PALOMAR COLLEGE
Learning for Success

STRATEGIC PLANNING COUNCIL AGENDA

Date:	February 19, 2013
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. **MINUTES**		2 min
1. Approve Revised Minutes of December 4, 2012		
2. Approve Minutes of February 4, 2013		
B. **ACCREDITATION RECOMMENDATIONS AND PROGRESS**		5 min
1. Accrediting Commission Actions and Policy Updates	Exhibit B1a/B1b	
2. Accreditation Update		
C. **INTEGRATED PLANNING MODEL**		60 min
1. SPC Timeline Check-In		
2. Strategic Plan 2016 Timeline	Exhibit C2	
3. Objective 3.1 Archive	Exhibit C3	
D. **INFORMATION/DISCUSSION**		30 min
1. Student Success Task Force Recommendations		
2. Budget Update		
E. **REPORTS OF PLANNING COUNCILS**		5 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		
F. **REPORT FROM PC3H COMMITTEE**	Exhibit F	5 min
G. **OTHER ITEMS**		

A regular meeting of the Palomar College Strategic Planning Council scheduled February 19, 2013, was held in AA-140. President Robert Deegan called the meeting to order at 2:05 p.m.

ROLL CALL
Present: Phil Cerda, Berta Cuaron, Robert Deegan, Aaron Holmes, Johnathan Farmer, Greg Larson, Teresa Laughlin, Shannon Lienhart, Leanne Maunu, Zeb Navarro, Wilma Owens, Tatiana Peisl, Kate Stewart, John Tortarolo, Mark Vernoy
Absent: Michelle Barton, Debbi Claypool, Christina Moore, Ron Perez, Rich Talmo, Sherry Titus, Chris Wick
Recorder: Cheryl Ashour
Guests: Brent Gowen

A. **MINUTES**
1. **Approve Revised Minutes of December 4, 2012**
    MSC (Vernoy/Tortarolo) to approve the Revised Minutes of December 4, 2012 as revised

2. **Approve Minutes of February 5, 2013**
    MSC (Cerda/Tortarolo) to approve the Minutes of February 5, 2013 as revised

B. **ACCREDITATION RECOMMENDATIONS AND PROGRESS**
1. **Accreditation Commission Actions and Policy Updates**
    Vice President Cuaron distributed and discussed two reports Palomar College is required to submit to the Accrediting Commission: 2013 Fiscal Report **(Exhibit B1a)** and 2013 Annual Report **(Exhibit B1b)**. She highlighted the new or revised questions that were not in previous reports.

2. **Accreditation Update**
    Vice President Cuaron discussed the progress of the SLOAC Proficiency Report, which was brought to SPC at the last meeting.

C. **INTEGRATED PLANNING MODEL**
1. **SPC Timeline Check-In**
    No report.

2. **Strategic Plan 2016 Timeline and Activities**
    A revised Strategic Plan 2016 Development Timeline was distributed to members. **(Exhibit C2)**

3. **Objective 3.1 Archive**
    Cheryl Ashour reviewed options for organizing the Objective 3.1 Archive. **(Exhibit C3)** After discussion, it was decided that the document would be created using Excel and be organized by topic. Ms. Ashour will create a sample from meetings in Fall 2012. The sample will be sent to SPC members for review and comment.

D. **INFORMATION/DISCUSSION**
1. **Student Success Task Force Recommendations**
    Greg Larson reported that Vice Presidents Berta Cuaron and Mark Vernoy updated the Governing Board on the progress of implementing the Student Success Task Force recommendations at the February 12 Governing Board meeting.

2. **Budget Update**
    President Deegan discussed issues resulting from the Governor's budget proposal related to community colleges: the new funding process, the census date change, state-wide online classes, and adult education.

E. **REPORTS OF PLANNING COUNCILS**
    1. **Finance and Administrative Services Planning Council**
        No report.

    2. **Human Resource Services Planning Council**
        John Tortarolo reported that HRSPC discussed at its last meeting Objectives 2.5 and 4.1, and the Master Plan as it relates to the Staffing Master Plan.

    3. **Instructional Planning Council**
        Berta Cuaron reported that IPC reviewed Objective 2.6 and PRP/ funding requests. IPC will bring a request for a budget line item for instructional equipment, because it is clear the State will not reinstate block grant monies which has been the sole source of equipment monies. She stated that the College will recruit 21 new full-time faculty, including 3 counselors, instead of 14, because of recent faculty retirements and the need to meet our Faculty Obligation Number (FON). Vice President Tortarolo discussed how the FON is calculated.

    4. **Student Services Planning Council**
        Mark Vernoy reported that SSPC continued its detailed review of its PRPs, reviewed the Strategic Planning 2016 Timeline, and discussed enrollment percentages.

