



## STRATEGIC PLANNING COUNCIL AGENDA

Date:	April 4, 2017
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, Margie Fritch, Adrian Gonzales, Laura Gropen, Aaron Holmes, Greg Larson, Teresa Laughlin, Shannon Lienhart, Connie Moise, Mike Nagtalon, Zeb Navarro, Ron Perez, Travis Ritt, 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 March 21, 2017                              |                   |
| <b>B. <u>ACTION ITEMS/FIRST READING</u></b>                       |                   |
| 1. Staffing Plan 2022 Development Task Force                      | Exhibit B1 10 min |
| <b>C. <u>INTEGRATED PLANNING MODEL</u></b>                        |                   |
| 1. SPPF Allocation  | 10 min            |
| <b>D. <u>REPORTS OF PLANNING COUNCILS</u></b>                     | 5 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>E. <u>REPORTS OF CONSTITUENCIES</u></b>                        | 5 min             |
| 1. Administrative Association – Justin Smiley                     |                   |
| 2. Associated Student Government – Mike Nagtalon                  |                   |
| 3. CCE/AFT – Dan Dryden   |                   |
| 4. Confidential/Supervisory Team – Zeb Navarro                    |                   |
| 5. Faculty Senate – Travis Ritt                                   |                   |
| 6. PFF/AFT – Shannon Lienhart/Colleen Bixler                      |                   |
| <b>F. <u>OTHER ITEMS</u></b>                                      |                   |



## STRATEGIC PLANNING COUNCIL MEETING MINUTES April 4, 2017

A regular meeting of the Palomar College Strategic Planning Council scheduled April 4, 2017, was held in AA-140. Superintendent/President Joi Blake called the meeting to order at 2:30 p.m.

### **ROLL CALL**

Present: Colleen Bixler, Joi Blake, Lisa Carmichael, Shawna Cohen, Dan Dryden, Kelly Falcone, Margie Fritch, Laura Gropen, Greg Larson, Teresa Laughlin, Travis Ritt, Justin Smiley, Dan Sourbeer, Brian Stockert, Rich Talmo, Chris Wick  
Absent: Michelle Barton, Adrian Gonzales, Aaron Holmes, Shannon Lienhart, Connie Moise, Michael Nagtalon, Zeb Navarro, Ron Perez, Sherry Titus  
Recorder: Cheryl Ashour

### **A. MINUTES**

#### **1. Approve Minutes of March 21, 2017**

MSC (Sourbeer/Ritt) to approve the March 21, 2017 Minutes.

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

#### **1. Staffing Plan 2022 Development Task Force (Exhibit B1)**

Joi Blake reviewed the tasks and membership of the Staffing Plan 2022 Development Task Force. This item will return for action/second reading at the next meeting.

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

#### **1. SPPF Allocation (Exhibit C1)**

Joi Blake reviewed the approved SPPF requests. She reported that it appears the District will be awarded the \$5 million TTIP Grant, which may fund a large portion of Request 11. Members were asked to take the information back to their constituent groups. SPPF allocation instructions will be sent to all those who received an award. A timeline will be established for 2017-2018; it was requested that the format be changed as some people found it difficult to use.

### **D. REPORTS OF PLANNING COUNCILS**

#### **1. Finance & Administrative Services Planning Council**

Joi Blake reported the bonds were sold and funds will be received by the end of the month. The list of remaining projects is being reviewed and a decision will soon be made on which projects to complete and which projects will need to wait until the District goes out for another bond.

#### **2. Human Resource Services Planning Council**

Shawna Cohen reported that HRSPC discussed the staffing plan and task force, and discrimination and harassment reports/complaints at its last meeting. Shannon Lienhart questioned the recent process to hire an interim Vice President. Dr. Blake responded that a consultant was being considered instead of an interim because of the difficulty in finding an interim. Ms. Lienhart recommended calling the search something else so that it won't be confused with a regular interim search.

#### **3. Instructional Planning Council**

Dan Sourbeer reported IPC discussed PRP reports, the north and south centers, and the IEPI meeting.

#### **4. Student Services Planning Council**

Brian Stockert reported SSPC reviewed their final PRPs, north and south centers, and the mental health provision.

**E. REPORTS OF CONSTITUENCIES**

**1. Administrative Association**

There was no report.

**2. Associated Student Government**

There was no report.

**3. CCE/AFT**

Dan Dryden reported that the Classified Staff Development Week was very successful; everyone was pleased and they will build on the success. He reported that he attended a collective bargaining conference for labor and management teams.

**4. Confidential/Supervisory Team**

There was no report.

**5. Faculty Senate**

Travis Ritt reported that the Faculty Senate discussed the adult education block grant at its last meeting. He recently attended a conference in Barstow regarding State issues.

**6. PFF/AFT**

Colleen Bixler reported that PFF representatives also attended the collective bargaining conference. It is a good opportunity to get different perspectives on issues.

**F. OTHER**

**1. Political Economy Days**

Teresa Laughlin distributed and discussed the topics for the upcoming Political Economy Days. She encouraged members to attend.

**2. Grants**

Dr. Blake reported that the District received a \$2 million Innovation Grant and a \$400,000 pre-apprenticeship grant.

**G. ADJOURNMENT**

There being no remaining items, the meeting was adjourned at 3:20 p.m.

## GOVERNANCE STRUCTURE GROUP REQUEST

<b>Request submitted by</b> President Joi Blake and SPC Members					<b>Date 03/17/17</b>	
<b>Proposed Name of Requested Group</b> Staffing Plan 2022 Development Task Force						
	<b>Council</b>		<b>Committee</b>		<b>Subcommittee</b>	X
						<b>Task Force</b>
<b>Action Requested:</b>		X	<b>Add</b>		<b>Delete</b>	<b>Change</b>
<b>Role:</b> <ul style="list-style-type: none"> <li>Review work completed on Staffing Plan 2022 to date.</li> <li>Assess and evaluate planning data related to staff planning.</li> <li>Confirm, edit, or create Staffing Plan 2022 Goals and Objectives.</li> <li>Develop Draft Staffing Plan 2022</li> </ul>						
<b>Product:</b> <ul style="list-style-type: none"> <li>Draft Staffing Plan 2022</li> </ul>						
<b>Reporting Relationship:</b> Strategic Planning Council						
<b>Meeting Schedule :</b> TBD – Schedule work to be completed by Fall 2017						
<b>Members:</b> Tri-chairs: Vice President, Human Resource Services; Faculty Senate President or Designee; CCE President or Designee  <ul style="list-style-type: none"> <li>Manager, Equal Opportunity and Compliance and Deputy Title IX Coordinator</li> <li>Manager, Human Resource Services</li> <li>Senior Employment Technician-Recruitment, Human Resource Services</li> <li>Two Faculty representatives appointed by Faculty Senate</li> <li>Two Classified Unit Employee representatives appointed by CCE/AFT</li> <li>One Faculty representative appointed by PFF</li> <li>One Administrative Association Representative appointed by AA</li> <li>One Confidential and Supervisory Team representative appointed by CAST</li> <li>Vice President for Instruction or designee</li> <li>Vice President for Student Services or designee</li> <li>Vice President for Finance and Administrative Services or designee</li> <li>Professional Development Coordinator</li> <li>Director, Institutional Research and Planning or designee</li> </ul>						

Reviewed by Strategic Planning Council:

## PALOMAR COLLEGE 2016-2017 SPPF REQUESTS

	Submitted By	Title	Obj.	Short Description	Requested Amount	Comments	SPPF Amount Recommended
<b>Instruction</b>							
1	Gina Wilson/ Laurel Anderson	"Make a Difference Day" Faculty Service Event	1.1	Faculty participation in National Make a Difference Day event	\$8,800	\$3,300 SPPF \$3,300 Institutional \$1,000 Dist in-kind Total: \$7,600	<b>\$3,300</b>
2	Candace Rose	"Better Together" College-wide Plenary Video	1.1	College-wide Plenary video that showcases all Palomar College faculty, staff and administrators in a fun, and upbeat video	\$1,000	Div of Instruction	<b>\$0</b>
3	Kelly Falcone	"Together is Better" Book Giveaway, Keynote Speaker, and Leadership Workshop	1.1 / 4.3	All employees receive Simon Sinek's book "Together is Better"; have Sinek's group provide a speaker who will give the keynote session and a half-day leadership workshop for Plenary	\$38,000		<b>\$38,000</b>
4	Roberta Cantow	Digital Story Telling with StoryCenter	1.1 / 4.3	Provide an understanding and training of the use of Digital Storytelling in education and community building, culminating in a Digital Story Festival.	\$23,500	Minus Food	<b>\$21,400</b>
5	Hope Farquharson Wendy Nelson, Susan Miller	Quantitative Literacy Supplements Project	1.2/1.3	Develop a project plan for creating Quantitative Literacy Supplements for Statistics.	\$2,500		<b>\$2,500</b>
6	Wendy Nelson	Center for Excellence in Teaching	1.2/1.3	Create a "virtual" Center for Teaching Excellence	\$21,000		<b>\$21,000</b>

