



STRATEGIC PLANNING COUNCIL AGENDA

Date: May 15, 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
A. <u>MINUTES</u>		5 min
1. Approve Minutes of May 1, 2012		
B. <u>ACTION ITEMS/FIRST READING</u>		10 min
1. Team Life Governance Committee	Exhibit B1	
2. Board Policy 4025-Philosophy and Criteria for Associate Degree and General Education; BP 4300-Field Trips and Excursions; BP 6450-Wireless Communication Devices	Exhibit B2	
3. Administrative Procedures 4025-Philosophy and Criteria for Associate Degree and General Education; AP 4105-Distance Education; AP 4220-Standards of Scholarship- Delegation; AP 4250-Probation, Dismissal, and Readmission; AP 5012-International Students; AP 5013-Students in the Military; AP 5020-Nonresident Tuition	Exhibit B3	
C. <u>ACCREDITATION RECOMMENDATIONS AND PROGRESS</u>		5 min
1. Accrediting Commission Actions and Policy Updates		
2. Accreditation Update		
D. <u>INTEGRATED PLANNING MODEL</u>		60 min
1. SPC Timeline Check-In		
2. Finalize Objectives for Strategic Plan 2013 Action Plan Year 3: 2012-13	Exhibit D2	
3. Formative review of the planning process	Exhibit D3	
E. <u>INFORMATION/DISCUSSION</u>		30 min
1. Student Success Task Force Recommendations		
2. 2012-13 Budget/Proposal from the Budget Committee	Exhibit E2	
3. Faculty Hiring Priority Recommendations for 2013-14	Exhibit E3	
F. <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		
G. <u>REPORT FROM PC3H COMMITTEE</u>		5 min
H. <u>OTHER ITEMS</u>		



**STRATEGIC PLANNING COUNCIL
MEETING MINUTES
May 15, 2012**

A regular meeting of the Palomar College Strategic Planning Council scheduled May 15, 2012, was held in AA-140. President Robert Deegan called the meeting to order at 2:00 p.m.

ROLL CALL

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

A. MINUTES

1. Approve Minutes of May 1, 2012

MSC (Laughlin/Titus) to approve the Minutes of May 1, 2012 as amended

B. ACTION ITEMS/FIRST READING

1. Team Life Governance Committee (Exhibit B1)

John Tortarolo reported that two members (instead of one) are now being requested from the Faculty, AA, CAST, and CCE.

MSC (Tortarolo/Barton) to move to action/second reading

MSC (Tortarolo/Brannick) to approve the changes to the Team Life Governance Committee

2. Board Policy 4025-Philosophy and Criteria for Associate Degree and General Education; BP 4300-Field Trips and Excursions; BP 6450-Wireless Communication Devices (Exhibit B2)

MSC (Brannick/Tortarolo) to move Board Policy 4025 to action/second reading

MSC (Brannick/Cuaron) to approve Board Policy 4025-Philosophy and Criteria for Associate Degree and General Education, as presented

MSC (Brannick/Titus) to move Board Policy 4300 and 6450 to action/second reading

MSC (Brannick/Lucero) to approve Board Policy 4300-Field Trips and Excursions, and Board Policy 6450-Wireless Communication Devices, as presented

3. Administrative Procedures: 4025-Philosophy and Criteria for Associate Degree and General Education; AP 4105-Distance Education; AP 4220-Standards of Scholarship-Delegation; AP 4250-Probation, Dismissal, and Readmission; AP 5012-International Students; AP 5013-Students in the Military; AP 5020-Nonresident Tuition (Exhibit B3)

MSC (Brannick/Cuaron) to move AP 4025, 4105, 4220, 4250, 5012, 5013, and 5020 to action/second reading

MSC (Brannick/Vernoy) to approve Administrative Procedure 4025-Philosophy and Criteria for Associate Degree and General Education, as presented

MSC (Brannick/Laughlin) to approve Administrative Procedure 4105-Distance Education, as presented

MSC (Brannick/Lucero) to approve Administrative Procedure 4220-Standards of Scholarship-Delegation, as presented

MSC (Brannick/Cater) to approve Administrative Procedure 4250-Probation, Dismissal, and Readmission, as presented

MSC (Brannick/Lucero) to approve Administrative Procedure 5012-International Students, as presented

MSC (Brannick/Tortarolo) to approve Administrative Procedure 5013-Students in the Military, as presented

MSC (Brannick/Vernoy) to approve Administrative Procedure 5020-Nonresident Tuition, as presented

C. ACCREDITATION RECOMMENDATIONS AND PROGRESS**1. Accreditation Commission Actions and Policy Updates**

No updates reported.

