



STRATEGIC PLANNING COUNCIL AGENDA

Date:	April 18, 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

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| A. <u>MINUTES</u> | 2 min |
| 1. Approve Minutes of April 4, 2017 | |
| B. <u>ACTION ITEMS/SECOND READING</u> | |
| 1. Staffing Plan 2022 Development Task Force | Exhibit B1 10 min |
| C. <u>INTEGRATED PLANNING MODEL</u> | 20 min |
| 1. Review of 2016-2017 SPC Timeline | |
| 2. Institutional Effectiveness, Institutional Set Standards and IEPI goals | |
| D. <u>INFORMATION/DISCUSSION</u> | 30 min |
| 1. Promise Update | |
| 2. Enrollment | |
| 3. Budget | |
| E. <u>ACCREDITATION</u> | |
| 1. Accrediting Commission Actions and Policy Updates | |
| 2. Palomar Accreditation Update | |
| F. <u>REPORTS OF PLANNING COUNCILS</u> | 5 min |
| 1. Finance & Administrative Services Planning Council – Ron Perez | |
| 2. Human Resource Services Planning Council – Shawna Cohen | |
| 3. Instructional Planning Council – Jack Kahn | |
| 4. Student Services Planning Council – Adrian Gonzales | |
| G. <u>REPORTS OF CONSTITUENCIES</u> | 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 | |
| H. <u>OTHER ITEMS</u> | |



**STRATEGIC PLANNING COUNCIL
MEETING MINUTES
April 18, 2017**

A regular meeting of the Palomar College Strategic Planning Council scheduled April 18, 2017, was held in AA-140. Superintendent/President Joi Blake called the meeting to order at 2:30 p.m.

ROLL CALL

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

A. MINUTES

1. Approve Minutes of April 4, 2017

Teresa Laughlin stated that Shannon Lienhart attended the April 4 meeting. The Minutes will be revised.

MSC (Laughlin/Ritt) to approve the revised April 4, 2017 Minutes. Barton, Gonzales, Holmes, Moise, Navarro, Perez, and Titus abstained.

B. ACTION ITEMS/SECOND READING

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

Kelly Falcone asked what the role of the Professional Development Coordinator on the Task Force would be. Michelle Barton replied a staffing plan also involves a comprehensive professional development plan; therefore it is important to have the Coordinator on the task force. The professional development plan will become part of the staff plan.

MSC (Laughlin/Barton) to approve the Staffing Plan 2022 Development Task Force as written.

C. INTEGRATED PLANNING MODEL

1. Review of 2016-2017 SPC Timeline

Michelle Barton reviewed the remaining tasks for 2016-2017. We will track the institutional effectiveness indicators and metrics which will inform as we update our objectives and the Strategic Plan. Objective leaders were asked to submit their progress on the objectives in the Strategic Plan; these will be reviewed at the next meeting. We will also review progress on program review and planning. We want to make sure the program review and planning themes are bubbling up as we update our objectives for SP 2019-Year 2. What we typically do is craft and draft at the end of the term and finalize it at the August organizational meeting.

2. Institutional Effectiveness, Institutional Set Standards and IEPI Goals (Exhibit C2)

Michelle Barton distributed and discussed an Institutional Effectiveness Executive Summary. She gave an overview of the agenda and then discussed in detail:

- Student Enrollment and Demographics
- Staff Demographics
- Enrollment and Course Offerings
- Student Success and Completion
 - ACCJC Institution-set Standards
 - IEPI Framework for Indicators Goals
 - California Community College Scorecard
- Summary Success and Completion
- Next Steps: Continue to deliver excellent instruction and student support services for our students; Implement Strategic Plan 2019; Implement Palomar Promise; Continue to implement Master Plan 2022

D. INFORMATION/DISCUSSION

1. Promise Update

Adrian Gonzales reported that Palomar has received 841 FYE applications and of those 609 are Promise eligible. The deadline for the Promise is May 5.

Joi Blake reported that the State legislators are looking to fund the first year of community college.

2. Enrollment

Kendyl Magnuson reported that the P2 report was recently completed and the credit resident number is 18,113. Dr. Blake thanked everyone for their hard work in increasing enrollment from the budgeted 17,500. Next year the target is 19,200.

3. Budget (Exhibit D3)

Ron Perez stated the budget will be revised to equal the P2 number which Mr. Magnuson previously reviewed. He distributed and discussed FY 2017-18 Planning Assumptions:

- FTES
- COLA
- Base Allocation Increase
- Discretionary Budgets
- Step Advances
- Faculty, Classified and Administrative Hires
- Benefits
- Actuary Contribution Fund 69

Teresa Laughlin asked if there was savings from moving to a new health insurance provider. Mr. Perez responded that the plan has turned out to not be the same or better. There are many problems with it and a serious discussion needs to take place in the Benefits Committee and SPC.

E. ACCREDITATION

1. Accrediting Commission Actions and Policy Updates (Exhibit E1)

Michelle Barton reported she recently attended the 1st Annual ACCJC Conference with some colleagues from the College. She distributed and discussed two white papers ACCJC published: Institution and Team Guidance for ACCJC Standard 1.B.3 and 1.B.6.

2. Palomar Accreditation Update

Michelle Barton discussed the progress of the substantive change report. She stated ACCJC is revising the substantive change forms but we have been told to continue using the existing form.

F. REPORTS OF PLANNING COUNCILS

1. Finance & Administrative Services Planning Council

Ron Perez reported that Staffing Plan for the Centers is being written.

2. Human Resource Services Planning Council

Ron Perez reported that HRSPC is working on a staffing timeline for the North and South Centers. SPC discussed the search for the Vice President of Human Resource Services, and the process for hiring an interim and consultant.

3. Instructional Planning Council

Jack Kahn thanked everyone for welcoming him. He stated that if any faculty are thinking of projects or initiatives, to let him know; the focus is on dual enrollment. He reported that IPC reviewed program review, faculty prioritization process, and the resource allocation process.

4. Student Services Planning Council

Adrian Gonzales reported that SSPC worked on a plan to provide information to homeless students of available resources and is one AP away from finishing Chapter 5 Policies and Procedures. Posters on sexual harassment have been distributed on campus, a new DRC director was hired, and a FERPA/HIPPA seminar is taking place Friday at 2:30.

E. 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 Barstow was beautiful and San Mateo will be even better when he attends the State Academic Senate Spring Plenary tomorrow. He reported that the Faculty Senate reviewed new grants and had elections.

6. PFF/AFT

Teresa Laughlin reported that PFF is working on two items: SB 1379 regarding part-time instructors and a dual enrollment contract that is workable for all parties.

F. OTHER

1. Rich Talmo Reception

Joi Blake invited everyone to a retirement reception for Rich Talmo scheduled for Tuesday at 3:30. A retirement reception for Dan Sourbeer is also being planned.

G. ADJOURNMENT

There being no remaining items, the meeting was adjourned at 4:00 p.m.

GOVERNANCE STRUCTURE GROUP REQUEST

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

Reviewed by Strategic Planning Council: