



STRATEGIC PLANNING COUNCIL AGENDA

Date: November 1, 2011
Starting Time: 2:00 p.m.
Ending Time: 3:45 p.m.
Place: **MD-221**

CHAIR: Deegan

MEMBERS: Barton, Brannick, Cater, Cerda, Claypool, Cuaron, Dean, Dimmick, Furch, Halttunen, Hoffmann, Laughlin, Lucero, Martinez, Maunu, Newmyer, Sivert, Stewart, Talmo, Titus, Tortarolo, Vernoy, Wick

RECORDER: Ashour

	Attachments	Time
A. <u>MINUTES</u>		5 min
1. Approve Minutes of October 18, 2011		
B. <u>ACCREDITATION RECOMMENDATIONS AND PROGRESS</u>		15 min
1. Midterm Report: Review: Recommendation #11-Health Liability Planning Agendas #10-Shared Governance	Exhibit B1	
C. <u>INFORMATION/DISCUSSION</u>		40 min
1. Governing Board Resolution on Commitment to Diversity 2. Budget Update	Exhibit C1	
D. <u>REPORTS OF PLANNING COUNCILS</u>		10 min.
1. Finance & Administrative Services Planning Council – Joe Newmyer 2. Human Resource Services Planning Council – John Tortarolo 3. Instructional Planning Council – Berta Cuaron 4. Student Services Planning Council – Mark Vernoy		
E. <u>REPORT FROM PC3H COMMITTEE</u>		5 min
F. <u>OTHER ITEMS</u>		



**STRATEGIC PLANNING COUNCIL
MEETING MINUTES
November 1, 2011**

A regular meeting of the Palomar College Strategic Planning Council scheduled November 1, 2011, was held in MD-221. President Robert Deegan called the meeting to order at 2:00 p.m.

ROLL CALL

Present: Barton, Brannick, Claypool, Cuaron, Dean, Deegan, Furch, Halttunen, Laughlin, Lucero, Maunu, Newmyer, Titus, Vernoy
Absent: Cater, Cerda, Hoffmann, Martinez, Sivert, Stewart, Talmo, Wick
Recorder: Cheryl Ashour
Guests: Kathy Davis for Chris Wick, Brent Gowen for Berta Cuaron, Glynda Knighten

A. MINUTES

1. Approve Minutes of October 18, 2011

MSC (Brannick/Halttunen) to approve the Minutes of October 18, 2011 as presented

B. ACCREDITATION RECOMMENDATIONS AND PROGRESS

1. Draft Midterm Report: Recommendation #11-Health Liability; Planning Agenda #10-Shared Governance

Brent Gowen reviewed Recommendation #11-Health Liability and Planning Agenda #10-Shared Governance with SPC members. He stated that the completed draft of the Midterm Report will come to SPC as a first reading at the November 15 meeting. **(Exhibit B1)**

C. INFORMATION/DISCUSSION

1. Governing Board Resolution on Commitment to Diversity

Brent Gowen distributed and discussed the Resolution on Commitment to Diversity, which will be on the November Governing Board agenda. **(Exhibit C1)** He stated that the resolution is in response to the Accrediting Commission's recommendation 8.3, which directly calls for a resolution reaffirming the College's commitment to diversity. The resolution is an amalgam of Board Policy 7100, part of the Commission's policy on diversity, and the accreditation standard. Dr. Gowen stated that the words "BP 3410 Nondiscrimination" will be taken out of the document, as the policy has not yet been approved by the Governing Board.

2. Budget Update

President Deegan stated that for fiscal year 2013-2014, the College will have to confront balancing revenue and expenses; it is prudent to take steps well in advance. Joe Newmyer discussed the College budget for this year, and projections for the following two years. Discussion ensued on vacant positions, the State "trigger" coming up in December, the FON number, the savings from a 4/10 work week in the summer, and serving students.

D. REPORTS OF PLANNING COUNCILS

1. Finance and Administrative Services Planning Council

Interim Vice President Joe Newmyer reported that FASPC is working on a staff survey; they sent their prioritized SPPF requests to Cheryl Ashour. FASPC plans to prioritize its recent vacancies.

2. Human Resource Services Planning Council

Vice President Tortarolo stated that HRSPC does not have any SPPF requests. Staffing Plan training is scheduled at today's HRSPC meeting.

