



STRATEGIC PLANNING COUNCIL AGENDA

Date: December 4, 2012
Starting Time: 2:00 p.m.
Ending Time: 3:45 p.m.
Place: **AA-140**

CHAIR: Deegan

MEMBERS: Barton, Cerda, Claypool, Cuaron, Davis, Farmer, Halttunen, Holmes, Larson, Laughlin, Lienhart, Maunu, Moore, Navarro, Owens, Perez, Stewart, Talmo, Titus, Tortarolo, Vernoy, Wick

RECORDER: Ashour

	Attachments	Time
A. <u>MINUTES</u>		5 min
1. Approve Minutes of November 20, 2012		
B. <u>ACTION ITEMS/SECOND READING</u>		10 min
1. Accreditation Steering Committee	Exhibit B1	
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>		10 min
1. SPC Timeline Check-In	Exhibit D1	
2. Staffing Plan Update		
E. <u>INFORMATION/DISCUSSION</u>		15 min
1. Student Success Task Force Recommendations		
2. FY 2013-14 Budget Timeline	Exhibit E2	
F. <u>REPORTS OF PLANNING COUNCILS</u>		10 min.
1. Finance & Administrative Services Planning Council – Ron Perez		
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
December 4, 2012**

A regular meeting of the Palomar College Strategic Planning Council scheduled December 4, 2012, was held in AA-140. President Robert Deegan called the meeting to order at 2:00 p.m.

ROLL CALL

Present: Michelle Barton, Debbi Claypool, Berta Cuaron, Robert Deegan, Aaron Holmes, Johnathan Farmer, Greg Larson, Teresa Laughlin, Leanne Maunu, Wilma Owens, Sherry Titus, Kate Stewart, Rich Talmo, John Tortarolo, Mark Vernoy, Chris Wick

Absent: Phil Cerda, Shannon Lienhart, Christina Moore, Zeb Navarro, Ron Perez

Recorder: Cheryl Ashour

Guests: Joan Decker

A. MINUTES

1. Approve Minutes of November 20, 2012

MSC (Laughlin/Claypool) to approve the Minutes of November 20, 2012 as presented

B. ACTION ITEMS/SECOND READING

1. Accreditation Steering Committee Governance Structure

MSC (Cuaron/Claypool) to approve the Accreditation Steering Committee Governance Structure as presented (Exhibit B1)

C. ACCREDITATION RECOMMENDATIONS AND PROGRESS

1. Accreditation Commission Actions and Policy Updates

There were no updates.

2. Accreditation Update

Vice President Cuaron stated that a Proficiency Report of 8-10 pages will be completed by the Spring of 2013. A draft will go to SPC, and will come to the Faculty Senate and Governing Board as an information item.

D. INTEGRATED PLANNING MODEL

1. SPC Timeline Check-In

Michelle Barton discussed the upcoming tasks for spring, 2013. She reviewed the tasks that will need to be completed to develop the Strategic Plan 2016. (Exhibit D1)

2. Staffing Plan Update

John Tortarolo stated that IPC and HRSPC have finalized its staffing prioritizations; FASPC, SSPC and the President's Office will have its prioritizations completed by the end of this semester. The updated Staffing Plan will go to the Governing Board in April.

E. INFORMATION/DISCUSSION

1. Student Success Task Force Recommendations

Greg Larson reported that Wendy Metzger was appointed the HSI Math Specialist, which addresses a SSTF recommendation.

2. FY 2013-14 Budget Timeline

Brandi Taveuveu highlighted tasks in the 2013-14 Budget Development Timeline. (Exhibit E2)

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

Brandi Taveuveu reported that FASPC worked on its Staffing Plan at its last meeting.

2. Human Resource Services Planning Council

John Tortarolo reported that HRSPC finalized its Staffing Plan.

3. Instructional Planning Council

Berta Cuaron reported that IPC finalized its Staffing Plan, prioritized 20 staffing positions and reviewed PRP allocations at its last meeting

4. Student Services Planning Council

Mark Vernoy reported that SSPC worked on its Staffing Plan and evaluated PRPs at its last meeting.

