



STRATEGIC PLANNING COUNCIL AGENDA

Date: May 17, 2011
Starting Time: 2:00 p.m.
Ending Time: 4:00 p.m.
Place: **AA-140**

CHAIR: Deegan

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

RECORDER: Ashour

	Attachments	Time
A. <u>MINUTES</u>		5 min
1. Approve Minutes of May 3, 2011		
B. <u>ACTION ITEMS/SECOND READING</u>		10 min
1. Parking Fees for Non-Palomar Activities	Exhibit B1	
2. Board Policies 7310, 7365	Exhibit B2	
3. Administrative Procedures 3300, 5015, 7337, 7365	Exhibit B3	
C. <u>ACTION ITEMS/FIRST READING</u>		15 min
1. Board Policies 3570 and 6450	Exhibit C1	
2. Administrative Procedures 5900, 6340, 6450	Exhibit C2	
D. <u>ACCREDITATION RECOMMENDATIONS AND PROGRESS</u>		10 min
1. Accrediting Commission Actions and Policy Updates		
2. Accreditation Update		
E. <u>INTEGRATED PLANNING MODEL</u>		60 min
1. SPC Timeline Check-in		
2. Identify FY2011-12 objectives for SP 2013 Year 2	Exhibit E2	
F. <u>INFORMATION/DISCUSSION</u>		0 min
1. Establish procedures for revising adopted/approved policies and procedures.	Exhibit F1	
G. <u>REPORTS OF PLANNING COUNCILS</u>		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	Exhibit G3	
4. Student Services Planning Council – Mark Vernoy		
H. <u>REPORT FROM PC3H COMMITTEE</u>		5 min
I. <u>OTHER ITEMS</u>		



**STRATEGIC PLANNING COUNCIL
MEETING MINUTES
May 17, 2011**

A regular meeting of the Palomar College Strategic Planning Council scheduled May 17, 2011, was held in AA-140. President Robert Deegan called the meeting to order at 1:00 p.m.

ROLL CALL

Present: Barton, Brannick, Cater, Claypool, Cuaron, Deegan, Halttunen, Hogan-Egkan, Kelber, Laughlin, Lucero, Shattuck, Sivert, Titus, Tortarolo, Vernoy
Absent: Cerda, Dowd, Hoffmann, Martinez, Maunu, Talmo, Wick
Recorder: Cheryl Ashour
Guests: Joan Decker, Glynda Knighten

A. MINUTES

1. Approve Minutes of May 3, 2011

MSC (Lucero/Cater) to approve the Minutes of May 3, 2011

B. ACTION ITEMS/SECOND READING

1. Parking Fees for Non-Palomar Activities (Exhibit B1)

Vice President Vernoy summarized the proposal. There were no questions.

MSC (Vernoy/Lucero) to approve parking fees for non-Palomar activities as written

2. Board Policies 7310, 7365 (Exhibit B2)

Board Policy 7310- Nepotism, was reviewed.

MSC (Tortarolo/Lucero) to approve BP 7310-Nepotism as written

Board Policy 7365-Discipline and Dismissal-Classified Employees, was reviewed

MSC (Tortarolo/Lucero) to approve BP 7365- Discipline and Dismissal-Classified Employees as written

3. Administrative Procedures 3300, 5015, 7337, 7365 (Exhibit B3)

Administrative Procedure 3300-Public Records, was reviewed.

MSC (Tortarolo/Lucero) to approve AP 3300-Public Records as written

Administrative Procedure 5015-Residence Determination, was reviewed.

MSC (Vernoy/Cater) to approve AP 5015-Residence Determination as written

Administrative Procedure 7337-Fingerprinting, was reviewed.

MSC (Tortarolo/Lucero) to approve AP 7337-Residence Determination as written

Administrative Procedure 7365-Discipline and Dismissal-Classified Employees, was reviewed.