3. Instructional Planning Council

Vice President Cuaron reported that SPPF proposals have been prioritized for objectives 2.2, 2.5, and 2.7, and IPC has completed a summary review of its PRPs. At the next meeting it plans to begin the staffing plan process.

4. Student Services Planning Council

Interim Vice President Mark Vernoy reported that Karen Robinson and Shawna Hearn reviewed the updates to the Staffing Plan at the last SSPC meeting. SSPC reviewed its SPPF requests and will prioritize them at the next meeting.

E. REPORT FROM PC3H COMMITTEE

Monika Brannick reported that two SPPF requests were submitted to IPC for consideration. The library staff has asked PC3H to attend one of their staff meetings and provide training.

F. OTHER**1. Student Success Recommendations**

Monika Brannick suggested that the Student Success Task Force Recommendations be added as an information agenda item to a future SPC meeting.

2. Incident at Sprinter

Mark Vernoy discussed an incident last Saturday night at the crosswalk to the Sprinter station, where a skateboarder was hit by a car and injured when she crossed at a red light.

3. Veterans

President Deegan announced that he is making a recommendation to SDICCA that Palomar College host a Veterans Conference, bringing Veteran's Directors from the region's community colleges to talk about best practices. It is anticipated that 40,000 Iraq veterans will be returning soon and the College wants to address the financial, academic, and other issues that may arise.

G. ADJOURNMENT

There being no further business, the meeting was adjourned at 2:45 p.m.

Midterm Report 2012

DRAFT
RECOMMENDATION #11
PLANNING AGENDA #10
FOR SPC REVIEW ON 11/01/11



Submitted by

Palomar College
1140 West Mission Road
San Marcos, CA 92069
www.palomar.edu

Submitted to

The Accrediting Commission for Community and Junior Colleges
Western Association of Schools and Colleges

Palomar Community College District

Governing Board

Nancy Chadwick, M.S.W, M.P.A.

Rose Marie Dishman, Ph.D.

Mark Evilsizer, M.A.

Darrell McMullen, M.B.A.

Paul McNamara, B.A.

Cody Dean, Student Trustee

Superintendent/President

Robert P. Deegan

March 15, 2012

Recommendation #11 – Long-Term Health Fund Liability

In order to meet the Standards, the team recommends the College identify and plan for the funding of the future retiree health benefits (III.D.1.b, III.D.1.c).

Progress and Analysis

The Post Retirement Benefits Fund (Fund 69) exists to receive amounts set aside for medical and dental insurance premiums to be paid on behalf of the employees who have retired from the District and are eligible under provisions of the benefit plan. Currently, the balance in the fund (\$12.7 million) is short of the \$78.5 million that has been identified as the fund's total liability by the actuary who completed a study during 2010.

To meet the Commission's Standards, maintain the confidence of rating agencies, and follow the advice of actuarial studies, the College recommends that the Governing Board of Palomar Community College District approve the following action:

1. That for 2011-12 and 2012-13 the District transfer \$5,065 per active employee into Fund 69 with the understanding that this transfer will not bring the ending fund balance in the General Unrestricted Fund (Fund 11) below 5% of the budgeted revenue. According to the latest actuarial study, this amount would cover both the current year liability and the past years' liability for active employees.
2. That for 2011-12 and 2012-13 the District transfer \$2,506 per active employee (approximately \$1.8 million) into the irrevocable trust fund set up by the Community College League of California with the understanding that this transfer will not bring the ending fund balance in Fund 11 below 5% of the budgeted revenue. According to the latest actuarial study, this amount would cover the liability for current retirees.