G. REPORT FROM PC3H COMMITTEE

No report.

H. OTHER

President Deegan stated that the College added 140 sections into the spring schedule; these are high demand classes that students need. The College is anticipating the same size summer program as last year.

President Deegan thanked Rich Talmo, his staff, the Foundation, and everyone who volunteered for the outstanding job they did on the Gala; it was a wonderful event. It raised a lot of money for scholarships and also helped to make and maintain good friendships with people in the community.

I. ADJOURNMENT

There being no remaining items, the meeting was adjourned at 2:45 p.m.

ACCREDITATION STEERING COMMITTEE

Role and Products

The Accreditation Steering Committee provides the overall planning and guidance of the College's response to ACCJC/WASC reporting requirements. The Committee is responsible for coordinating and organizing information, data, and resources in preparation for accreditation-related reports and site visits. When needed, the Committee convenes faculty, staff, and administrators with the expertise necessary to assist with the preparation and writing of the self-study, follow-up reports(s), and mid-term report. The Committee makes recommendations on any issues related to accreditation throughout the six-year cycle. The Committee maintains currency with accreditation standards and procedures, including attending accreditation workshops. The Committee communicates and distributes information related to accreditation standards and procedures.

Reporting Relationship

Strategic Planning Council

Meeting Schedule

Second Thursday of the month from 2:00 p.m. to 3:00 p.m. (more frequently during self-study)

Chair

Vice President for Instruction (Accreditation Liaison Officer)

Tri-chairs for Self-study: Faculty Member appointed by Faculty Senate, Non-faculty member appointed by CCE/AFT, Non-Faculty member appointed by CAST or AA. Tri-chairs may be in addition to the Members/Designees.

Members/Designees:

- President, Faculty Senate
- Director, Institutional Research and Planning
- Faculty Co-chair, Curriculum Committee
- Faculty Co-chair, Learning Outcomes Council
- Instructional Planning Council representative
- Student Services Planning Council representative
- Finance & Administrative Services Planning Council representative
- Human Resource Services Planning Council representative
- One Faculty Senate representative appointed by Faculty Senate
- One Administrative Association representative appointed by AA
- One Classified Unit Employee representative appointed by CCE/AFT
- One Confidential and Supervisory Team representative appointed by CAST
- One Palomar Faculty Federation representative appointed by PFF
- One Associated Student Government representative appointed by ASG

Approved by SPC 10-17-06
Latest Revision 11-16-10



GOVERNANCE STRUCTURE GROUP

Request Submitted by: Berta Cuaron, Vice President for Instruction		Date: November 20, 2012	
Name of Committee: Accreditation Steering Committee			
<input type="checkbox"/> Council	<input checked="" type="checkbox"/> Committee	<input type="checkbox"/> Subcommittee	<input type="checkbox"/> Task Force
Action Requested:		<input type="checkbox"/> Add	<input type="checkbox"/> Delete
		<input checked="" type="checkbox"/> Change	
Role and Products: The Accreditation Steering Committee: <ul style="list-style-type: none"> provides the overall planning, guidance, response, and preparation for the self-study, mid-term report, Institutional Self-Evaluation, Midterm Report, and other report requirements from ACCJC/WASC; is responsible for coordinating and organizing information, data, and resources in preparation for accreditation-related reports and site visits; makes recommendations on any issues related to accreditation throughout the six-year cycle; maintains currency with accreditation standards and procedures, including attending accreditation workshops; and communicates and distributes information related to accreditation standards and procedures to the College community. 			
Reporting Relationship: Strategic Planning Council			
Meeting Schedule: 2 nd Thursday from 2:00 – 3:00 p.m. as needed ; more frequently during self-study preparation of the Institutional Self-Evaluation and other report requirements			
Chair: Vice President for Instruction (Accreditation Liaison Officer) Tri-Chairs for Self-Study Institutional Self-Evaluation: <ul style="list-style-type: none"> Faculty Member appointed by Faculty Senate Non-faculty member appointed by CCE/AFT Non-faculty member appointed by CAST or Administrative Association. (Tri-Chairs are/may be in addition to the Members/Designees.)			
Recorder: Administrative Technician - Accreditation			
Members/Designees: Faculty Senate President Director, Institutional Research and Planning Faculty Co-Chair, Curriculum Committee Faculty Co-Chair, Learning Outcomes Council Faculty Co-Chair, Institutional Review Committee Instructional Planning Council representative Finance & Administrative Services Planning Council representative Human Resource Services Planning Council representative Student Services Planning Council representative One Faculty Senate representative (appointed by Faculty Senate) One Administrative Association representative (appointed by Administrative Association) One CCE/AFT representative (appointed by CCE/AFT) One CAST representative (appointed by CAST) One PFF representative (appointed by PFF) One ASG representative (appointed by ASG)			
Reviewed by Strategic Planning Council Approved by SPC 10/17/06 Revision approved by SPC 11/21/06 Revision approved by SPC - TBD			