MSC (Tortarolo/Vernoy) to approve AP 7365- Discipline and Dismissal-Classified Employees as written

C. ACTION ITEMS/FIRST READING

1. Board Policies 3570 and 6450 (Exhibit C1)

Board Policy 3570-Smoking and Other Tobacco Use, was reviewed and discussed. Some were concerned that there is not a procedure to go with the policy. Vice President Tortarolo stated that other policies have been approved in the past without a corresponding procedure. After discussion, it was decided that Vice President Tortarolo will write a procedure, working with the constituent groups. The procedure will focus on education and signage. It will come to SPC after the Policies and Procedures Task Force has reviewed it.

MSC (Shattuck/Vernoy) to move Board Policy 3570-Smoking and Other Tobacco Use to action/second reading. 2 nay (Claypool and Brannick)

MSC (Cater/Tortarolo) to amend Board Policy 3570-Smoking and Other Tobacco Use by deleting the last sentence. 2 nay (Claypool and Brannick)

MSC (Cater/Lucero) to approve Board Policy 3570-Smoking and Other Tobacco Use as corrected
12 yea, 1 nay, 1 abstain

Board Policy 6450 was reviewed. This policy will return for action/second reading at the first fall SPC meeting.

2. Administrative Procedures 5900, 6340, 6450 (Exhibit C2)

Administrative Procedures 5900-Prevention of Identity Theft in Student Financial Transactions, 6340-Bids and Contracts, and 6450-Cellular or Wireless Phone/Mobile Device Use-DELETE were reviewed. These administrative procedures will return for action/second reading at the first fall SPC meeting.

D. ACCREDITATION RECOMMENDATIONS AND PROGRESS

1. Accrediting Commission Actions and Policy Updates

There were no items.

2. Accreditation Update

Vice President Cuaron stated that the data for the annual report looks good. The report will be submitted next week and a copy of the final report will be brought to SPC in the fall. Work is continuing on the mid-term report.

E. INTEGRATED PLANNING MODEL

1. SPC Timeline Check-in

Michelle Barton stated that a new timeline will be ready for the orientation meeting in August. After discussion, everyone agreed to hold the orientation on Thursday, August 18 from 9:00 am to 12:00 pm.

2. Identify FY2011-12 Objectives for SP 2013 Year 2

Michelle Barton reported that the workgroup created nine new objectives; counting the objectives carried over from Year 1, there are a total of 18 proposed objectives for Year 2. She stated that it may be better to work on a smaller number of objectives. Members reviewed each new objective and made revisions and deletions. **(Exhibit E2)** Ms. Barton will bring the revised list to the orientation meeting in August for final review and approval.

F. INFORMATION/DISCUSSION

1. Establish Procedures for Revising Adopted/Approved Policies and Procedures

President Deegan distributed and discussed a proposed procedure in addressing revisions to policies and procedures. This item will come back in the fall for further discussion/decision. **(Exhibit F1)**

G. REPORTS OF PLANNING COUNCILS

1. Finance and Administrative Services Planning Council – no report

2. Human Resource Services Planning Council

Vice President Tortarolo reported that the HRSPC updated its PRPs at their last meeting.

3. Instructional Planning Council

Vice President Cuaron reported that the IPC subcommittee completed the Faculty Hiring Priority Recommendations for 2012-13 for 22 positions. (Exhibit G3) The remaining 27 position requests were not prioritized.

4. Student Services Planning Council – no report

G. REPORT FROM PC3H Committee

Monika Brannick discussed the signage request by the LGBTQ club, announced that Mark Vernoy nominated PC3H for the Rice Award, and stated that the Palomar Pride event was a huge success.

H. Other

There were no items.

I. ADJOURNMENT

There being no remaining items, the meeting was adjourned at 4:00 p.m.

PARKING FOR NON-PALOMAR ACTIVITIES

Purpose: To seek approval through the governance process to apply parking fees to non-Palomar College entities and activities, resulting in a more fair and equitable sharing of cost associated with providing parking to these entities.