Additional Plans

Evidence

Planning Agenda #10 – Shared Governance and Decision-Making Processes

The Strategic Planning Council will engage in formal dialogue on its shared governance and decision-making processes in order

- a. to distinguish the types of decisions that have significant institution-wide implications and thus must be arrived at through systematic participative processes;**
- b. to clarify the authorities and responsibilities of the decision-makers and other participants in these processes in order to produce decision-making guidelines; and**
- c. to enhance professional development opportunities for the college to learn about shared governance (IV.A).**

Progress and Analysis

In the summer of 2009 in special meetings of the Strategic Planning Council (SPC), the College began developing new planning, evaluation, and resource allocation models. At these meetings, members of SPC framed discussion with descriptions and reviews of shared governance and decision-making processes at the College. Shared governance and decision-making remained at the center of discussion throughout the drafting of these models in late 2009 and early 2010. By the spring of 2010, SPC had produced the *Integrated Planning, Evaluation, and Resource Allocation Decision-Making Model*, the *Resource Allocation Model*, and *Staffing Plan 2016*. In these models, shared governance and decision-making are grounded in a Planning Council structure informed by Program Review and Planning processes. The Planning Councils involve representatives of all the College's constituent groups, and Program Review and Planning is conducted by all the College's departments and units.

As the College has implemented these models, making adjustments as necessary, shared governance and decision-making processes have become increasingly clear, coherent, and deliberate.

Shared governance and decision-making matters are prominent in the College's *Strategic Plan 2013* and in the Annual Plans derived from it. For example, in *Strategic Plan 2013 – Year Two Action Plan 2011-2012*, Goal 3 is "Ensure that the college's shared governance structure operates effectively and that the processes for decision-making are clearly defined and participatory," and Objective 3.3 is "Engage in focused dialogue to clarify and communicate the college's shared governance and decision-making process[es]." Inasmuch as the review of the College's progress toward achieving these Plans' Goals and Objectives is a standing agenda item at Strategic Planning Council meetings, SPC sustains the ongoing discussion of shared governance and decision-making. [See **Michelle Barton re: a brief description of the College's evaluation of the shared governance and decision-making processes. Refer to Objective 3.2: "Develop and implement a method for assessing the effectiveness of the shared governance process."**]

Also, shared governance and decision-making were the subjects of SPC's Fall 2011 orientation meeting, at which the roles and responsibilities of members and their constituent groups were clarified and discussed. **[Add other details about this orientation meeting?] [List other shared governance/decision-making discussions, such as meetings of the Policies and Procedures Workgroup?]**

The College provides many professional development opportunities for faculty, administration, and staff to learn more about shared governance structures and processes. Examples include "The Roundtable Discussion on Ways to Strengthen Student Success" and "The Student Success Task Force Campus-wide Forum," as well as various sessions offered at the Fall and Spring plenary meetings. In addition, the College awards Service Points to faculty for their work on shared governance committees. Also, two Professional Development Self-Designed Activities directly address shared governance and decision-making: "Consult with Other Departments/Offices on Campus" (Code #126) and "Examine Educational/Academic Issues" (Code #127).

Moreover, this Accreditation cycle – the self-study, two follow-up reports, three site visits, and this midterm report – has afforded the College opportunity and impetus to engage in continuous formal dialogue on shared governance.

Additional Plans

None.

Evidence

- *Integrated Planning, Evaluation, and Resource Allocation Decision-Making Model*
- *Resource Allocation Model*
- *Staffing Plan 2016*
- Planning Councils Membership
- Program Review and Planning
- *Strategic Plan 2013*
- *Strategic Plan 2013 – Year Two Action Plan*
- Strategic Planning Council Orientation, August 18, 2011
- Strategic Planning Council Minutes
- Professional Development Website

RECOMMENDATION: ACTION – ADOPT RESOLUTION IN COMMITMENT TO DIVERSITY

WHEREAS, the Governing Board of the Palomar Community College District recognizes that diversity in the academic environment fosters cultural awareness, promotes mutual understanding, and provides role models for all students.

WHEREAS, the Governing Board strives to sustain a college community in which all members can interact on a basis of valuing diversity, accepting differences, and respecting each individual.

WHEREAS, the Governing Board adopted BP 7100 Commitment to Diversity, BP 3050 Institutional Code of Ethics, BP 3410 Nondiscrimination, BP 3420 Equal Employment Opportunity, ^{and} ~~BP 3430 Prohibition of Harassment~~ in an effort to demonstrate its on-going commitment to diversity.

BE IT RESOLVED, that the Governing Board of the Palomar Community College District hereby reaffirms its commitment to:

- hiring processes that support the goals of equal opportunity and diversity and provide equal consideration for all qualified candidates;
- employing qualified administrators, faculty, and staff members who are dedicated to student success; and
- developing and maintaining programs, practices, and services that support its diverse students, faculty, staff, and administrators.