



STRATEGIC PLANNING COUNCIL AGENDA

Date: January 20, 2015
Starting Time: 2:00 p.m.
Ending Time: 3:45 p.m.
Place: **AA-140**

CHAIR: Deegan

MEMBERS: Barton, Claypool/Davis, Cuaron, Dentoni, Dimmick, Falcone, Gaspar, Gonzales, Holmes, Larson, Laughlin, Lienhart, Moore, Navarro, Perez, San Juan, Sourbeer, Stockert, Talmo, Titus, Tortarolo, Velazquez, Wick

RECORDER: Ashour

	Attachments	Time
A. <u>MINUTES</u>		2 min
1. Approve Minutes of December 2, 2014		
B. <u>ACTION ITEMS/FIRST READING</u>		10 min
1. BP 3310-Records Retention and Destruction	Exhibit B1	
2. AP 4220-Standards of Scholarship-Delegation	Exhibit B2	
3. Chapter 6 BP's & AP's Review as part of 3-year Cycle	Exhibit B3	
Section 1		
BP's with no corresponding AP:		
BP 6330 Purchasing		
BP 6390 Consultants (to delete)		
BP 6805 Risk Management (to delete)		
BP 6925 Expenditures for Meetings & Events		
Section 2/3		
AP's with no corresponding BP		
AP 6345 Bids & Contracts using UPCCAA		
AP 6350 Contracts – Construction		
AP 6360 Contracts – Electronic Systems & Materials		
AP 6365 Contracts - Accessibility of Information Technology		
AP 6370 Contracts – Personal Services		
AP 6535 Use of District Equipment (to delete)		
AP 6536 Equipment Replacement (to delete)		
Section 4		
BP/AP pairs with no proposed changes		
BP/AP 6150 Designation of Authorized Signatures		
BP/AP 6400 Audits		
BP/AP 6500 Management of Real Property		
BP/AP 6740 Citizens' Oversight Committees		
Section 5		
BP/AP 6100 Delegation of Authority		
BP/AP 6200 Budget Preparation		
BP/AP 6250 Budget Management		
BP/AP 6300 Fiscal Management		
BP/AP 6320 Investments		
BP/AP 6340 Bids and Contracts		
BP/AP 6450 Wireless or Cellular Phone Use (AP for deletion)		
BP/AP 6520 Security for District Property		

- BP/AP 6540 Insurance
- BP/AP 6545 Student Accident Insurance
- BP/AP 6550 Disposal of Property
- BP/AP 6600 Capital Construction
- BP/AP 6750 Parking (move to Chap 5)
- BP/AP 6800 Occupational Health & Safety
- 4. Student Services Planning Council Governance Form Exhibit B4
- 5. Disband the Matriculation & Transfer Committee and the
Student Equity Committee (replaced by the Student
Success and & Equity Council)

- C. INTEGRATED PLANNING MODEL** 20 min
- 1. SPC Timeline Check-in
- 2. Continue SPPF PRP Allocation Discussion Exhibit C2

- D. INFORMATION/DISCUSSION** 20 min
- 1. Budget

- E. ACCREDITATION RECOMMENDATIONS AND PROGRESS** 5 min
- 1. Accrediting Commission Actions and Policy Updates
- 2. Accreditation Self-Evaluation Update

- F. REPORTS OF PLANNING COUNCILS** 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 – Adrian Gonzales

- G. REPORT FROM PC3H COMMITTEE** 5 min

- H. OTHER ITEMS**



**STRATEGIC PLANNING COUNCIL
MEETING MINUTES
January 20, 2015**

A regular meeting of the Palomar College Strategic Planning Council scheduled January 20, 2015, was held in AA-140. Vice President Berta Cuaron called the meeting to order at 2:00 p.m.

ROLL CALL

Present: Barton, Claypool, Cuaron, Deegan, Dentoni, Dimmick, Falcone, Gaspar, Gonzales, Holmes, Larson, Moore, Navarro, Perez, San Juan, Sourbeer, Stockert, Titus, Tortarolo, Velazquez, Wick
Recorder: Cheryl Ashour
Absent: Laughlin, Lienhart, Talmo
Guest: Kendyl Magnuson, Suzanne Sebring

A. MINUTES

1. Approve Minutes of December 2, 2014

MSC (Cuaron/Sourbeer) to approve the Minutes of December 2, 2014 as presented

B. ACTION ITEMS/FIRST READING

1. Board Policy 3310-Records Retention and Destruction (Exhibit B1)

There were no questions. This item will return for action/second reading at the next meeting.