2. Accreditation Update

No updates reported.

D. INTEGRATED PLANNING MODEL**1. SPC Timeline Check-In**

Michelle Barton discussed today's tasks.

2. Finalize Objectives for Strategic Plan 2013 Action Plan Year 3: 2012-13

Michelle Barton distributed a draft document, Strategic Plan 2013-Year 3 Objectives (2012-13) (**Exhibit D2**). She reminded everyone that Goals 1, 3, 4, and 5 from the Action Plan Year 2 will be moved forward to the Action Plan Year 3. She reviewed the objectives in the Goals. Ms. Barton led a discussion on the objectives for Goals 2 and 6 that were decided at the previous meeting.

MSC (Brannick/Cater) to move this item to action

MSC (Brannick/Cuaron) to approve the objectives for Strategic Plan 2013 Action Plan Year 3: 2012-13

3. Formative review of the planning process

Michelle Barton led a discussion on the evaluation of the planning process. She distributed a document, Summary of 2011-12 Work, Integrated Planning Model (IPM). (**Exhibit D3**) She reviewed the long-range and mid-range College plans and resource allocation; short-range operational planning; and the annual formative evaluation. Members were asked to write what they thought went well and what needed refined.

Afterward, the answers were discussed. It was decided that a SPC orientation will be held on August 15; each constituent leader will assist in leading the orientation.

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

Greg Larson reported on a regional curriculum meeting he recently attended.

2. 2012-13 Budget/Proposal from the Budget Committee

Joe Newmyer distributed and discussed a handout, 2011-12 Apportionment and FTES (**Exhibit E2a**), showing what the base apportionment would be based on two scenarios: if the November proposition passes, and if it fails. He then discussed a proposal from the Budget Committee, with an accompanying revised Summary 3 Year Projection. (**Exhibit E2b**) He described the changes to the Capital Outlay Fund in the projection, which are explained in detail in the proposal.

MSC (Laughlin/Cater) to approve the proposal from the Budget Committee

3. Faculty Hiring Priority Recommendations for 2013-14

Berta Cuaron distributed and discussed the Faculty Hiring Priority Recommendations for 2013-14, which the faculty hiring subcommittee submitted to IPC. (**Exhibit E3**)

F. REPORTS OF PLANNING COUNCILS**1. Finance and Administrative Services Planning Council – no report****2. Human Resource Services Planning Council – no report****3. Instructional Planning Council**

Berta Cuaron reported that IPC discussed ideas for next year's goals at their last meeting.

4. Student Services Planning Council

Vice President Vernoy reported that the cost of the Student Parking Fee will increase from \$40.00 to \$50.00 per semester starting in Spring 2013. SSPC discussed the budget, strategic planning goals, and completed its PRP revisions.

G. REPORT FROM PC3H COMMITTEE

Monika Brannick reported on how the SPPF monies allocated to PC3H were spent. She thanked Janeice Pettit, administrative assistant to Mark Vernoy, for managing their budget.

H. OTHER

President Deegan thanked Monika Brannick and Evelyn Lucero for their work as Faculty Senate President and Associated Student Government President.

