



## STRATEGIC PLANNING COUNCIL AGENDA

Date: April 3, 2012  
Starting Time: 2:00 p.m.  
Ending Time: 3:45 p.m.  
Place: **AA-140**

**CHAIR:** Deegan

**MEMBERS:** Barton, Brannick, Cater, Cerda, Claypool, Cuaron, Davis, Ellard, Halttunen, Hogan-Egkan, Laughlin, Lienhart, Lucero, Maunu, Newmyer, Stewart, Talmo, Titus, Tortarolo, Vernoy, Wick

**RECORDER:** Ashour

	Attachments	Time
<b>A. <u>MINUTES</u></b>		5 min
1. Approve Minutes of March 6, 2012		
<b>B. <u>ACTION ITEMS/FIRST READING</u></b>		10 min
1. Board Policy 4231-Grade Changes	Exhibit B1	
2. Administrative Procedures: AP4030-Academic Freedom AP 4045-Tutorial Services Programs; AP5015-Residence Determination; AP5075-Course adds And Drops; AP6345-Bids and Contracts Using UPCCAA	Exhibit B2	
<b>C. <u>ACCREDITATION RECOMMENDATIONS AND PROGRESS</u></b>		5 min
1. Accrediting Commission Actions and Policy Updates		
2. Accreditation Update		
<b>D. <u>INTEGRATED PLANNING MODEL</u></b>		5 min
1. SPC Timeline Check-In		
a. Remaining Planning Activities for the Year		
2. Review Strategic Plan Annual Report Questionnaire	Exhibit D2	
3. Staffing Plan Update		
4. Governance Evaluation Survey		
<b>E. <u>INFORMATION/DISCUSSION</u></b>		60 min
1. Student Success Task Force Recommendations		
2. Report from Budget Committee	Exhibit E2a, E2b	
<b>F. <u>REPORTS OF PLANNING COUNCILS</u></b>		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		
<b>G. <u>REPORT FROM PC3H COMMITTEE</u></b>		5 min
<b>H. <u>OTHER ITEMS</u></b>		



**STRATEGIC PLANNING COUNCIL  
MEETING MINUTES  
April 3, 2012**

A regular meeting of the Palomar College Strategic Planning Council scheduled April 3, 2012, was held in AA-140. President Robert Deegan called the meeting to order at 2:05 p.m.

**ROLL CALL**

Present: Monika Brannick, Judy Cater, Debbi Claypool, Berta Cuaron, Robert Deegan, Lynda Halttunen, Theresa Hogan-Egkan, Aaron Holmes, Shannon Lienhart, Joe Newmyer, Craig Thompson, John Tortarolo, Mark Vernoy, Chris Wick  
Absent: Michelle Barton, Phil Cerda, Kathy Davis, Tylor Ellard, Teresa Laughlin, Evelyn Lucero, Leanne Maunu, Kate Stewart, Rich Talmo, Sherry Titus  
Recorder: Cheryl Ashour  
Guests: Glynda Knighten

**A. MINUTES**

**1. Approve Minutes of March 6, 2012**

MSC (Halttunen/Cater) to approve the Minutes of March 6, 2012 as presented

**B. ACTION ITEMS/FIRST READING**

**1. Board Policy 4231-Grade Change**

Board Policy 4231 was reviewed; there were no questions. **(Exhibit B1)** This item will return for action/second reading at the April 17 SPC meeting.

**2. Administrative Procedures: AP 4030-Academic Freedom; AP 4045-Tutorial Services Programs; AP5015-Residence Determination; AP 5075-Course Adds and Drops; AP 6345-Bids and Contracts using UPCCAA**

Administrative Procedures 4030, 4045, 5015, 5075, and 6345 were reviewed. **(Exhibit B2)** Herman Lee stated that the only change to AP 5015 was to line 226. AP 5075 is being revised at the directive of the Chancellor's Office. These procedures will return for action/second reading at the April 17 SPC meeting.

**C. ACCREDITATION RECOMMENDATIONS AND PROGRESS**

**1. Accreditation Update**

Berta Cuaron distributed the 201-2012 Palomar College Annual Report, which was submitted to the Accrediting Commission on March 28. She reviewed the information in the report.

**D. INTEGRATED PLANNING MODEL**

**1. SPC Timeline Check-In**

President Deegan reviewed the remaining activities for the 2011-2012 year.