2. Administrative Procedures 4220-Standards of Scholarship-Delegation (Exhibit B2)

There were no questions. This item will return for action/second reading at the next meeting.

3. Chapter 6 BP's and AP's Review as Part of 3-Year Cycle

Section 1

BP's with no corresponding AP:

BP 6330 Purchasing
BP 6390 Consultants (to delete)
BP 6805 Risk Management (to delete)
BP 6925 Expenditures for Meetings & Events

Section 2/3

AP's with no corresponding BP

AP 6345 Bids & Contracts using UPCCAA
AP 6350 Contracts – Construction
AP 6360 Contracts – Electronic Systems & Materials
AP 6365 Contracts - Accessibility of Information Technology
AP 6370 Contracts – Personal Services
AP 6535 Use of District Equipment (to delete)
AP 6536 Equipment Replacement (to delete)

Section 4

BP/AP pairs with no proposed changes

BP/AP 6150 Designation of Authorized Signatures
BP/AP 6400 Audits
BP/AP 6500 Management of Real Property
BP/AP 6740 Citizens' Oversight Committees

Section 5

BP/AP 6100 Delegation of Authority
BP/AP 6200 Budget Preparation
BP/AP 6250 Budget Management
BP/AP 6300 Fiscal Management
BP/AP 6320 Investments
BP/AP 6340 Bids and Contracts
BP/AP 6450 Wireless or Cellular Phone Use (AP for deletion)
BP/AP 6520 Security for District Property

BP/AP 6540 Insurance
BP/AP 6545 Student Accident Insurance
BP/AP 6550 Disposal of Property
BP/AP 6600 Capital Construction
BP/AP 6750 Parking (move to Chap 5)
BP/AP 6800 Occupational Health & Safety

Debbi Claypool stated that a Bill was passed that affects Administrative Procedure 6345; Ron Perez will review the language and revise the procedure. There were no other questions. Chapter 6 BP's and AP's Review will return for action/second reading at the next meeting.

4. Student Services Planning Council Governance Form

Adrian Gonzales reported that the Pride Center requested that it become a member of the Student Services Planning Council; the SSPC met and approved the request. There was discussion about how Centers fit into the governance structure, what designated groups get to be part of a Council, and if the representation should be limited to a faculty or staff member. There was consensus that a procedure should be written so that all the Centers would have the same opportunity to have representation on a Council. President Deegan requested that information be provided on who would represent the Pride Center. This item will return for action/second reading at the next meeting.

5. Disband the Matriculation & Transfer Committee and the Student Equity Committee

Adrian Gonzales reminded members that the Student Equity Council replaced the Matriculation & Transfer Committee and the Student Equity Committee; action needs to be taken to officially disband the committees. This item will return for action/second reading at the next meeting.

C. INTEGRATED PLANNING MODEL

1. SPC Timeline Check-In

Michelle Barton reviewed the upcoming tasks.

2. Allocation of Remaining SPPF Funds

Michelle Barton distributed a chart and justification of the proposed allocation of remaining SPPF funds for PRPs. President Deegan announced that he is giving his 10% (\$6,624) to the other Councils to be split equally. Aaron Holmes expressed concern about the President's Area giving up funds as all college departments have needs. President Deegan assured members that there are monies available to fund PRPs in his area.

MSC (Tortarolo/Titus) to allocate the remaining SPPF funds of \$66,240 with 30% to IPC, 20% to SSPC, 20% to FASPC, 20% to HRSPC; and the President's Area of 10% to be split four ways equally, thereby IPC, SSPC, FASPC and HRSPC will each receive an additional \$1,656.

D. INFORMATION/DISCUSSION

1. Budget

Ron Perez reported that the District had the opportunity to re-fund \$119 million of its Prop M bond, saving taxpayers \$17.5 million over the life of the loan. The District plans to issue another \$220 million bond proceeds in order to build up to 2021; the Governing Board approved this move.

Mr. Perez discussed Governor Brown's proposed budget and its effect on community colleges. He stated that money will come to community colleges to fund student success, increase the base allocation, funds for increased access (growth or restoration), COLA, and credit CDCP rate. There is state-wide dispute about the growth funding formula and a change is being lobbied. Palomar will receive an increase of \$3.4 million in state apportionment funding. The base allocation will not be known until after May. Palomar College is deficit spending \$2.5-3 million, so next year might be the chance to get the College in line with balancing its budget.