        President Deegan announced that Dr. Vernoy plans to retire at the end of June after working at Palomar for 37 years. He and SPC members wished Dr. Vernoy well. The Dean of Counseling will be hired after the new Vice President is hired.

F. **REPORT FROM PC3H COMMITTEE**
    President Deegan was asked to distribute two documents: Board Policy 3410-Nondiscrimination **(Exhibit F1a)**; and a Resolution regarding a recent incident involving a potential gay football student from out-of-state **(Exhibit F1b).** President Deegan stated that he personally assured the student that he would be given a fair try-out and would not be discriminated against if he chose to come to Palomar College. Vice President Vernoy stated that the athletic website was revised to clarify that when students come from out-of-state as an athlete they receive no financial support; they have to come fully supported by someone other than Palomar College. California community colleges are prohibited from recruiting out-of-state.

    Mark Vernoy stated that the athletic department is happy to cooperate with PC3H with any program they want to provide to the athletic department. It is also a good opportunity to make this a wider discussion, as there are other programs on campus that compete for spaces. This information should also be made available to professors, staff members, advisors, and members of clubs.

    The AIDS quilt will be coming to Palomar College the week of March 11.

G. **OTHER ITEMS**
    Teresa Laughlin announced that Political Economy Days will be held April 17 and 18. She highlighted a few of the subjects that will be offered.

H. **ADJOURNMENT**
    There being no remaining items, the meeting was adjourned at 2:55 p.m.

Getting Started – 2013 Annual Fiscal Report

This document is provided to assist you in completing the ACCJC 2013 Annual Fiscal Report and submitting it electronically. You will be using data from fiscal year 2011-2012 and the two previous fiscal years to complete this report except where specified otherwise. Attached are the report questions you may use to prepare before completing the report online.

1. The Chief Executive Officer (CEO) and the Accreditation Liaison Officer (ALO) will each receive e-mail instructions with individually assigned username and password. The ALO will be instructed to create a username and password for the CBO. When that has been done, the CBO will receive an e-mail with instructions. The Commission requires the CEO to login and certify that the information provided in the form is accurate and submit the form.
2. The College CBO will need to update his/her information: name, title and email address (username) and that of the district/system CBO, if applicable. The CBO may also change the password using the "Update Profile" link in the survey.
3. Additional accounts may be created in the "Update Profile" link for others to assist in completing the report.
4. Only the College CEO can submit the final version of the Annual Fiscal Report. The CEO will use the separate username and password sent by e-mail to submit the report.
5. You may download copies of this document from the Annual Fiscal Report login screen by clicking on the "Getting Started" link near the bottom of login screen.
6. Some questions have "[Read Additional Instructions]" pop-up windows that contain important details to assist in accurately providing the requested information.
7. If you need to "skip" a question because you do not have all the information or need to validate data, a "skip" button is provided. The report form will retain any information that is entered and mark the question as "skipped" so that you will be able to more easily find it at a later time to complete and "Submit" the answer. If you need to go back to a previous question use "Review Previous Question" at the bottom of the page.
8. You may edit your answers as many times as you wish until the CEO performs the "Final Submission" of the Annual Fiscal Report. Upon the final submission, e-mail notifications will be sent to the ALO, College CBO and the institution's CEO with a copy of the final report. The district/system CBO, if any, will also receive a copy.
9. If a question is not applicable, please enter n/a in that box.
10. The Audited Financial Statements are to be submitted electronically to: support@accjc.org. PDF format is the preferred format. Colleges are expected to submit the audit within six months of the close of the fiscal year.
11. The report must be submitted by March 31, 2013; however, if additional time is required to obtain specific data, please e-mail Krista Johns at kjohns@accjc.org.
12. If any changes are required after you have submitted the report, please call Krista Johns, 415-506-0234, at the Commission office.
13. If you have any questions about the form please e-mail Krista Johns.

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

2013 Annual Fiscal Report Questions
(for fiscal year 2011-2012)

General Information:

1. Confirm Institution Name

2. Confirm or enter the name of the District/System or Corporate/Parent Organization

3. Contact Information for Chief Business Officer
    a. Name of College Chief Business Officer (CBO)
    b. Title of College CBO
    c. Phone number of College CBO
    d. E-mail of College CBO
    e. Name of District/System/Parent Company CBO
    f. Title of District/System/Parent Company CBO
    g. Phone Number of District/System/Parent Company CBO
    h. E-mail of District/System/Parent Company CBO

Stability of Revenue:

	FY 11/12	FY 10/11	FY 09/10
4. Annual unrestricted fund revenues from all sources	$	$	$

	FY 11/12	FY 10/11	FY 09/10
5. a. Revenue from other sources	$	$	$
b. Identify source(s)			

