



## STRATEGIC PLANNING COUNCIL AGENDA

Date:	December 6, 2016
Starting Time:	2:30 pm
Ending Time:	4:00 pm
Place:	AA-140

**CHAIR:** Joi Lin Blake

**MEMBERS:** Michelle Barton, Colleen Bixler, Lisa Carmichael, Dan Dryden, Kelly Falcone, Adrian Gonzales, Laura Gropen, Aaron Holmes, Chris Hopp, Greg Larson, Teresa Laughlin, Shannon Lienhart, Connie Moise, Mike Nagtalon, Zeb Navarro, Ron Perez, Travis Ritt, Shayla Sivert, Justin Smiley, Dan Sourbeer, Brian Stockert, Rich Talmo, Sherry Titus, Chris Wick

**RECORDER:** Cheryl Ashour

**Exhibits**

- |   |            |        |
|---|------------|--------|
| <b>A. <u>MINUTES</u></b>  |            | 2 min  |
| 1. Approve Minutes of November 15, 2016                           |            |        |
| <b>B. <u>ACTION ITEMS/FIRST READING</u></b>                       |            |        |
| 1. Enrollment Management Task Force                               | Exhibit B1 | 10 min |
| <b>C. <u>INTEGRATED PLANNING MODEL</u></b>                        |            | 10 min |
| 1. Review of 2016-2017 SPC Timeline                               |            |        |
| 2. SPPF Update  |            |        |
| <b>D. <u>DISCUSSION/INFORMATION</u></b>                           |            |        |
| 1. IEPI Update  |            | 10 min |
| 2. North Center   |            | 10 min |
| 3. Leadership Academy   |            | 10 min |
| 4. Civility and Respect Forum                                     |            | 15 min |
| 5. Post-Election Discussion                                       |            | 15 min |
| <b>E. <u>ACCREDITATION</u></b>                                    |            | 2 min  |
| 1. Accrediting Commission Actions and Policy Updates              |            |        |
| 2. Palomar Accreditation Update                                   |            |        |
| <b>F. <u>REPORTS OF PLANNING COUNCILS</u></b>                     |            | 2 min  |
| 1. Finance & Administrative Services Planning Council – Ron Perez |            |        |
| 2. Human Resource Services Planning Council – Shawna Cohen        |            |        |
| 3. Instructional Planning Council – Dan Sourbeer                  |            |        |
| 4. Student Services Planning Council – Adrian Gonzales            |            |        |
| <b>G. <u>REPORTS OF CONSTITUENCIES</u></b>                        |            | 5 min  |
| 1. Administrative Association – Justin Smiley                     |            |        |
| 2. Associated Student Government – Chris Hopp                     |            |        |
| 3. CCE/AFT – Dan Dryden   |            |        |
| 4. Confidential/Supervisory Team – Zeb Navarro                    |            |        |
| 5. Faculty Senate – Travis Ritt                                   |            |        |
| 6. PFF/AFT – Shannon Lienhart/Colleen Bixler                      |            |        |

**H. OTHER ITEMS**



## STRATEGIC PLANNING COUNCIL MEETING MINUTES December 6, 2016

A regular meeting of the Palomar College Strategic Planning Council scheduled December 6, 2016, was held in AA-140. President Joi Blake called the meeting to order at 2:30 p.m.

### **ROLL CALL**

Present: Michelle Barton, Colleen Bixler, Joi Blake, Lisa Carmichael, Shawna Cohen, Dan Dryden, Kelly Falcone, Adrian Gonzales, Laura Gropen, Aaron Holmes, Teresa Laughlin, Shannon Lienhart, Connie Moise, Zeb Navarro, Ron Perez, Travis Ritt, Shayla Sivert, Justin Smiley, Dan Sourbeer, Brian Stockert, Rich Talmo, Sherry Titus, Chris Wick

Absent: Dan Dryden, Chris Hopp, Greg Larson, Michael Nagtalon

Recorder: Cheryl Ashour

### **A. MINUTES**

#### **1. Approve Minutes of November 15, 2016**

MSC (Titus/Ritt): The minutes for November 15, 2016 were approved and accepted into the record. Dan Dryden abstained.

### **B. ACTION ITEMS/FIRST READING**

#### **1. Enrollment Management Task Force (Exhibit B1)**

Travis Ritt stated that the Enrollment Management Task Force is a core planning group. The EMTF will be responsible for getting the information needed for the IEPI visit in March and make enrollment recommendations on the topics listed in the Role section of the governance structure group request. Mr. Ritt reviewed the timeline and topics. The membership of the Task Force was discussed. Teresa Laughlin requested two additional faculty representatives for a total of seven faculty (four instructional faculty, two counselors and the Faculty Senate President); members agreed to make the change. Laura Gropen requested a marketing/communications representative. Mr. Ritt responded that the EMTF will discuss the request.

MSC (Perez/Ritt) to move this item to second reading (Titus, Holmes opposed; Gonzalez abstained)

MSC (Titus/Holmes) to approve the revised Enrollment Management Task Force (Dryden, Gonzalez, Holmes opposed)

### **C. INTEGRATED PLANNING MODEL**

#### **1. Review of 2016-2017 SPC Timeline**

This item was tabled.

#### **2. SPPF Update**

This item was tabled.

### **D. DISCUSSION/INFORMATION**

#### **1. IEPI Update**

Joi Blake discussed the upcoming IEPI visit. She stated the goal of the visit is to create an enrollment management plan and revise the Human Resource Services business process and the participatory process.

#### **2. North Center**

Dr. Blake discussed the timeline and facilities for the North Center.

