is spent, a report can be run and sorted by the Chartfield, enabling a person to see what account an expenditure was charged, and the specific objective or goal within the Strategic Plan or Master Plan. President Deegan recommended that the money be rolled over to the next year. To ensure that the money gets spent and doesn't build up too high, a stipulation can be made that the fund does not go beyond the year's allocation plus the previous year's allocation.

Vice President Dowd discussed request number six, Implementing Commitment Accounting, in the amount of \$131,200.00. The funds will be used to automate budgeting for salaries and enable the District to automate identification of salary savings and its impact on the operating budget. Salaries and the associated benefits are the largest part of the College budget. With the expansion to the north and south in addition to Escondido and San Marcos, the automation changes will improve budget operations and decision making for the District. This request is dependent on approval of request five; if request five is not approved, then request six is not needed. Discussion ensued on the request.

Vice President Dowd discussed request number seven, Implementing PeopleSoft Fixed Assets, in the amount of \$15,000.00. The funds will be used to convert fixed asset data from the current Vertere system to PeopleSoft and interface purchasing, accounts payable, and fixed asset PeopleSoft modules. This has been an issue in our audit for several years. Vice President Dowd stated that the only person who has knowledge of the Vetere system, and who is responsible for monitoring the College's fixed assets, is retiring this December. Discussion ensued on the request.

Vice President Dowd discussed request number eight, Updating PeopleSoft Payroll Processes, in the amount of \$82,000.00. The money will be used to assess the current PeopleSoft HR/Payroll setups and document opportunities to streamline processes, implement those processes, and review setups to analyze work for Position Control (to be used to track the Staffing Plan). Discussion ensued on the request.

MSC (Cuaron/Shattuck) to move the eight requests for ½ of 1% to action/second reading (15 yea, 2 nea)

MS (Furch/Titus) to approve requests one through eight (6 yea, 9 nay). Motion failed.

**MSC (Brannick/Dowd) to approve \$40,000 to fund Request #1: Support for Student Learning Outcomes Assessment Cycle.** 2.4 Implement SLOACs and Service Area Outcomes Assessment Cycles at the course, program, and institutional level to further improve institutional effectiveness.

**MSC (Vernoy/Barton) to approve \$70,000 to fund Request #2: GRAD.** 2.3 Implement the GRAD campaign which encourages students to take responsibility for achieving their educational goals (1 nay).

Mr. Kovrig stated that he would rather classified staff be paid to do the work instead of using hourly employees due to ongoing concerns regarding the number of hourly employees on campus. Mr. Shattuck recommended that students be hired to do the work.

**MSC (Dowd/Barton) to approve \$13,000 to fund Request Number #3: Palomar College Administration of the Community College Survey of Student Engagement (CCSSE).** 1.4 Annually evaluate extent to which college's IPM reflects college's mission and results in improvement.

MS (Sivert/Kovrig) to postpone request #4 until the December 7 meeting (8 yea, 10 nay) Motion failed.

**MSC (Tortarolo/Cuaron) to approve \$67,000 to fund Request #4: PeopleAdmin Implementation.** Number Four: 2.4 Implement SLOACs and Service Area Outcomes Assessment Cycles at the course, program, and institutional level to further improve institutional effectiveness; Goal 4 Recruit, hire, and support diverse faculty and staff to meet the needs of students; 4.1 Complete and EEO Plan; 4.2 Develop staffing plan that identifies minimum & optimum staffing levels throughout the district; 4.3 Evaluate extent to which staffing plans and decisions reflect needs expressed in Council & College-wide priorities (15 yea, 4 nay).

MS (Sivert/Kovrig) to postpone request #5 until the December 7 meeting (5 yea, 11 nay) Motion failed.

MSC (Titus/Lucero) to extend the SPC meeting beyond 4:00 pm (13 yea, 5 nay)

**MSC (Cuaron/Vernoy) to approve \$67,000 to fund Request #5: PeopleSoft Position Control Implementation.** 2.4 Implement SLOACs and Service Area Outcomes Assessment Cycles at the course, program, and institutional level to further improve institutional effectiveness; 4.2 Develop staffing plan that

identifies minimum & optimum staffing levels throughout the district; 4.3 Evaluate extent to which staffing plans and decisions reflect needs expressed in Council & College-wide priorities (13 yea, 4 nay).

**C. ACCREDITATION RECOMMENDATIONS AND PROGRESS**

**1. Accrediting Commission Actions and Policy Updates**

There were no items.

**2. Evaluate Implementation of Recommendation #2**

This item was postponed.

**D. INTEGRATED PLANNING MODEL**

**1. SPC Timeline Check-In**

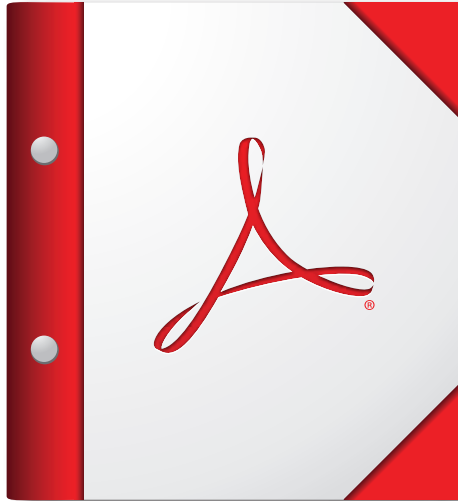
Michelle Barton reminded members to get their changes and additions to the Glossary to Mark Vernoy. The Glossary will come to SPC for a first reading in January.