**2. Review Strategic Plan Annual Report Questionnaire**

President Deegan reviewed the questions on the Strategic Plan Annual Report Questionnaire, which will be sent to the objective leaders. **(Exhibit D2)**

**3. Staffing Plan**

John Tortarolo reported that data collection is almost complete, and analysis of the data has begun. The Staffing Plan will be on the May 1 SPC agenda as an information item.

**4. Governance Evaluation Survey**

President Deegan stated that the planning councils will soon receive a request to complete a governance evaluation survey.

**E. INFORMATION/DISCUSSION****1. Student Success Task Force (SSTF) Recommendations**

Monika Brannick discussed the work of the Faculty Senate SSTF work group.

**2. Report from Budget Committee**

Vice President Newmyer distributed a Summary 3 Year Projection (**Exhibit E2a**) and memo (**Exhibit E2b**) explaining the budget projection. He reviewed the projected budget for 2011-12, 2012-13, and 2013-14. The designated accounts are included in the projection.

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

Vice President Newmyer reported that FASPC will meet next week.

**2. Human Resource Services Planning Council**

Vice President Tortarolo reported that HRSPC plans to discuss SAOs and the staffing plan at its next meeting.

**3. Instructional Planning Council**

Vice President Cuaron reported that IPC drafted improved instructions for departments completing PRPs and stated that a new faculty hiring list is being developed.

**4. Student Services Planning Council**

Vic President Vernoy reported that SSPC is working on its instructional and non-instructional PRP documents.

**G. REPORT FROM PC3H COMMITTEE**

Monika Brannick reported that a part-time assistant was recently hired. She has a BA in LGBT studies from San Diego State. April is LGBTQ Awareness Month; Ms. Brannick discussed the activities planned for the month. The name of the LGBTQ Center was changed to PC Pride Center.

**H. OTHER**

1. Mark Vernoy gave an update on the hiring progress for the Vice President of Finance and Administrative Services.

2. A Veterans Services Forum is scheduled for April 20, from 8:00 a.m. to 3:30 p.m. Local colleges and service providers will be invited to attend.

**I. ADJOURNMENT**

There being no further business, the meeting was adjourned at 3:00 p.m.

Instructional Services  
DRAFT as of 3/16/12

**BP 4231 GRADE CHANGES**

**References:**

Education Code Sections 76224 and 76232;  
Title 5 Section 55025

The Superintendent/President shall implement procedures to assure the accuracy and integrity of all grades awarded by faculty. The procedures shall include, but not necessarily be limited to, the following:

- Assurance that in the absence of mistake, bad faith, fraud, or incompetence, the grades awarded by faculty shall be final
- Procedures for students to challenge the correctness of a grade
- The installation of security measures to protect grade records and grade storage systems from unauthorized access
- Limitations on access to grade records and grade storage systems
- Discipline for students or staff who are found, following a due process investigation, to have gained access to grade records without proper authorization or to have changed grades without proper authorization
- Notice to students, faculty, transfer institutions, accreditation agencies and law enforcement agencies, as appropriate, if unauthorized access to grade records and grade storage systems is discovered to have occurred

Also see BP 3310 titled Records Retention and Destruction, AP 4231 titled Grade Changes, and BP/AP 5040 titled Student Records

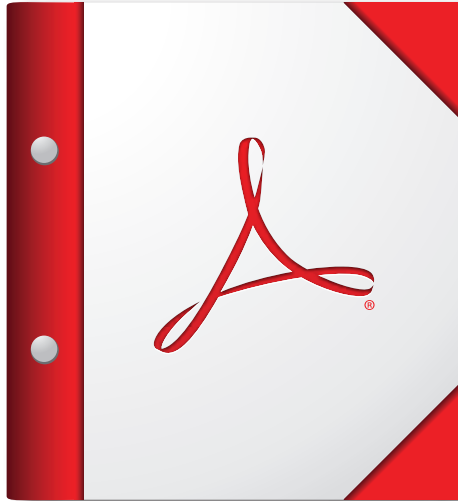
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**NOTE:** This policy is **legally required**. The language in **red ink** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in **green ink** is recommended by the Office of Instruction, Faculty Senate, and Student Services. The Task Force reviewed this policy at the August 28, 2009, September 18, 2009, and November 20, 2009 Task Force Meetings. The language in **blue ink** reflects revisions from Instructional Services and the Faculty Senate. This document was reviewed and approved by the Task Force on March 16, 2012.