Expenditures/Transfers:

	FY 11/12	FY 10/11	FY 09/10
6. Total annual unrestricted expenditures	$	$	$
a. Salaries and benefits	$	$	$
b. Other expenditures/outgo	$	$	$
c. Inter-fund transfers in and out	$	$	$
d. Net beginning balance	$	$	$
e. Audit Adjustments	$	$	$

	FY 11/12	FY 10/11	FY 09/10

7. a. CALCULATED FIELD automatically completed (Unrestricted Ending GF Balance) [Question 4 + Question 5a – Question 6 (first line)]

$	$	$

b. CALCULATED FIELD automatically completed (Ending GF Balance as % of unrestricted revenue) [Question 7a divided by Question 4]

$	$	$

c. Explain any negative ending fund balances
FY 11/12
FY 10/11
FY 09/10

Liabilities:

	FY 11/12	FY 10/11	FY 09/10

8. Total Local borrowing (such as COPs and TRANs)

$	$	$

[additional information: COP = Certificate of Participation]
[additional information: TRAN = Tax Revenue Anticipation Note]

	FY 11/12	FY 10/11	FY 09/10

9. a. Did the institution issue long-term debt instruments during the fiscal year noted?

FY 11/12	FY 10/11	FY 09/10
Yes	Yes	Yes
No	No	No

b. What type(s)

c. Total amount

$	$	$

	FY 11/12	FY 10/11	FY 09/10

10. Total long-term debt

$	$	$

	FY 11/12	FY 10/11	FY 09/10

11. Local borrowing as percentage of total liabilities

%	%	%

Other Post Employment Benefits:

	FY 11/12	FY 10/11	FY 09/10

12. a. Actuarial Accrued Liability (AAL) for OPEB

$	$	$

b. Unfunded Actuarial Accrued Liability (UAAL) for OPEB [Other Post Employment Benefits]

$	$	$

	FY 11/12	FY 10/11	FY 09/10
13. Annual Required Contribution (ARC)	$	$	$

	FY 11/12	FY 10/11	FY 09/10
14. Amount of annual contribution to ARC	$	$	$

15. Date of most recent OPEB Actuarial Report (mm/dd/yyyy) [   ]

16. Has an irrevocable trust been established for OPEB liabilities?   Yes/No

Cash Position:

	FY 11/12	FY 10/11	FY 09/10
17. Cash Balance: Unrestricted General Fund	$	$	$

	FY 11/12	FY 10/11	FY 09/10
18. Does the institution prepare cash flow projections during the year?	Yes / No	Yes / No	Yes / No

	FY 11/12	FY 10/11	FY 09/10
19. Did the institution borrow funds for cash flow purposes?	Yes / No	Yes / No	Yes / No

	FY 11/12	FY 10/11	FY 09/10
20. Were loans repaid within the required repayment period?	Yes / No / N/A	Yes / No / N/A	Yes / No / N/A

Annual Audit Information:

	FY 11/12	FY 10/11	FY 09/10
21. Date annual audit report for fiscal year was electronically submitted to accjc.org, along with the institution's response to any audit exceptions			

NOTE: As a general rule, institutions will submit their audited financial statements to ACCJC six months following the close of the fiscal year. A multi-college district may submit a single district audit report on behalf of all colleges in the district.

22. Summarize Material Weaknesses and Significant Deficiencies from annual audit report:
    FY 2011/12

    FY 2010/11

    FY 2009/10

23. Explanatory information about submitting the annual audit report, if any (e.g. delays in annual report submission, incomplete information, special circumstances)
    FY 2011/12

    FY 2010/11

    FY 2009/10

Other Information:

	FY 11/12	FY 10/11	FY 09/10
24. a. Budgeted Full Time Equivalent Students (FTES)			
b. Actual Full Time Equivalent Students (FTES)			

25. Federal Financial Aid programs in which the College participates (check all that apply)
    ☐ Pell   ☐ FSEOG   ☐ FWS
    ☐ FFELP subsidized   ☐ FFELP unsubsidized   ☐ DIRECT
    ☐ PLUS   ☐ Perkins Loans   ☐ Other
    ☐ None

	Cohort Year 10/11	Cohort Year 09/10	Cohort Year 08/09
26. USDE official cohort Student Loan Default Rate (FSLD)	%	%	%

	FY 11/12	FY 10/11	FY 09/10
27. Report the % of total tuition/fees received from federal financial aid programs (Title IV, HEA), if applicable	%	%	%

28. a. During the reporting period, did the institution settle any contracts with employee bargaining units?

    Yes / No

    b. Did any negotiations remain open?

    Yes / No

    c. Did any contract settlements exceed the institutional COLA for the year?