E. ACCREDITATION RECOMMENDATIONS AND PROGRESS**1. Accrediting Commission Actions and Policy Updates**

No report.

2. Accreditation Self-Evaluation Update

Berta Cuaron reported that the College should receive notice soon of the site team members. President Deegan thanked members of the writing team and those who worked on the document, especially Aaron Holmes and Marti Snyder.

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

Ron Perez reported that FASPC plans to formalize its staffing plan at its next meeting. Mr. Perez discussed a problem during the first week of school with the credit card company we utilize, and future procedures to assist students waiting to pay fees.

Mr. Perez thanked Mike Dimmick and his team for the work they did over the Christmas break with the upgrade.

2. Human Resource Services Planning Council

John Tortarolo reported that HRSPC's first meeting is in February. He thanked the Councils in advance for providing their staffing plans.

3. Instructional Planning Council

Berta Cuaron reported that a special IPC meeting will be held to prioritize PRPs. Resource allocation will be done differently this year: division deans will work with their chairs in prioritizing their funding requests.

4. Student Services Planning Council

Adrian Gonzales reported that SSPC reviewed its PRPs at its last meeting. Mr. Gonzales discussed spring enrollment. Kendyl Magnuson stated that the student ambassadors are trained and in action and are doing an excellent job assisting students; the lines decreased by a third because of the help they provided. Lisa Filice and Jamie Moss were thanked for training the students.

G. REPORT FROM PC3H COMMITTEE

No report.

H. OTHER**1. Community College Bachelor's Degree**

Mike Dimmick asked if Palomar applied to offer a community college bachelor degree. President Deegan stated that the College did not apply because Nursing was not eligible.

2. Retirements

President Deegan reported that VP Berta Cuaron and Dean Wilma Owens notified the College of their retirement. He thanked Ms. Cuaron, Mr. Tortarolo and Ms. Owens for notifying the College early, thereby giving ample time to find an interim. He stated that by the end of the month an announcement will go out internally for an interim Instructional Vice President, externally for an interim Human Resource Services Vice President, and internally for the Dean of Career, Technical and Extended Education. He discussed the timeline in hiring the interim positions.

I. ADJOURNMENT

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

GENERAL INSTITUTION

REV. 10-20-14

BP 3310 RECORDS RETENTION AND DESTRUCTION**References:**

Title 5 Sections 59020 et seq.;

Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, and 45

Government Code Section 6250 et seq.

Personnel records are subject to the provisions in the applicable collective bargaining agreement.

The Superintendent/President shall establish administrative procedures to assure the retention and destruction of all District records in accordance with Title 5 and applicable state and federal laws, including electronically stored information (ESI) as defined by the Federal Rules of Civil Procedure.

“Records” means all records writings, emails, text messages, maps, books, papers, data processing output, and other documents of the District required by Title 5 to be retained, including but not limited to records created originally on by District owned computers or other District owned electronic devices, and ESI, as that term is defined by the Federal Rules of Civil Procedure. Such records shall include but not be limited to student records, employment records, and financial records.

Note: text in yellow highlight is suggested by the District’s legal counsel

Date Adopted: 5/10/2011; Revised

INSTRUCTIONAL SERVICES

REV 12/5/14

AP 4220 STANDARDS OF SCHOLARSHIP – DELEGATION**References:**

Education Code Section 70902(d);

Title 5 Sections 55020 et seq., 55030 et seq., and 55040 et seq.

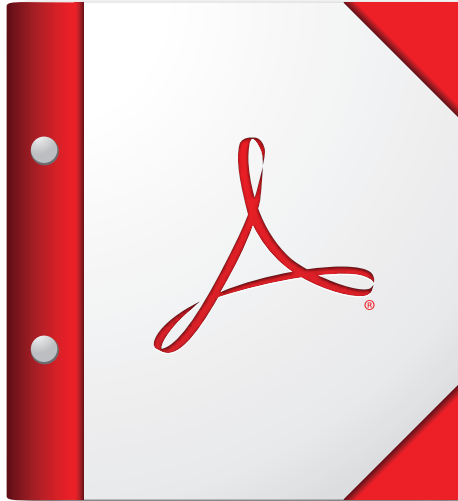
Matters identified by Title 5 as standards of scholarship are grading practices, credit-noncredit options, credit by examination, standards for probation and dismissal, remedial course work, academic record symbols, grade changes, course repetition, and academic renewal. Authority and responsibility is delegated to the Faculty Senate and the Chief Instructional Officer as described in the policies and procedures on participation in local decision-making.