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**Date Adopted:**

*(This is a new policy recommended by the CC League and the League's Legal Counsel)*



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## End of Year Progress Report on Strategic Plan 2013 Year 2 Action Plan

2011-2012

*Consider all activities currently underway or completed for your objective when answering this question.*

1. For which objective in the Year Two Action Plan are you providing this report?
2. **Briefly** describe the progress made on your assigned objective this year. Describe your progress based on your assigned objective's measurable outcomes listed in the fifth column of Strategic Plan 2013 - Action Plan Year 2 2011-2012.
3. Who (individuals and/or groups) participated in the work performed to address your assigned objective?
4. What resources did your group apply to this objective? What impact did they have?
5. If you received funding from the SPPF, have you expended all it? If not what is the expected timeline for expending it?
6. Did your assigned groups make expected progress on this objective? Why or why not?
7. If there is still work to be done on your group's objective, do you need additional resources to complete it? If yes, can you provide an "estimate" and **brief** description on how you would use the resources?
8. Would you recommend moving your objective forward into the college's Strategic Plan 2013 - Action Plan Year Three 2012-13?
9. If yes, why? If yes, does the wording of the objective need to be revised?

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Palomar Community College District												
2	SUMMARY 3 YEAR PROJECTION												
3	With both Tier 1 and Tier 2 and Deficit Factor of .4515%												
4	Fund 11 Unrestricted (with Designated including Lottery)												
5	3/26/2012 Proposition Passes												
6					As of 3/2/12	As of 3/2/12			P1				
7			2010-11	2011-12	2011-12	2011-12			As of 3/2/12	As of 3/2/12	2012-13	2013-14	
8			Actuals	Unrestricted	Unrestricted	Unrestricted			Unrestricted	Unrestricted	Unrestricted	Unrestricted	
9	Account	Description		Adopted Budget	Projected Changes	Projection**	Projection	Projection					
10	Beginning Fund Balance (including lottery)		17,547,400	19,053,745		19,053,745		11,534,743					4,076,350
11	Non-Lottery Designated Beginning Fund Balance		2,617,289	3,778,728		3,778,728		700,000					0
12	Total Beginning Fund Balance		20,164,689	22,832,473		22,832,473		12,234,743					4,076,350
13													
14	REVENUE												
15		Apportionment	94,392,702	95,707,484		(12,312)		95,695,172			88,893,552		88,893,552
16		FY11-12 Workload Adjustment		(6,806,331)		4,711		(6,801,620)					
17		FY11-12 Projected Tier and Additional Deficit Coefficient		(1,177,564)		(1,861,924)		(3,039,488)					
18													
19		Subtotal Apportionment	94,392,702	87,723,589		(1,869,525)		85,854,064			88,893,552		88,893,552
20													
21		Apprenticeship	645,236	645,236		0		645,236			645,236		645,236
22		Follett Contract	555,476	525,000		0		525,000			525,000		525,000
23		Interest	166,573	200,000		0		200,000			200,000		200,000
24		Part Time Faculty Apportionment	421,311	421,311		0		421,311			421,311		421,311
25		Non Resident Tuition	1,852,190	1,900,000		(425,000)		1,475,000			1,475,000		1,475,000
26		2% BFAP Admin	63,324	74,449		0		74,449			74,449		74,449
27		2% Enrollment Fees	142,296	203,958		0		203,958			203,958		203,958
28		Transcript Income	7,555	10,000		0		10,000			10,000		10,000
29		Non-Lottery Designated	3,989,608	1,262,102		0		1,262,102			1,262,102		1,262,102
30		Other Income	39,148	28,587		0		28,587			28,587		28,587
31		Lottery	2,495,625	2,200,000		200,000		2,400,000			2,400,000		2,400,000
32		Prior Year Apportionment	573,985	0		989,879		989,879			0		0
33		Revenue Grand Total	105,345,029	95,194,232		(1,104,646)		94,089,586			96,139,195		96,139,195
34													
35	110000	Instructional Salaries - Contract	20,613,735	22,378,776		0		22,378,776			22,378,776		22,378,776
36		Budgeted Savings		(2,100,000)		0		(2,100,000)			(2,100,000)		(2,100,000)
37	120000	Non-Instructional Salaries - Contract	7,287,331	7,906,316		0		7,906,316			7,906,316		7,906,316
38	130000	Instructional Salaries - Other	15,333,517	15,760,698		0		15,760,698			15,760,698		15,760,698