    Yes / No

    d. Describe significant fiscal impacts

29. Were there any executive or senior administration leadership changes at the institution during the fiscal year?

    Yes / No

    Please describe the leadership change(s)

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Only the CEO may submit the final Annual Fiscal Report.

End of Fiscal Report

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2. If necessary, the password may be changed using the "Update Profile" link once the ALO has logged into the report. Please note that the ACCJC staff are not able to retrieve lost passwords if they have been changed.
3. Please do not share your login information. Instead, the ALO may create two additional accounts in the "Update Profile" to assist in completing the Annual Report.
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Accrediting Commission for Community and Junior Colleges
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2013 Annual Report Questions

Report Information

1. Confirm Your Institution: "Start Survey"

2. Name of individual preparing report:

3. Phone number of person preparing report:

4. E-mail of person preparing report:

5a. Provide the URL (link) from the college website
to the section of the college catalog which states
the accredited status with ACCJC:
[Additional information: Refer to the ACCJC Policy on Representation of Accredited
Status, Policy on Public Disclosure and Confidentiality, and Policy on Rights and
Responsibilities of the Commission and Member Institutions. These can be found in
the Accreditation Reference Handbook online at www.accic.org in the Publications
and Policies section. The college must also post program or other special
accreditation in the college catalog and on the college website. The information must
include name, address, telephone number, and the manner in which complaints can
be made. Accreditor website information would also be helpful to post.]

5b. Provide the URL (link) from the college website
to the college's online statement of accredited
status with ACCJC:

Headcount Enrollment Data

6. Total unduplicated headcount enrollment   Fall 2012:

        Fall 2011:

        Fall 2010:

7. Total unduplicated headcount enrollment in degree applicable
credit courses for fall 2012:

8. Headcount enrollment in pre-collegiate credit courses (which do not count toward degree requirements) for fall 2012:

9. Number of courses offered via distance education: Fall 2012: [   ]

Fall 2011: [   ]

Fall 2010: [   ]

10. Number of programs offered via distance education: [   ]

11. Total unduplicated headcount enrollment in all types Distance Education   Fall 2012: [   ]

Fall 2011: [   ]

Fall 2010: [   ]

[Additional Instructions: Provide unduplicated enrollment numbers in distance education courses. Distance Education is defined as education that uses one or more of the technologies listed below to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor, either synchronously or asynchronously. If online courses or online portions of courses are primarily for reading materials posted by the instructor and student submission of assignments and examinations, they will likely fall under the definition of correspondence education rather than distance education. The technologies may include: the Internet; oneway and twoway transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices; audioconferencing; or video cassettes, DVDs, and CDROMs, if the cassettes, DVDs, or CDROMs are used in a course in conjunction with any of the other technologies.]

12. Total unduplicated headcount enrollment in all types of Correspondence Education   Fall 2012: [   ]

Fall 2011: [   ]

Fall 2010: [   ]

[Additional Instructions: Provide unduplicated enrollment numbers in correspond-dence education courses. Correspondence education means education provided through one or more courses under which the institution provides instructional materials (print or other media), by mail or electronic transmission (including transmission via learning management system), including examinations on the materials, to students who are separated from the instructor. Interaction between the instructor and the student is limited, is not regular and substantive, and is primarily initiated by the student. Correspondence courses are typically self-paced within a set period of time. Online courses or online portions of courses which primarily involve "paperwork" — such as reading textbook and other materials posted by the instructor, taking examinations, and submitting assignments— will fall within the definition of correspondence education rather than distance education. If

the online portion of a class meets the definition of correspondence education, then even if the class also meets on site, it will be considered a correspondence education course for Title IV qualification purposes. Correspondence education is not considered distance education within the USDE definition. See definition of distance education in question 11 above.]

13. Were all correspondence courses for which students enrolled   Yes / No
in fall 2012 part of a program which leads to an associate degree?

Student Achievement Data

14a. Successful student course completion rate for the fall 2012 semester: `[        % ]`

[Additional Instructions: Rate equals the number of students who receive a successful grade over the number of students who enrolled in the course.]

14b. Institution-set standard for student course completion rate: `[        % ]`

[Additional instructions: A "standard" is the level of performance set by the institution to meet educational quality and institutional effectiveness expectations. This number may differ from a performance improvement "goal" which an institution may aspire to meet.]

15a. Percent of students retained from fall 2011 to fall 2012 semesters: `[        % ]`

[Additional Instructions: Rate equals the number of students who completed a course in fall 2011 and were enrolled in a course fall 2012.]

15b. Institution-set standard for student retention percentage: `[        % ]`

[Additional instructions: A standard is the level of performance set by the institution to meet educational quality and institutional effectiveness expectations. This number may differ from a performance improvement goal which an institution may aspire to meet.]