I. ADJOURNMENT

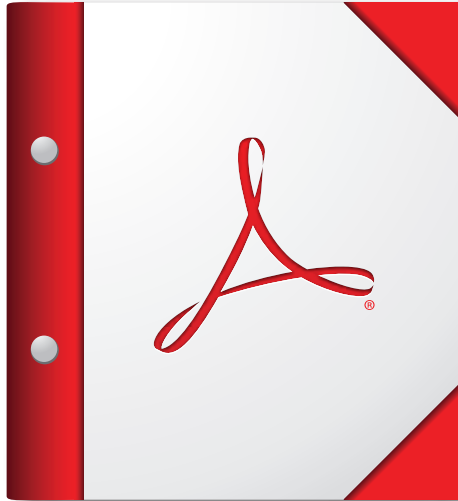
There being no further business, the meeting was adjourned at 3:45 p.m.

GOVERNANCE STRUCTURE GROUP REQUEST

Request submitted by: Kelly Falcone				Date: 4/12/2012			
Proposed Name of Requested Group: TEAM LIFE Committee							
	Council	X	Committee		Subcommittee		Task Force
Action Requested:			Add		Delete	X	Change
<p>Role: To provide opportunity for achieving mind, body, social, and spiritual wellness. To cultivate positive change in a supportive campus community environment.</p> <p>Product: Offer faculty and staff health screenings, social events, workshops, health lectures, weight management programs in support of workplace wellness. Also, TEAM LIFE will work towards offering programs to improve employee morale and help adopt healthy lifestyles thus reducing time missed from work and worker's comp claims.</p>							
Reporting Relationship: Human Resource Services Planning Council							
Meeting Schedule: Monthly							
<p>Chair:</p> <p>Members:</p> <ul style="list-style-type: none"> One Two Faculty representatives appointed by Faculty Senate One Two Administrative Association representatives appointed by the AA One Two Classified Unit Employee representatives appointed by CCE/AFT One Two Confidential and Supervisory Team representatives appointed by CAST One representative from Health Services One representative from PE/Athletics department One representative from HR (Benefits Committee) One representative from HRSPC One representative from Health & Safety Department 							

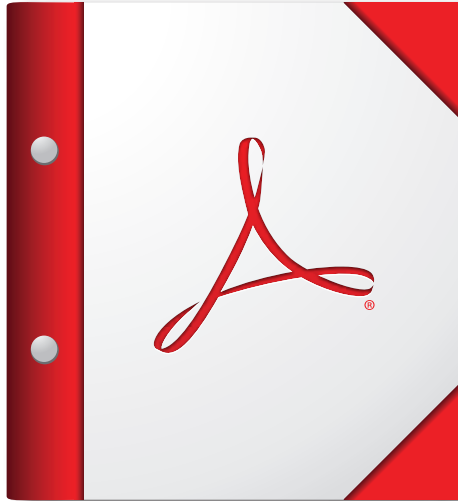
Reviewed by Strategic Planning Council:

07-06-05 Approved



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DRAFT STRATEGIC PLAN 2013 – Year 3 Objectives (2012-13)

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

Goal 2: Increase student retention, success, and completion by identifying and implementing academic and non-academic student support strategies designed to reach more students.

Objective 2.1: Assess existing academic and non-academic student support services for overlap and consolidate where possible to improve efficiency and effectiveness.

Objective 2.2: Strengthen matriculation services for first year students.

Objective 2.3: Implement strategies to improve student progress through English, mathematics, reading, and ESL sequences.

Objective 2.4: Expand GRAD (Goal, Responsibility, Attitude, Determination) campaign which encourages students to take responsibility for achieving their educational goals.

Objective 2.5: 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.

Objective 2.6: Working through the planning process, support innovative teaching and learning projects that directly impact student learning and success.

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.

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

Objective 4.1: Complete an EEO plan.

Summary of 2011-12 Work

Integrated Planning Model (IPM)

Long-range and Mid-Range College Plans and Resource Allocation

Budget

- 2011-12 budget developed in accordance with the RAM

Master Plan 2022, Staffing Plan, Technology Plan

- Work continued on college facilities identified in Master Plan 2022
- Completed Staffing Plan annual update
- Completed Technology Plan annual review (went to FASPC)

Strategic Plan 2013

- Approved Strategic Plan 2013 objectives for 2011-12
- Created and implemented Strategic Plan 2013 Action Plan Year Two 2011-12
- Allocated SPPF to objectives identified in Strategic Plan
- Monitored progress on Strategic Plan through mid-year progress reports
- Completed Annual Report of progress
- Monitored Institutional Effectiveness, including CCSSE
- Updating objectives for Strategic Plan 2013 Year Three