39		Budgeted Savings (Sections Cancelled)		(1,450,000)		0		(1,450,000)			(1,800,000)		(1,800,000)
40						0							
41	140000	Non-Instructional Salaries - Other	1,530,693	1,672,007		0		1,672,007			1,422,007		1,422,007
42		Projected Savings		(150,000)		0		(150,000)			(150,000)		(150,000)
43													
44	1000's	ACADEMIC SALARIES SUBTOTAL	44,765,276	44,017,797		0		44,017,797			43,417,797		43,417,797
45													
46	210000	Non-Instructional Salaries - Regular	18,747,569	21,162,638		0		21,162,638			21,162,638		21,162,638
47		Budgeted Savings		(2,400,000)		0		(2,400,000)			(2,400,000)		(2,400,000)
48	220000	Instructional Aides - Regular	1,463,156	1,592,615		0		1,592,615			1,592,615		1,592,615
49	230000	Non-Academic Salaries - Other	1,146,422	1,342,206		0		1,342,206			1,342,206		1,342,206
50		Projected/Budgeted Savings		(700,000)		0		(700,000)			(700,000)		(700,000)
51	240000	Instructional Aides - Other	443,298	590,253		0		590,253			490,253		490,253
52													
53	2000's	NON ACADEMIC SALARIES SUBTOTAL	21,800,445	21,587,712		0		21,587,712			21,487,712		21,487,712
54													
55	300000	Employee Benefits	22,086,780	26,104,551		0		26,104,551			26,104,551		26,104,551
56		Budgeted Savings		(1,900,000)		0		(1,900,000)			(1,900,000)		(1,900,000)
57		Estimated Additional Amount to Fund 69 - Recommendation #1				260,000		260,000			260,000		260,000
58		FY12-13 Estimated Cost of Matrix									712,000		712,000
59		FY13-14 Estimated Cost of Matrix											720,000
60		Estimated Increase in PERS rate to 12.1%									260,000		260,000
61		Estimated Savings in Health Care Costs in FY 2011-12				(310,000)		(310,000)			(620,000)		(620,000)
62		FY12-13 Increase in Benefit Costs (assumed 10% at mid year)									465,000		930,000
63		FY13-14 Increase in Benefit Costs (assumed 10% at mid year)											480,000
64													
65	3000's	EMPLOYEE BENEFITS SUBTOTAL	22,086,780	24,204,551		(50,000)		24,154,551			25,281,551		26,946,551
66													
67													
68	400000	Supplies & Materials	601,192	707,966		0		707,966			707,966		707,966
69													
70													
71	4000's	SUPPLIES AND MATERIALS SUBTOTAL	601,192	707,966		0		707,966			707,966		707,966
72													
73	500000	Other Oper Exp	7,398,665	9,030,022		0		9,030,022			9,030,022		9,030,022
74		Budgeted Savings		(1,000,000)		0		(1,000,000)			(1,000,000)		(1,000,000)
75													
76													
77	5000's	OTHER OPERATING EXPENSES SUBTOTAL	7,398,665	8,030,022		0		8,030,022			8,030,022		8,030,022
78													
79	580000	INDIRECT COSTS	(463,364)	(500,000)		0		(500,000)			(500,000)		(500,000)
80													
81	600000	Capital Outlay	331,125	300,616		0		300,616			300,616		300,616
82	6000's	CAPITAL OUTLAY SUBTOTAL	331,125	300,616		0		300,616			300,616		300,616
83	Misc	Non-Lottery Designated	2,828,169	1,900,431		2,440,399		4,340,830			1,962,102		1,262,102
84	700000	Other Outgoing	1,767,536	1,460,601		0		1,460,601			1,460,601		1,460,601
85		Additional Amount to Fund 69 - Recommendation #2				1,648,948		1,648,948			1,648,948		1,648,948
86		Transfer to Categoricals	899,712	1,076,524		0		1,076,524			1,076,524		1,076,524
87		Transfer to Wellness Center	138,796	143,611		0		143,611			143,611		143,611
88		Transfer to Police	522,913	718,138		0		718,138			718,138		718,138
89													
90													
91	7000's	OTHER OUTGOING SUBTOTAL	6,157,126	5,299,305		4,089,347		5,047,822			5,047,822		5,047,822
92													
93		Expense Grand Total	102,677,245	103,647,969		4,039,347		107,687,316			105,735,588		106,700,588
94													
95		Net Change to Fund Balance	2,667,784	(8,453,737)		(5,143,993)		(13,597,730)			(9,596,393)		(10,561,393)
96		Reduction to Augmentations											
97		Reduction to Discretionary Budgets									1,200,000		1,200,000
98		Reduction to SPPF									238,000		238,000
99		Reduction to Library Materials from Lottery											
100		Anticipated One Time Adjustment to Ending Fund Balance		0		3,000,000		3,000,000					
101		Ending Fund Balance	22,832,473	14,378,736		(2,143,993)		12,234,743			4,076,350		(5,047,043)
102		Governing Board Reserve (5%)	5,000,000	5,000,000		0		5,000,000			4,806,960		4,806,960
103		Rolled PO's	22,504	169,017		0		169,017			0		0
104		Available Fund Balance	17,809,969	9,209,719		(2,143,993)		7,065,726			(730,610)		(9,854,003)