Background: There are several non- Palomar College entities that are not being charged a fee to park in campus parking lots during their events. These are typically sporting teams that have gained approval to use Palomar College facilities. Most of the participants use our parking spaces 6 to 7 days a week during a semester. As a result, parking spaces become limited for the use of our students. Many of these entities are very profitable for the people that are running them, which introduce the possibility that the district is providing an anti-competitive atmosphere for these companies by not assessing a cost for services that their competitors likely have to pay for.

Below is a list of some groups that use our facilities.

West Coast Bulldogs: This group charges \$100.00 per person to register on a team. A team is comprised of at least 9 players per team. It is not clear how many teams are in the organization, but they usually request 60 parking permits per semester. They are typically on campus 5 to 7 days a week. They also provide private lessons for an additional fee to the participants.

Inland Aquatic Club: This organization has 8 different groups. Fees for the group vary from \$135.00 to \$205.00 per person, per month. This organization normally requests 250 permits per semester. They are on campus 6 days a week. Also during the summer swimming lessons are given. During the summer, six 2 week sessions were provided for a fee of \$120.00 per session, and 50 parking permits per session was requested.

Taylor Made Divers: This group charges \$500.00 to \$700.00 per person per week. They are on campus 7 days a week, and request 50 permits per semester. This group has begun the process to pay for parking, of their own accord. They are now, as of spring 2011, asking parents to purchase a student semester parking permit, rather than requesting free permits.

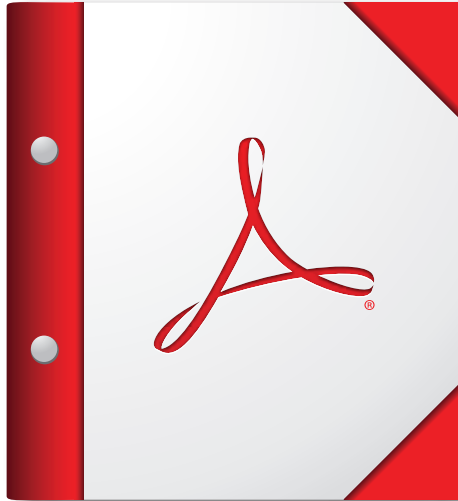
So Cal Breakers Baseball: 117 parking permits were issued to this organization for the semester.

A couple of parents requested semester passes because their child was getting pitching lessons. The parents are being charged for the lessons.

Other: There are various events and seminars held on the campus who are affiliated with the District and request permits for their staff and customers.

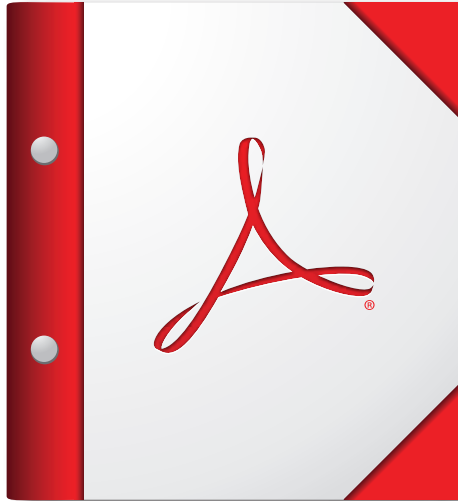
Recommendation: The Police Department recommends the following parking fees be assessed to outside for-profit entities who request parking services on campus:

- **Per vehicle at the same rate that students are paying for a semester permit and daily permit. (Note: Currently the parking fees for students are \$40.00 for a semester permit and \$5.00 for a one day permit from the permit machines)**



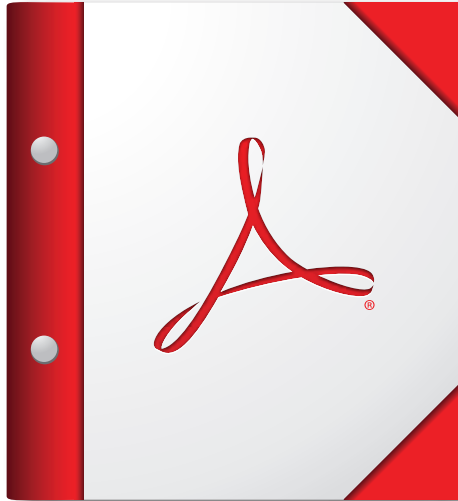
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SP 2013 - YEAR 2 NEW OBJECTIVES

Objective 1.2: Communicate the college's planning models, vision, mission, values, and goals.