**2. Goal 3 Obj. 3.3: Archive – Status Report to SPC**

President Deegan stated that Katherine Gannett has agreed to chair the Archive Workgroup. He distributed the workgroup membership that was identified at the May SPC meeting. He asked constituent groups to confirm that the person listed is still going to serve, and that AA and ASG appoint a member, or it will be assumed that they don't want to appoint someone to the workgroup. Discussion ensued on what items members would like to have archived. This item will be on the December 7 agenda to confirm membership.

**E. ADJOURNMENT**

The meeting was adjourned at 4:10 p.m. The remaining items on the SPC agenda will be addressed at the December 7, 2010 SPC meeting, including action/second reading for requests six through eight.



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**GOVERNANCE STRUCTURE GROUP REQUEST**

<b>Request submitted by</b> Bonnie Ann Dowd				<b>Date:</b> 06/02; 05/07/02; 09/16/03; 10/07/03; 02/15/05; 04/02/05 03/09/06; 04/17/08; 11/20/08; 12/3/09; <u>11/18/10</u>					
<b>Proposed Name of Requested Group</b> Finance & Administrative Services Planning Council (FASPC)									
X	<b>Council</b>		<b>Committee</b>		<b>Subcommittee</b>		<b>Task Force</b>		
<b>Action Requested:</b>			<b>Add</b>		<b>Delete</b>	X	<b>Change</b>		
<b>Role, Products, Reporting Relationships:</b>  <p><u>Role:</u> The Finance &amp; Administrative Services Planning Council (FASPC) annually reviews proposed budgets for all Finance &amp; Administrative Services (F&amp;AS) departments, ensuring alignment with the mission, goals, and objectives of the District's existing Strategic and Master Plans. FASPC reviews the Division's operational processes and procedures to provide appropriate levels of service and compliance with state-mandated requirements, recommending corrective action, if necessary. FASPC is also responsible for ensuring the development, revision, and review of operational plans for all departments within F&amp;AS for use in determining adequate staffing and resources to provide quality customer service to students, faculty and staff. In addition, FASPC annually reviews progress on the Division's Annual Implementation Plans (AIP) for submission to Strategic Planning Council (SPC). Committees reporting to the FASPC are: Bookstore Subcommittee; Food Service Subcommittee; Safety &amp; Security Committee; and Facilities Review Committee. FASPC also oversees the preparation and review of the District's Technology Master Plan. Members of FASPC shall ensure communication of action and discussion items to their appropriate constituency groups.</p> <p><u>Products:</u></p> <ul style="list-style-type: none"> <li>Annually reviews the proposed budgets for the F&amp;AS Division tied to planning and submits them to SPC</li> <li>Performs regular review of F&amp;AS Division's operational processes and procedures to ensure adequate customer service and compliance with state-mandated requirements</li> <li>Review operational plans to provide for adequate staffing and resources for the F&amp;AS Division</li> <li>Technology Master Plan prepared and reviewed in accordance with the District's Planning Model Cycle</li> </ul> <p><u>Reporting Relationship:</u></p> <ul style="list-style-type: none"> <li>Strategic Planning Council</li> <li>Committee members responsible for communicating F&amp;ASPC information to appropriate constituency group</li> </ul>									
<b>Meeting Schedule:</b> <del>1<sup>st</sup> &amp; 3<sup>rd</sup></del> <u>2<sup>nd</sup> &amp; 4<sup>th</sup></u> Thursday from 2:00 – 3:30									
<b>Chair &amp; Council Member:</b> Vice President, Finance and Administrative Services Planning Council									
<b>Members:</b> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> <li>Two Faculty members appointed by Faculty Senate</li> <li>One Faculty member appointed by PFF</li> <li>Two Classified Employees appointed by CCE/AFT</li> <li>One member appointed by CAST</li> <li>One student member appointed by ASG</li> </ul> </td> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> <li>Director of Facilities (or designee)</li> <li>Director of Business Services (or designee)</li> <li>Director of Fiscal Services (or designee)</li> <li>Director of Information Services (or designee)</li> </ul> </td> </tr> </table>								<ul style="list-style-type: none"> <li>Two Faculty members appointed by Faculty Senate</li> <li>One Faculty member appointed by PFF</li> <li>Two Classified Employees appointed by CCE/AFT</li> <li>One member appointed by CAST</li> <li>One student member appointed by ASG</li> </ul>	<ul style="list-style-type: none"> <li>Director of Facilities (or designee)</li> <li>Director of Business Services (or designee)</li> <li>Director of Fiscal Services (or designee)</li> <li>Director of Information Services (or designee)</li> </ul>
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09/16/03 - First Reading  
10/07/03 - Approved

02/15/05 – Revisions Approved  
04/17/08 - Revisions Approved

12/02/08 – Revisions Approved  
12/15/09 – Revisions Approved