Attached for your consideration is a projected budget that includes the 2012-13 and 2013-14 fiscal years. It is not balanced for either year but we believe that ongoing efforts as discussed below will result in a balanced budget for 2012-13 by the time the Board of Trustees must consider a Tentative Budget in June, 2012.

This projected budget assumes the passage of the proposed Proposition in November. With the consolidation of two of the proposed Propositions the feeling of success has grown considerably. However if the Proposition fails, then drastic measures will be required to balance the 2012-13 budget. If the Proposition fails it is projected that the District would lose just in excess of \$5,000,000. No provision has been made in the attachment to accommodate this potential reduction. Whether the Proposition passes or fails the projection shows that significant problems still exist for the budget for 2013-14.

The attached budget differs from those presented in prior years in that all Designated Accounts are included so that the budget shows all of the unrestricted General Fund Budget (Fund 11). The lottery allocation has been integrated into the regular Fund 11 budget. The Non-Lottery Designated accounts are shown on separate lines on the attachment as follows:

- Beginning balances for each year are shown on Line 11.
- Projected revenue for each year is shown on Line 29.
- Projected expenses for each year are shown on Line 84.

The Budget Committee has approved expense reductions as shown on Lines 97 and 98. The reduction of \$1,200,000 in the discretionary accounts corresponds to a reduction of 20% in the supply budgets (4000's) and a 20% reduction in the other expenses (5000's). Also included is a 10% reduction in classified hourly (2300's & 2400's) and a 10% reduction in non-instructional hourly (1400's). The SPPF funds were reduced to \$200,000 for 2012-13 and also tentatively for 2013-14. Analysis is ongoing for possible reductions in the three augmentations shown on Lines 87, 88, and 89. The result of this analysis will be shown on Line 96. In addition the allocation to Library Materials is being analyzed with consideration being given to a possible reduction. In addition other sources are being



considered as a possible source for an augmentation. These steps will help bring the budget into balance. In addition the modified freeze on hiring is being even more strictly enforced and all expenditures are being reviewed with the consideration of delaying them until next year or eliminating them entirely.

Line 100 shows a One-Time Adjustment of \$3,000,000. A complete review of the Designated Accounts along with unanticipated savings to the three augmentations is expected to yield this One-Time Adjustment.

Column G shows changes in the current year from the Adopted Budget. Line 32 shows an increase in the 2010-11 Apportionment that was not revealed until February, 2012. Line 17 shows the deficit to the Apportionment that is currently projected for 2011-12. The projection for next year assumes there will be no deficit.

Lines 57 and 86 show the allocations to Fund 69, Retiree Medical Fund, that were included in the Actuaries study and are strongly recommended by the Accreditation Commission.

The Attachment includes the same level of salary savings that were projected for the current year. It also includes funds to accommodate the salary matrix and includes an amount to fund an anticipated increase in medical insurance costs. The savings from a change in the stop-loss insurance for the medical plans is shown on Line 61.

All other parts of the Attachment reflect a status quo from the current year.