Short-range Operational Planning

Program Review and Planning

- Engaged in annual planning and resource allocation process
- Updated Program Review and Planning documents for year two of cycle
- Reviewed (or in progress of reviewing) PRP forms and process
- Initiated (or will begin) new PRP cycle

Annual Formative Evaluation

- Examined annual progress on Action Plan
- Planning Councils reviewed their progress and process
- Reviewed Institutional Effectiveness
- Updated Strategic Plan as a result of reviews
- SPC currently assessing planning process

	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 I and Tier 2 and Deficit Factor of .4515%											
4		Fund 11 Unrestricted (with Designated including Lottery)											
5		3/26/2012 Proposition Passes											
6									P1				
7			2010-11	As of 3/2/12	As of 3/2/12	As of 3/2/12	As of 3/2/12	As of 3/2/12	As of 3/2/12	As of 3/2/12	As of 3/2/12	As of 3/2/12	As of 3/2/12
8			Actuals	Unrestricted	Unrestricted	Unrestricted	Unrestricted	Unrestricted	Unrestricted	Unrestricted	Unrestricted	Unrestricted	Unrestricted
9	Account	Description		Adopted Budget	Projected Changes	Projection**	Projection**	Projection**	Projection**	Projection**	Projection**	Projection**	Projection**
10		Beginning Fund Balance (including lottery)	17,547,400	19,053,745			19,053,745	13,459,286	5,324,728				
11		Non-Lottery Designated Beginning Fund Balance					3,778,728	700,000	0				
12		Total Beginning Fund Balance					22,832,473	14,159,286	5,324,728				
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		Subtotal Apportionment	94,392,702	87,723,589	(1,869,525)		85,854,064	88,893,552	88,893,552				
19													
20		Apprenticeship	645,236	645,236	0		645,236	645,236	645,236				
21		Follett Contract	555,476	525,000	0		525,000	525,000	525,000				
22		Interest	166,573	200,000	0		200,000	200,000	200,000				
23		Part Time Faculty Apportionment	421,311	421,311	0		421,311	421,311	421,311				
24		Non Resident Tuition	1,852,190	1,900,000	(425,000)		1,475,000	1,475,000	1,475,000				
25		2% BFAP Admin	63,324	74,449	0		74,449	74,449	74,449				
26		2% Enrollment Fees	142,296	203,958	0		203,958	203,958	203,958				
27		Transcript Income	7,555	10,000	0		10,000	10,000	10,000				
28		Non-Lottery Designated					1,262,102	1,262,102	1,262,102				
29		Other Income	39,148	28,587	0		28,587	28,587	28,587				
30		Lottery	2,495,625	2,200,000	200,000		2,400,000	2,400,000	2,400,000				
31		Prior Year Apportionment	573,985	0	989,879		989,879	0	0				
32		Transfer from Fund 41					2,069,000						
33		Revenue Grand Total	101,355,421	93,932,130	(1,104,646)		96,158,586	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													
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											
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	400000	Supplies & Materials	601,192	707,966	0		707,966	707,966	707,966				
68													
69	4000's	SUPPLIES AND MATERIALS SUBTOTAL	601,192	707,966	0		707,966	707,966	707,966				
70													
71	500000	Other Oper Exp	7,398,665	9,030,022	0		9,030,022	9,030,022	9,030,022				
72		Budgeted Savings		(1,000,000)	0		(1,000,000)						
73													
74	5000's	OTHER OPERATING EXPENSES SUBTOTAL	7,398,665	8,030,022	0		8,030,022	9,030,022	9,030,022				
75													
76	580000	INDIRECT COSTS	(463,364)	(500,000)	0		(500,000)	(500,000)	(500,000)				
77													
78	600000	Capital Outlay	331,125	300,616	0		300,616	300,616	300,616				
79	6000's	CAPITAL OUTLAY SUBTOTAL	331,125	300,616	0		300,616	300,616	300,616				
80													
81	Misc	Non-Lottery Designated					4,340,830	1,962,102	1,262,102				
82	700000	Other Outgoing	1,767,536	1,460,601	0		1,460,601	1,460,601	1,460,601				
83		Additional Amount to Fund 69 - Recommendation #2			1,648,948		1,648,948	1,648,948	1,648,948				
84		Transfer to Categoricals	899,712	1,076,524	0		1,076,524	876,524	876,524				
85		Transfer to Wellness Center	138,796	143,611	0		143,611	143,611	143,611				
86		Transfer to Police	522,913	718,138	0		718,138	594,303	594,303				
87													
88	7000's	OTHER OUTGOING SUBTOTAL	3,328,957	3,398,874	1,648,948		5,047,822	4,723,987	4,723,987				
89													
90		Expense Grand Total	99,849,076	101,747,538	1,598,948		107,687,316	106,411,753	107,376,753				
91													
92		Net Change to Fund Balance	1,506,345	(7,815,408)	(2,703,594)		(11,528,730)	(10,272,558)	(11,237,558)				
93		Reduction to Augmentations											
94		Reduction to Discretionary Budgets						1,200,000	1,200,000				
95		Reduction to SPPF						238,000	238,000				
96		Reduction to Library Materials from Lottery											
97		Anticipated One Time Adjustment to Ending Fund Balance					2,855,543						
98		Ending Fund Balance	19,053,745	11,238,337	(2,703,594)		14,159,286	5,324,728	(4,474,830)				
99		Governing Board Reserve (5%)	5,000,000	5,000,000	0		5,000,000	4,806,960	4,806,960				
100		Rolled PO's	22,504	169,017	0		169,017	0	0				
101		Available Fund Balance	14,031,241	6,069,320	2,920,949		8,990,269	517,768	(9,281,790)				