16a. Number of students who received a degree in the 2011-12 `[        ]`
academic year:

16b. Institution-set standard for student degree completion number: `[        ]`

17a. Number of students who transferred to 4-year `[        ]`
colleges/universities in 2011-2012:

17b. Institution-set standard for student transfer to 4-year `[        ]`
colleges/universities:

18a. Number of students who completed certificate requirements and [   ]
      received a certificate in the 2011-12 academic year:

      [Additional Instructions: The college defines the requirements for each of its
      certificate programs.]

18b. Institution-set standard for student certificate completion [   ]
      number:

19a. Does the college have any certificate programs which are not   Yes / No
      career-technical education (CTE) certificates?

19b. If yes, please identify them: [   ]

20.   Number of career-technical education (CTE) certificates and [   ]
      degrees:

21.   Percentage of CTE certificates and degrees which have identified   [%]
      technical and professional competencies that meet employment
      standards and other standards, including those for licensure and
      certification:

22.   2010-2011 examination pass rates in programs for which students must pass a
      licensure examination in order to work in their field of study:

Program	CIP Code - 4 digits (##. ##)	Examination	Pass Rate
		state/national/other	%

[Add Row   ]   [Delete Checked Row]

[Additional Instructions: Please list each program for which a license examination is
required and the percentage of students passing, of those who took the exam.]

23. 2010-2011 job placement rates for students completing certificate programs and CTE (career-technical education) degrees:

Program	CIP Code - 4 digits (##. ##)	Certificate or Degree	Placement Rate
		certificate/degree/both	%

[Add Row   ]   [Delete Checked Row]

Student Learning Outcomes and Assessment

Note: Beginning fall 2012, colleges were expected to be at the proficiency level of Student Learning Outcomes assessment (see the ACCJC Rubric for Evaluating Institutional Effectiveness, Part III, Student Learning Outcomes).

24. Number of courses at the institution:

[Additional Information: Provide the number of active credit and noncredit courses at the college. Do not include not-for-credit offerings of the college.]

25. Percent of all college courses with defined Student Learning Outcomes: %

26. Percent of all college courses with ongoing assessment of learning outcomes: %

27. Number of programs at the institution:

[Additional Information: Provide the number of programs as defined by the college.]

28. Percent of all college programs with defined Student Learning Outcomes: %

29. Percent of college programs with ongoing assessment of learning outcomes: %

30a. Percent of all college programs with SLO assessment results available to prospective students: %

30b. URL(s) from the college website where prospective students can find SLO assessment results for programs:

31. Number of student and learning support activities at the institution: [   ]

   [Additional Information: The institution defines its student and learning support activities and how they may be grouped for assessment of learning outcomes. Definition and grouping of like student or learning support activities should be based upon a determination of how the assessment will best provide information to improve services for students.]

32. Percent of student and learning support activities with defined Student Learning Outcomes: [%]

33. Percent of student learning and support activities with ongoing assessment of learning outcomes: [%]

34. Has your institution defined General Education (GE) program Student Learning Outcomes?   Yes / No

35. Are your institutional SLOs identical with your General Education program outcomes?   Yes / No

36. Do your institution's GE outcomes include all areas identified in the Accreditation Standards?   Yes / No

37. Number of courses identified as part of the GE program: [   ]

38. Number of GE courses with Student Learning Outcomes mapped to GE program Student Learning Outcomes: [   ]

39. Percent of GE courses with ongoing assessment of GE learning outcomes: [%]

40. Has the institution defined institutional Student Learning Outcomes: Yes / No

41. Number of institutional Student Learning Outcomes: [   ]

42. Percent of institutional outcomes with ongoing assessment of learning outcomes: [%]

Substantive Change Items

> **NOTE: These questions are for survey purposes only and do not replace the ACCJC substantive change approval process. Please refer to the Substantive Change Manual regarding communication with the Commission.**

43. Number of submitted substantive change requests related to distance education and correspondence education

    Fall 2012: [   ]

    Fall 2011: [   ]

    Fall 2010: [   ]

44a. Is the institution anticipating a proposal for a substantive change in any of the following change categories? (Check all that apply)

☐ Mission/Objectives
☐ Scope and/or Name
☐ Nature of constituents served
☐ Location and/or Geographic Area
☐ Control and/or Legal Status
☐ Courses and/or Programs and/or their Delivery Mode
☐ Credit awarded
☐ Contractual relationships with a non-regionally accredited institution
☐ Change in sites offering 50% or more of a program, certificate, or degree
☐ No changes planned

44b. Explain the change(s) for which you will be submitting a substantive change proposal:

[   ]

[Insert n/a if no substantive change proposals are planned.]