Strategic Plan 2016 Development

February

- February 5
 - Overview of Strategic Plan Development
 - Discussion of Vision, Mission, and Values
- February 19
 - Continued discussion of Vision, Mission, and Values

March

- March 5
 - Progress Report on Action Plan
 - Finalize Vision, Mission, and Values statements
- March 8 (Friday) – Workshop
 - Internal Scan (will include ARCC 2.0)
 - External Scan Parts I and II: The numbers and conversations with local businesses
- March 19 –
 - Progress Report on Plans (Master Plan, Staffing, Technology, PRP)
 - Evaluation of IPM/RAM
- Between March 8th and March 22nd
 - External Scan Part III: Panel discussion on Education (K-12, Universities)

April

- April 2
 - Evaluation of IPM/RAM
- April 16
 - SWOT
- April 19th (Workshop)
 - Goals and Objectives

May

- May 7
 - Goals and Objectives review draft
- May 21(finals week)
 - Goals and Objectives finalize



FISCAL SERVICES BUDGET DEVELOPMENT TIMETABLE FOR FISCAL YEAR 2013-2014

January 10, 2013	Governor expected to roll out 2013-14 Proposed Budget.
February 11, 2013	Divisional Planning Councils begin budget development process for Divisions.
March 8, 2013	Budget requirements, in accordance with the Resource Allocation Model (RAM) and Integrated Planning Model (IPM), are due to Fiscal Services for input into PeopleSoft Financials.
March 8, 2013	Designated and Restricted budget development forms due to Fiscal Services for input into PeopleSoft Financials. Proposed budgets are acceptable. Attach grant letter, if applicable.
March 28, 2013	Fiscal Services will project available resources in accordance with the RAM. Fiscal Services will project all salaries with grade/step impacts (including benefits) and fixed non-discretionary costs in accordance with the RAM based upon targeted FTES. All other discretionary budgets will be input from Divisional PRP's, Strategic, and Master planning documents.
April 2, 2013	SPC and Budget Committee (BC) begin budget review.
April 30, 2013	SPC and BC finalize budget review.
June 4, 2013	Tentative Budget finalized and printed for Governing Board approval.
June 11, 2013	Tentative Budget presented to Governing Board for approval.
July 12, 2013	Restricted (final) budgets submitted to Fiscal Services.
August 16, 2013	Fiscal Services finalizes revisions to Adopted Budget .
Sept. 3-9, 2013	Proposed Adopted Budget available for Public Inspection.
Sept. 10, 2013	Proposed Adopted Budget presented to Governing Board. Governing Board holds public hearing on proposed Adopted Budget .

Date Prepared: November 15, 2012

Reviewed and Accepted by Budget Committee: November 27, 2012

Presented to Strategic Planning Council: December 4, 2012