Proposal to SPC from the Budget Committee

Fund 41, the Capital Outlay Fund, contains \$2,069,000 that is unrestricted and can be utilized for any legal expenditure. The Budget Committee is recommending that it be transferred to Fund 11, the Unrestricted General Fund. This will increase the fund balance for Fund 11 above current projections by the amount of the transfer.

It is proposed that \$601,232 of the transfer amount be utilized to cover all the expenses for capital outlay purposes during 2011-12 and 2012-13 that exist or will exist in Fund 11. About 80% of these funds are used for library materials.

It is also proposed that for 2012-13, \$1,000,000 of this transfer be utilized to eliminate the budgeted savings of \$1,000,000 in the 5000 accounts. With the reductions to the discretionary accounts, it is expected that the ending balances that have occurred in the past will no longer occur and eliminating the \$1,000,000 for the expected savings will counter this expected change in spending habits.

The attached spreadsheet reflects these proposals and allows the remainder of the transfer to filter into the projected ending fund balance for 2012-13.

Fund 41 also contains approximately \$9 million that has been generated by pass through funds from four redevelopment agencies. These are restricted to capital outlay purposes and in some cases are restricted to be utilized in specific locations. With the flexibility that is allowed, it is proposed that for 2012-13, \$250,000 from these funds be allocated for instructional equipment with \$240,000 going to the Instruction Division and \$10,000 to the Student Services Division.

Faculty Hiring Priority Recommendations for 2013-14
Instructional Planning Council
May 9, 2012

Priority	Department/Discipline
1	Biology #1
2	Emergency Medical Education (EME)
3	Alcohol & Other Drugs (AODS)
4	Sociology #1
5	Fire Technology
6	Automotive Technology
7	Political Science
8	Geology
9	Welding
10	American Indian Studies
11	English
12	Biology #2
13	English as a Second Language (ESL)
14	Disability Resource (DRC) #1
15	Art—Glass
16	Psychology #1
17	Reading
18	Math #1
19	American Sign Language (ASL)
20	Music—choral
21	History
22	Chemistry
23	Microbiology
24	Spanish
25	Philosophy
26	Anthropology
27	Cinema
28	Economics
29	Cabinet & Furniture Technology #1
30	German
Remaining position requests were not prioritized	