These procedures shall be described in the District catalogs.

Office of Primary Responsibility: Faculty Senate and Instructional Services

Change in yellow suggested by the P&P on 10/3/14. Strike-out of “s” in “catalogs” on 12/5/14 P&P.

Date SPC Approved: 5/15/2012; Revised 5/15/2012; Revised:



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GOVERNANCE STRUCTURE GROUP REQUEST

Request submitted by: Adrian Gonzales				Date: January 20, 2015			
Proposed Name of Requested Group: Student Services Planning Council							
X	Council		Committee		Subcommittee		Task Force
Action Requested:		X	Add		Delete		Change
<p>Role:</p> <ul style="list-style-type: none"> • Develops, implements, evaluates and revises Student Services' plans and initiatives, both short- and long term. • Develops, reviews, and updates the process (qualitative and quantitative elements and instrument) and establishes the timeline for the 2-year Institutional Program Review and Planning (IPR&P) cycle for Student Services. • Reviews and summarizes IPR&P documents and utilizes them to develop and guide recommendations for priorities for Student Services, including budget, staffing needs, equipment, technology, facilities, and other resources essential to support Student Services and the success of students. • Utilizes the District's Strategic Plan and the Annual Implementation Plan to guide and outline its goals, tasks and actions to be accomplished in the academic year. • Make recommendations relevant to any matters or issues that impact Student Services and/or by request from SPC. • Provides guidance, direction, and oversight to these committees: Academic Review Committee, Campus Police Committee, Student Equity Committee, Matriculation and Transfer Committee, Registration Committee, Financial Aid & Appeals Committee, Scholarship Committee • Convenes a subcommittee to review and update the process (qualitative and quantitative elements and instrument) and timeline for requesting full-time positions and to prioritize each year's list of full-time positions for discussion and endorsement by SSPC, forwarding the recommendation to SPC as information. <p>Products:</p> <ul style="list-style-type: none"> • Institutional Program Review and Planning documents, summaries and recommendations, including budget, staffing needs, equipment, technology, and facilities priorities • Progress report on Strategic Plan and AIP • Annual goals and accomplishments • Full-time Position Priority Recommendations 							
Reporting Relationship: Strategic Planning Council							
Meeting Schedule: Second and Fourth Wednesday of the month from 9:30 a.m. to 11:00 a.m.							
<p>Chair: Vice President, Student Services</p> <p>Members:</p> <ul style="list-style-type: none"> • Dean, Counseling Services • Director, Health Services • Director, Enrollment Services • Director, Student Affairs • One Faculty representative appointed by Faculty Senate from Instructional Areas • One Faculty representative who is also on the Faculty Senate • One Palomar Faculty Federation representative appointed by PFF • Two Classified Unit Employee representatives appointed by CCE/AFT (one from Student Services) • One Student representative appointed by ASG • One Confidential and Supervisory Team representative from Student Services appointed by CAST • One representative from the Pride Center • Director, Career Services • Director, Athletics • Chief of Police • Research Analyst • One EOP&S Faculty • One DRC Faculty • Chair, Counseling (or designee) • Director, Transfer Center 							

Reviewed by Strategic Planning Council:

10-07-03 Approved

04-04-06 Revised

11-17-09 Revised

03-15-05 Revised

03-03-09 Revised

Approved by PAC: 10/2/01

Allocation of Remaining SPPF for PRPs

SPC - Jan 20, 2015

	Allocation based on Previous Distribution Formula		Allocation based on Proposed (12/02/14) Split	
IPC	\$46,368	70%	\$19,872	30%
SSPC	\$7,949	12%	\$13,248	20%
FASPC	\$10,598	16%	\$13,248	20%
HRSPC	\$1,325	2%	\$13,248	20%
PRES	\$0	0%	\$6,624	10%
Total	\$66,240		\$66,240	

Proposed split based on the following:

1. IPC has 1.1 million to allocate to PRPs this year.
2. Other councils do not have "pots" of money to allocate to PRPs.
3. Attempt to acknowledge the importance of PRPs and support this process across the institution.
4. 30/20/20/20/10 IPC still receives largest amount, yet the remaining distribution contributes equally to each of the councils.
5. Intended as a one time allocation with SPC making recommendation for split annually.