Objective 2.6: Increase student retention, success, and completion by identifying and implementing academic and non-academic student support strategies designed to reach more students.

Objective 2.7: Support innovative teaching and learning projects.

Objective 3.3: Engage in focused dialogue to clarify and communicate the college's shared governance and decision-making processes.

Objective 4.3: Implement an online application process to facilitate access to a broad and diverse applicant pool.

Objective 5.1: Develop and implement a plan for opening the North and South Education Centers, including obtaining education center status for the South Center.

Objective 5.3: Identify and begin to fund priority recommendations defined in the college's Emergency Preparedness Plan.

Objective 6.1: Integrate funding of the Technology Master Plan 2016 into the college's annual budget development process.

Objective 6.2: Implement Technology Master Plan 2016 Tier 1 Recommended Initiatives.

PALOMAR COLLEGE
STRATEGIC PLAN 2013

VISION

Learning for Success

MISSION

Our mission is to provide an engaging teaching and learning environment for students of diverse origins, experiences, needs, abilities, and goals. As a comprehensive college, we support and encourage students who are pursuing transfer-readiness, general education, basic skills, career and technical training, aesthetic and cultural enrichment, and lifelong education. We are committed to promoting the learning outcomes necessary for our students to contribute as individuals and global citizens living responsibly, effectively, and creatively in an interdependent and changing world.

VALUES

Palomar College is dedicated to achieving student success and cultivating a love of learning. Through ongoing planning and self-evaluation, we strive to improve performances and outcomes. In creating the learning and cultural experiences that fulfill our mission and ensure the public's trust, we are guided by our core values of

- **Excellence** in teaching, learning, and service
- **Integrity** as the foundation for all we do
- **Access** to our programs and services
- **Equity** and the fair treatment of all in our policies and procedures
- **Diversity** in learning environments, philosophies, cultures, beliefs, and people
- **Inclusiveness** of individual and collective viewpoints in collegial decision-making processes
- **Mutual respect** and **trust** through transparency, civility, and open communications
- **Creativity** and **innovation** in engaging students, faculty, staff, and administrators
- **Physical presence** and **participation** in the community

STRATEGIC GOALS AND OBJECTIVES

Goal 1: Implement an integrated planning, review, and evaluation model that provides for the allocation of resources on the basis of department/unit and college-wide priorities.

Objective 1.1: Annually evaluate the extent to which the college's Integrated Planning Model reflects the college's mission and results in improvement. (YR1)

Objective 1.2: Communicate the college's planning models, vision, mission, values, and goals.

Goal 2: Strengthen programs and services for our students in order to support their educational goals.

Objective 2.1: Open a Teaching and Learning Center on the San Marcos campus, as identified in the college's basic skills plan. (YR1)

Objective 2.2: Examine the processes by which students progress through English, mathematics, reading, and ESL sequences. (YR1)

Objective 2.3: Implement the GRAD (Goal, Responsibility, Attitude, Determination) campaign which encourages students to take responsibility for achieving their educational goals. (YR1)

Objective 2.4: Implement Student Learning Outcomes Assessment Cycles (SLOACs) and Services Area Outcomes Assessment Cycles (SAOACs) at the course, program, and institutional level to further improve institutional effectiveness. (YR1)

Objective 2.5: Establish processes to ensure the quality of distance education offerings. (YR1)

Objective 2.6: Increase student retention, success, and completion by identifying and implementing academic and non-academic student support strategies designed to reach more students.