## PALOMAR COLLEGE 2016-2017 SPPF REQUESTS

	Submitted By	Title	Obj.	Short Description	Requested Amount	Comments	SPPF Amount Recommended
7	Hope Farquharson Wendy Nelson, Susan Miller	Workgroup - Teamwork and Problem Solving	1.2/1.3	Develop a rubric for assessing the GE/ILO Intellectual and Practical Skills/Creative, Critical, and Analytical Thinking; a workgroup will be formed to address Teamwork and Problem Solving.	\$15,000		<b>\$15,000</b>
8	Devon Smith	Women's Studies Course Coordination and Advertising	2.2/5.5	Assist the Women's Studies Program in their dual goals of intentional scheduling and increased enrollment.	\$213	Div of Instruction	<b>\$0</b>
9	Dr. Syed Khaled Hussain, Calvin Onedeer Gavin	Dual/Early Enrollment Tutoring and Supplemental Instruction (and training of faculty/SI tutors)	2.3/5.3	Supplement existing dual, concurrent and early enrollment courses at Palomar College feeder high schools by providing qualified tutorsto help students with academic counseling, advisement and workshops	\$32,000	Funding may found elsewhere. Need more detailed plan and descr of Better Together	<b>\$0</b>
10	Lawrence Lawson	ESL & Content Courses: Better Together	2.6	Funding for ESL Faculty and Content Faculty to plan, develop, and coordinate a cohort class where the ESL course supports the linguistic skills required of English Language Learners in the content courses.	\$18,000		<b>\$18,000</b>
11	Kelly Falcone	PD Software Program: Cornerstone L	4.3	Implement Cornerstone Learn and Connect programs. The Learn module is a software program that will allow us to offer training and track learning of all employees. The Connect module provides a place for people to connect on campus.	\$83,750	TTIP Grant may fund software	<b>\$57,302</b>

## PALOMAR COLLEGE 2016-2017 SPPF REQUESTS

	Submitted By	Title	Obj.	Short Description	Requested Amount	Comments	SPPF Amount Recommended
12	Kelly Falcone	LEaD Academy 2018		To provide leadership training to future and current leaders of Palomar College	\$15,200	Fund minus food	<b>\$13,100</b>
<b>Student Services</b>							
1	Veronica Aguilera / Calvin Onedeer Gavin	Technology Updates - EOPS, CARE, CalWORKS, FYRST	2.4	Install a Kiosk in ST building for check-in for counseling appointments; install two LCD TVs in ST-37 and AA-141 wait areas to disseminate information.	\$7,598	Approved pending info regarding technology infrastructure costs and alignment with other technology messaging initiatives	<b>\$7,598</b>
2	Michelle Vogel Trautt	Peer Health Educator Program	2.6	Support the Peer Educator Program, whose mission is to foster a culture of awareness and advocacy among students in order to reduce stigma and promote health conversations about mental health and other related topics, and to make healthy choices.	\$20,000	Submitted Late, SS Division looking at alternative funding	<b>\$0</b>
<b>IPC AND SPC DUPLICATE REQUEST</b>							
1	Melinda Carrillo	Reading Services Inreach Program	2.6	Provide workshops to students participating in special programs, as well as faculty.	\$2,800	Fund if addtl info received	<b>\$2,800</b>
<b>TOTAL</b>					<b>\$286,561</b>		<b>\$200,000</b>