#### **3. Leadership Academy**

The upcoming Leadership Academy was discussed. Applications are due Friday; to date, participants are equally distributed between faculty and staff.

#### **4. Civility and Respect Forum**

Dr. Blake stated a civility and respect forum will take place in the Spring. The purpose of the forum is to help create a campus climate where people operate with respect and are not devalued or demeaned. Even if

people do not agree, tough decisions and conversations can occur when there is civility and respect during meetings. Dr. Blake requested that members do a self-reflection and contribute to the conversation.

**5. Post-Election Discussion**

Dr. Blake led a discussion on what the College is doing to assist students post-election. A website will be created to help those needing resources or support. Shannon Lienhart invited members to attend a North County Solidarity event scheduled for Saturday, January 21. She listed the groups involved and stated it is an opportunity to build community.

**E. ACCREDITATION**

**1. Accrediting Commission Actions and Policy Updates**

There was no report.

**2. Palomar Accreditation Update**

Dan Sourbeer reported that the College will be reviewing its recommendations in the spring.

**F. REPORTS OF PLANNING COUNCILS**

**1. Finance and Administrative Services Planning Council**

Ron Perez reported that Connie Moise will be sharing the Technology Master Plan at the next FASPC meeting.

**2. Human Resource Services Planning Council**

Shawna Cohen reported that HRSPC is reviewing Strategic Plan 2019 to see how it affects the Human Resource Services department.

**3. Instructional Planning Council**

Dan Sourbeer reported that IPC will look at faculty position prioritization.

**4. Student Services Planning Council**

There was no report.

**G. REPORTS OF CONSTITUENCIES**

**1. Administrative Association**

There was no report

**2. Associated Student Government**

There was no report.

**3. CCE/AFT**

There was no report.

**4. Confidential/Supervisory Team**

There was no report.

**5. Faculty Senate**

Travis Ritt reported that the Faculty Senate will be discussing online education.

**6. PFF/AFT**

Shannon Lienhart reported that she will be resigning as PFF Co-President as of May. Teresa Laughlin will be the new Co-President. Teresa Laughlin reported that the PFF Contract was ratified.

**H. Other**

**1. Professional Development**

Kelly Falcone asked about available space to provide large professional development events. Ron Perez responded that one of the College's goals is to make the Dome a conference center. There will be a large

conference room in the new library and a large space in the South Center. In the short term, however, there are no options other than the Student Union.

**2. Holiday Luncheon**

Joi Blake reminded members of the holiday luncheon scheduled for December 15 and asked people to RSVP.

**I. ADJOURNMENT**

There being no remaining items, the meeting was adjourned at 3:30 p.m.

# GOVERNANCE STRUCTURE GROUP REQUEST

<b>Request submitted by</b> President Joi Blake and SPC Members					<b>Date 12/06/2016</b>	
<b>Proposed Name of Requested Group</b> Enrollment Management Task Force						
	<b>Council</b>		<b>Committee</b>		<b>Subcommittee</b>	<b>X Task Force</b>
<b>Action Requested:</b>	<b>X</b>	<b>Add</b>		<b>Delete</b>		<b>Change</b>
<b>Role:</b> Review the following topics: <ul style="list-style-type: none"> <li>• Common Terminology</li> <li>• FTES Target</li> <li>• Scheduling Guidelines and Principles</li> <li>• Facilities Usage and Management Guidelines</li> <li>• Distance Education Plan (Academic Technology developing plan – Spring 2017)</li> <li>• Enrollment Management Tools</li> <li>• Dual and Concurrent Enrollment</li> <li>• Marketing and Communications</li> <li>• Student Services (outreach and retention)</li> <li>• Staffing Needs</li> <li>• Budget Needs primarily for supplies</li> </ul>						
<b>Product:</b> Make a recommendation to SPC.						
<b>Reporting Relationship:</b> Strategic Planning Council						
<b>Meeting Schedule :</b> 02/10/17; 02/24/17; 03/03/17; 03/10/17						
<b>Members:</b> Co-chairs: Faculty Senate President; Instructional Dean <ul style="list-style-type: none"> <li>• Faculty Senate President</li> <li>• Four (4) Faculty representatives, one from CTE and three from General Education, appointed by the Faculty Senate</li> <li>• Two (2) Counselors, one general and one categorical, appointed by the Faculty Senate</li> <li>• Vice President of Instruction</li> <li>• Vice President of Finance and Administrative Services</li> <li>• CTE Dean</li> <li>• One (1) Instructional Dean appointed by the VPI</li> <li>• Senior Director of Enrollment Services</li> <li>• One (1) Institutional Researcher</li> <li>• One (1) Instructional Services representative appointed by the VPI</li> </ul>						

Reviewed by Strategic Planning Council:

12/06/16 First Reading  
12/06/16 Approved

Comments:



## **Enrollment Management Taskforce Proposed Meeting Timeline and Topics**

February 10, 2017      12:00 – 2:00 PM      (lunch provided)

1. Common Terminology
2. FTES Target
3. Scheduling Guidelines and Principles

February 24, 2017      12:00 – 2:00 PM      (lunch provided)

4. Facilities Usage and Management Guidelines
5. Distance Education Plan (Academic Technology developing plan – Spring 2017)
6. Enrollment Management Tools

March 3, 2017              10:00 – 12:00

7. Dual and Concurrent Enrollment
8. Marketing and Communications
9. Student Services (outreach and retention)

March 10, 2017            12:00 – 2:00 PM      (lunch provided)

1. Staffing Needs
2. Budget Needs primarily for supplies