Objective 2.7: Support innovative teaching and learning projects

Goal 3: Ensure that the college's shared governance structure operates effectively and that the processes for decision-making are clearly defined and participatory.

Objective 3.1: Create a centralized archive documenting institutional history: major planning council recommendations, precedent-setting decisions, and the evolution of shared governance structures. (YR1)

Objective 3.2: Develop and implement a method for assessing the effectiveness of the shared governance process. (YR1)

Objective 3.3: Engage in focused dialogue to clarify and communicate the college's shared governance and decision-making processes.

Goal 4: Recruit, hire, and support diverse faculty and staff to meet the needs of students.

Objective 4.1: Complete an EEO plan. (YR1)

Objective 4.2: Implement an online application process to facilitate access to a broad and diverse applicant pool.

Goal 5: Ensure that existing and future facilities support learning, programs, and services.

Objective 5.1: Develop and implement a plan for opening the North and South Education Centers, including obtaining education center status for the South Center.

Objective 5.2: Identify and begin to fund priority recommendations defined in the college's Emergency Preparedness Plan.

Goal 6: Optimize the technological environment to provide effective programs and services throughout the district.

Objective 6.1: Integrate funding of the Technology Master Plan 2016 into the college's annual budget development process.

Objective 6.2: Implement Technology Master Plan 2016 Tier 1 Recommended Initiatives.

ADDRESSING REVISIONS TO POLICIES OR PROCEDURES

Complete form to obtain current version of policy or procedure from Josie
(Josie will begin log-in process)



Discuss, revise, and obtain approval of appropriate planning council



Send revised policy or procedure to Josie. She will ensure all references are accurate, reformat document, and then send revised policy/procedure to Task Force



Once Task Force has reviewed and approved the revisions, Josie will send the revised policy or procedure to SPC



After SPC approves policy/procedure, send back to Josie to place on Board agenda. After Board adopts revised policy, Josie will upload to website. Administrative Procedures are sent to the Board for information only.

ADDRESSING REVISIONS to POLICIES OR PROCEDURES

Criteria to Consider:

- **Must** this issue be addressed to **ensure compliance** with applicable laws, regulations, or accreditation mandates **OR** is it being considered due to an individual problem/incident?
- **Does** the policy/procedure have **institution-wide application** **OR** is it better addressed in an operational manual or as a department guideline?
- **Is** the **language** contained in the BP/AP **general and broad** enough to avoid the necessity for frequent revisions?

Rationale for Initiating the Revisions

Why does this policy/procedure need to be revised?

Policy/Procedure Compliance	
Legal Compliance: (Please check all that apply)	<input type="checkbox"/> Federal Law <input type="checkbox"/> State Law <input type="checkbox"/> Accreditation Standard <input type="checkbox"/> Title 5 Regulation <input type="checkbox"/> Other (specify) _____
Responsible Office(s):	
Responsible Administrator(s):	

Policy/Procedure Management	
Policy History (Dates of approval and revision)	
Additional Information	

Policy/Procedure Review (List administrators, faculty members, staff members, and students who assisted with the review and development of this policy and/or procedure revision)	

Faculty Hiring Priority Recommendations for 2012-13
Instructional Planning Council
May 11, 2011

Priority	Department/Discipline
1	Geology
2	Sociology
3	English
4	Political Science
5	Emergency Medical Education (EME)
6	Biology
7	Fire Technology
8	English as a Second Language (ESL)
9	Mathematics
10	Cabinet & Furniture Technology (CFT)
11	Art (Glass)
12	American Indian Studies (AIS)
13	History
14	Biology (Zoology)
15	Anthropology
16	Psychology
17	American Sign Language (ASL)
18	Spanish
19	Cinema
20	German
21	Economics
22	Multicultural Studies
Remaining position requests were not prioritized	

Recommendation from IPC Subcommittee 5.4.11
Accepted by Instructional Planning Council 5.11.11
Presented as information to SPC on 5.17.11