Other Information

45a. Identify site additions and deletions since the submission of the 2011-2012 Annual Report:

[   ]

[Insert n/a if none.]

45b. List all instructional sites other than the home campus where 50% or more of a program, certificate, or degree is offered:

[   ]

[Insert n/a if none.]

46. List all of the institution's instructional sites out of state and outside the United States:

[Insert n/a if none. Additional Information: State means any state of the United States, American Samoa, Guam, the Commonwealth of the Northern Mariana Islands, the Republic of the Marshall Islands, the Federated States of Micronesia, and the Republic of Palau, where the main campus of the institution is located.]

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Only the CEO may submit the final Annual Report.

End of Annual Report

TENTATIVE Palomar College Strategic Plan 2016 Development Timeline

February

- February 5 - SPC
    - Overview of Strategic Plan Development
    - Discussion of Vision, Mission, and Values
- February 22 (FRI) Progress reports on Strategic Plan 2013 Action Plan due
- *February 26 Governing Board Workshop: Mid-Year Check-in on Governing Board Goals and Review of College's Integrated Planning Model*

March

- March 5 - SPC
    - Finalize Vision, Mission, and Values
    - Progress Report on Action Plan
- March 13 (WED) - Education Panel
- March 19 - SPC
    - Progress Report on Plans (Master Plan, Staffing, Technology, Strategic)
    - Evaluation of IPM/RAM
- March 20 (WED) – Business Panel
- *March 26 Governing Board Workshop: Institutional Effectiveness and College Vision, Mission, and Values*

April

- April 2 - SPC
    - Evaluation of IPM/RAM
- April 12 (FRI) Workshop
    - Internal Scan (student demographics, ARCC 2.0, Institutional Effectiveness, Report on Program Review and Planning)
    - External Scan (Population projections, industry and job projections, summary of education and business panels)
- April 16 - SPC
    - SWOT
    - Goals and Objectives
- April 19 (FRI) Hold for clean-up workshop
- *April 23 Governing Board Workshop: Progress on Strategic Plan*
    - Internal and External Scan

May

- May 7 - SPC
    - Review draft goals and objectives
- May 21(**finals week**) - SPC
    - Finalize goals and objectives
- *May 28 Governing Board Workshop: Self Evaluation plus check in on Strategic Plan 2016 progress*

Option 1: Word Document with Topics Listed Under Headings

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

Major Planning Council Recommendations/Discussions
- Accreditation
- Budget
    - Fee Increases
        - Health Fee Increase 05-21-02
- Facilities
    - Relocation of EME Office, Police Office, and Tutoring Area to Escondido Center 07-02-02
    - Relocation of Campus Police office from Santar Place to the San Marcos Campus 07-02-02
- Formation of Strategic Planning Council
    - First meeting 04-02-02
    - Membership terms agreed upon 04-02-02
- Personnel
    - Director of Matriculation position not reinstated 04-02-02
    - CALWORKS Manager and Counselor not reinstated 04-02-02
    - Results of Employee Survey discussed 04-02-02
    - Two positions formed from one: Campus Police Chief and Director of Public Safety Programs 07-02-02
    - Hiring Freeze
    - Classification Study
- Policies and Procedures
- SPC Discussions
    - Loss of student employment services because of CALWORKSs positions eliminated 05-7-02
    - Role of consultants 05-21-02
    - Report from Administrative Association regarding separating supervisors and confidential employees from the group 05-21-02
    - Education Centers reorganized 07-02-02

Option 1: Word Document with Topics Listed Under Headings

Precedent-setting Decisions
- Smoking Policy
- SPPF (½ of 1% funding) linking planning to budget

Evolution of Shared Governance Structures
- Action Plans
    - 2002-03 Annual Implementation Plan approved by SPC 05-21-02
- Governance Structure Book
    - Discussion of logo chosen by Strategic Planning Task Force 04-02-02
    - Writing Team formed 04-16-02
    - Council Structures for ASPC, HRSPC, IPC, and SSPC approved and discussion on how these councils will work together 05-07-02
    - Committee Structures for DSPS, Food Services, and Campus Police Advisory Committee approved in SPC 05-21-02
- IPM
- Master Plans
- Planning Cycles
- RAM
- Strategic Plans
    - Strategic Plan 2005 approved by SPC 05-21-02
- Surveys
    - Report of the Strategic Planning Survey and Qualitative Analysis of the Categories within Each Goal 04-16-02

Option 2: Excel Document with Sub-Headings Listed Under Headings

Can be sorted by date or sub-heading

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

This Sample Sorted by Date:

MAJOR PLANNING COUNCIL RECOMMENDATIONS/DISCUSSIONS

Date	Sub-Head	Topic
04/02/02	Personnel	Director of Matriculation position not reinstated
04/02/02	Personnel	CALWORKS Manager and Counselor not reinstated
04/02/02	Personnel	Results of Employee Survey discussed
04/02/02	SPC Formation	First SPC Meeting
04/02/02	SPC Formation	SPC Membership terms agreed upon
05/07/02	Discussion	Loss of student employment services because of CALWORKS positions eliminated
05/07/02	Discussion	Role of consultants
05/21/02	Budget	Health Fee Increase
05/21/02	Discussion	Report from Administrative Association regarding seperating supervisors and confidential employees from the group
07/02/02	Discussion	Education Centers reorganized
07/02/02	Facilities	Relocation of EME Office, Police Office,a nd Tutoring Area to Escondido Center
07/02/02	Facilities	Relocation of Campus Police office from Santar Place to the San Marcos campus
07/02/02	Personnel	Two positions formed from one: Campus Police Chief and Director of Public Safety

This Sample Sorted by Sub-Head

MAJOR PLANNING COUNCIL RECOMMENDATIONS/DISCUSSIONS

Date	Sub-Head	Topic
05/21/02	Budget	Health Fee Increase
05/07/02	Discussion	Loss of student employment services because of CALWORKS positions eliminated
05/07/02	Discussion	Role of consultants
05/21/02	Discussion	Report from Administrative Association regarding seperating supervisors and
07/02/02	Discussion	Education Centers reorganized
07/02/02	Facilities	Relocation of EME Office, Police Office,a nd Tutoring Area to Escondido Center
07/02/02	Facilities	Relocation of Campus Police office from Santar Place to the San Marcos campus
04/02/02	Personnel	Director of Matriculation position not reinstated
04/02/02	Personnel	CALWORKS Manager and Counselor not reinstated
04/02/02	Personnel	Results of Employee Survey discussed
07/02/02	Personnel	Two positions formed from one: Campus Police Chief and Director of Public Safety
04/02/02	SPC Formation	First SPC Meeting
04/02/02	SPC Formation	SPC Membership terms agreed upon

Option 3: Excel Document with Topics Listed by Date

Can be sorted by date, heading and sub-heading

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

M: MAJOR PLANNING COUNCIL RECOMMENDATIONS/DISCUSSIONS
P: PRECEDENT SETTING DECISIONS
E: EVOLUTION OF SHARED GOVERNANCE STRUCTURES

Date	Head	Sub-Head	Topic
4/2/2002	E	Gov Str Book	Discussion of logo chosen by Strategic Planning Task Force
4/16/2002	E	Gov Str Book	Governance Structure Book Writing Team formed
4/16/2002	E	Surveys	Report of the Strategic Planning Survey and Qualitative Analysis of the Categories
5/7/2002	E	Gov Str Book	Council structures for ASPC, HRSPC, IPC, and SSPC approved and discussion on how these councils work together
5/21/2002	E	Plans	2002-03 Annual Implementation Plan approved by SPC
5/21/2002	E	Gov Str Book	Committee structures for DSPS, Food Services, and Campus Police Advisory
5/21/2002	E	Plans	Strategic Plan 2005 approved by SPC
04/02/02	M	Personnel	Director of Matriculation position not reinstated
04/02/02	M	Personnel	CALWORKS Manager and Counselor not reinstated
04/02/02	M	Personnel	Results of Employee Survey discussed
04/02/02	M	SPC Formation	First SPC Meeting
04/02/02	M	SPC Formation	SPC Membership terms agreed upon
05/07/02	M	Discussion	Role of consultants
05/21/02	M	Discussion	Report from Administrative Association regarding seperating supervisors and confidential employees from the group
07/02/02	M	Discussion	Education Centers reorganized
07/02/02	M	Facilities	Relocation of EME Office, Police Office, and Tutoring Area to Escondido Center
07/02/02	M	Facilities	Relocation of Campus Police office from Santar Place to the San Marcos campus
07/02/02	M	Personnel	Two positions formed from one: Campus Police Chief and Director of Public Safety

February 11, 2013
1.0 Resolution

Whereas, the mission Statement of the Palomar College Committee to Combat Hate (PC3H) is:

The members of the PC3H committee are faculty, administrators, staff, and students. We are committed to promoting respect for and sensitivity to all our students and staff including those who are lesbian, gay, bisexual, transgender, and queer (LGBTQ). We are working towards creating a safe, secure environment for all LGBTQ people at Palomar College. We educate members of the Palomar community and speak out against anti-gay harassment on campus, so that open communication, trust, and acceptance of difference can continue to take root and grow;

Whereas, For the last three years the PC3H has worked very hard to fulfill its mission by educating faculty, administrators, and staff through Safe Zone trainings;

Whereas, The PC3H has, with the support of President Deegan and VPs Cuaron, Tortarolo, and Vernoy, established a Palomar College Pride Center, only the second at a Community College in the country, where students can spend time and feel safe, and where on average about 25 students visit the facilities each day the center is open and use the Center's study room or gathering room;

Whereas, The recent incident involving Jamie Kuntz made us again aware of the fact that our work is far from done, and we are very concerned about this incident after having promoted Palomar as a welcoming college to LGBTQ students for three years;

Whereas, While lying at his previous college was given as the reason for not letting Jamie try out for the football team, we are wondering how many other players have been turned down for the same reason by Palomar coaches;

Whereas, Jamie did not lie to Palomar coaches to be able to try out for the football team, but was honest by outing himself about being gay;

Whereas, BP 3410 (see attachment) assures that "The District, and each individual who represents the District, shall provide equal access to its services, classes, and programs without regard to ... sexual orientation, ..."

Whereas, It is our belief that Jamie Kuntz was not given equal access based on his sexual orientation, which is evident by originally welcoming him and then turning him away after he came out to one of the coaches as being gay;

Whereas, We are very much aware of all the reasons LGBTQ people do not expose their sexual orientation, and in our view labeling Jamie as a liar just adds to the discrimination;

Resolved, With its commitment to assuring the safety of incoming students and welcoming all students, but especially the LGBTQ students, the PC3H asks the Athletic Director and all coaches and staff to assist us in our mission;

Resolved, That the Athletic Director, coaches, and staff take part in LGBTQ Awareness training offered by the PC3H;

Resolved, That the Athletic Director assures that student athletes take part in LGBTQ Awareness training offered by the PC3H and that locker rooms and athletic venues are safe for all students; and

Resolved, That the Athletic Department web page and public documents include the wording found in BP 3410 (see attachment) assures that "The District, and each individual who represents the District, shall provide equal access to its services, classes, and programs without regard to ... sexual orientation, ...",

1

2   **BP 3410   NONDISCRIMINATION**

3   **References:**
4   Education Code Sections 66250 et seq., 72010 et seq., and 87100 et seq.;
5   Penal Code Sections 422.55 et seq.;
6   Government Code Sections 11135-11139.5, 12926.1, and 12940 et seq.;
7   Title 5 Sections 53000 et seq. and 59300 et seq.;
8   Accreditation Standard II.B.2.c

9   The District is committed to equal opportunity in educational programs, employment,
10   and all access to institutional programs and activities. In addition, all students have the
11   right to participate fully in the educational process, free from discrimination and
12   harassment.

13   The District, and each individual who represents the District, shall provide equal access
14   to its services, classes, and programs without regard to national origin, religion, age,
15   sex, gender, gender identity, race, color, medical condition, ancestry, sexual orientation,
16   marital status, physical or mental disability, or because he/she is perceived to have one
17   or more of the foregoing characteristics, or based on association with a person or group
18   with one or more of these actual or perceived characteristics.

19   No District funds shall ever be used for membership, or for any participation involving
20   financial payment or contribution on behalf of the District or any individual employed by
21   or associated with it, to any private organization whose membership practices are
22   discriminatory on the basis of national origin, religion, age, sex or gender, race, color,
23   medical condition, ancestry, sexual orientation, marital status, physical or mental
24   disability, or because he/she is perceived to have one or more of the foregoing
25   characteristics, or because of his/her association with a person or group with one or
26   more of these actual or perceived characteristics.

27   All courses, including noncredit classes, shall be conducted without regard to the
28   gender of the student enrolled in the classes. As defined in the Penal Code, "gender"
29   means sex, and includes a person's gender identity and gender-related appearance and
30   behavior whether or not stereotypically associated with the person's assigned sex at
31   birth. The District shall not prohibit any student from enrolling in any class or course on
32   the basis of gender. Academic staff, including but not limited to counselors, instructors,
33   and administrators shall not offer program guidance to students which differs on the
34   basis of gender.   Insofar as practicable, the District shall offer opportunities for
35   participation in athletics equally to male and female students.

36   The District shall from time to time as necessary provide professional and staff
37   development activities and training to promote understanding of diversity.

Date Approved: 4/12/2011

38   The Superintendent/President shall establish administrative procedures that ensure all
39   members of the District community can present complaints regarding alleged violations
40   of this policy and have their complaints heard in accordance with the Title 5 regulations
41   and those of other agencies that administer state and federal laws regarding
42   nondiscrimination.

43   Also see BP/AP 3420 titled Equal Employment Opportunity, BP/AP 3430 titled Prohibition
44   of Harassment, AP 3435 titled Discrimination and Harassment Investigations and Training,
45   and BP/AP 7120 titled Recruitment and Hiring.