



STRATEGIC PLANNING COUNCIL AGENDA

Date: February 6, 2018
Meeting Time: 2:30p-4:00p
Place: AA-140

CHAIR: Joi Lin Blake

MEMBERS: Jenny Akins, Michelle Barton, Colleen Bixler, Lisa Carmichael, Carmelino Cruz, Patti Dixon, Dan Dryden, Kelly Falcone, Margie Fritch, Adrian Gonzales, Anel Gonzalez, Laura Gropen, Chris Hopp, Jack Kahn, Teresa Laughlin, Martha Martinez, Connie Moise, Lisa Norman, Ron Perez, Travis Ritt, Stacy Rungaitis, Connie Sterling, Brian Stockert, Sherry Titus, Fari Towfiq

RECORDER: Cheryl Ashour

A. MINUTES

2 min

1. Approve Minutes of December 5, 2017

B. ACTION ITEMS/SECOND READING

1. Board Policies and Procedures

Exhibit B1

10 min

BP/AP – 4040 Library and Other Instructional Support Services
AP 4222 – Remedial Coursework
BP 7100 – Commitment to Diversity
BP/AP 7110 – Delegation of Authority, Human Resources
AP 7126 – Applicant Background Checks
BP 7130 – Compensation
AP 7131 – Health and Welfare Benefits
BP 7140 – Collective Bargaining
AP 7145 – Personnel Files
BP 7175 – District Awards
BP 7210 – Academic Employees
BP/AP 7211 – Faculty Service Ageas and Competencies
AP 7213 – Part-Time Faculty - Benefits
AP 7214 – Part-Time Faculty - Office Hours
AP 7215 – Academic Employees - Probationary Contract Faculty
BP 7230 – Classified Employees
AP 7232 – Classification Review
AP 7233 – Claims for Work Out of Class
AP 7235 – Probationary Period - Classified Employees
BP 7236 – Short-term Employees
AP 7237 – Layoffs
BP/AP7240 – Confidential Employees
BP 7341 – Sabbaticals
AP 7342 – Holidays
AP 7344 – Notifying District of Illness
AP 7346 – Employees Called to Military Duty
BP 7347 – Family Medical Leave
BP 7350 – Resignations
BP 7361 – Academic Due Process
BP/AP 7370 – Use of District Resources for Political Activity
AP 7375 – Tax-Sheltered Annuities-Deferred Comp Programs
BP 7510 – Domestic Partners
BP 7800 – Institutional Reassignment - Lateral Transfer
BP 7850 – Exchange Program

C. ACTION ITEMS/FIRST READING

- | | | |
|-------------------------|------------|--------|
| 1. Guided Pathways Plan | Exhibit C1 | 10 min |
|-------------------------|------------|--------|

D. INTEGRATED PLANNING MODEL

25 min

1. Integrated Planning Calendar
2. Strategic Plan 2019 Year 2 Action Plan
3. CCSSE
4. IEPI Annual Goals

E. INFORMATION/DISCUSSION

30 min

1. Budget
2. Community Book Club Reading:
Redesigning American's Community Colleges
3. SEM Plan

F. ACCREDITATION

5 min

1. Accrediting Commission Actions and Policy Updates
2. Mid-term Report timeline

G. REPORTS OF PLANNING COUNCILS/DEPARTMENTS

5 min

1. Finance & Administrative Services Planning Council – Ron Perez
2. Human Resource Services Planning Council – Lisa Norman
3. Instructional Planning Council – Jack Kahn
4. Student Services Planning Council – Adrian Gonzales
5. Foundation – Stacy Rungaitis
6. Professional Development – Kelly Falcone

H. REPORTS OF CONSTITUENCIES

5 min

1. Administrative Association – Connie Sterling
2. Associated Student Government – Chris Hopp
3. CCE/AFT – Anel Gonzalez
4. Confidential/Supervisory Team – Jenny Akins
5. Faculty Senate – Travis Ritt
6. PFF/AFT – Teresa Laughlin/Colleen Bixler

I. OTHER ITEMS



**STRATEGIC PLANNING COUNCIL
MINUTES
February 6, 2018**

A regular meeting of the Palomar College Strategic Planning Council scheduled February 6, 2018, was held in AA-140. Superintendent/President Joi Blake called the meeting to order at 2:35 p.m.

ROLL CALL

Present: Jenny Akins, Michelle Barton, Colleen Bixler, Joi Blake, Lisa Carmichael, Carmelino Cruz, Dan Dryden, Kelly Falcone, Margie Fritch, Adrian Gonzales, Laura Gropen, Jack Kahn, Teresa Laughlin, Martha Martinez, Connie Moise, Ron Perez, Travis Ritt, Stacy Rungaitis, Erin Scott, Brian Stockert, Sherry Titus, Fari Towfiq
Absent: Patti Dixon, Anel Gonzalez, Lisa Norman, Connie Sterling
Guest: Kendyl Magnuson, Candace Rose, Marti Snyder
Recorder: Cheryl Ashour

A. MINUTES

1. Approve Minutes of December 5, 2017

MSC (Laughlin/Akins) to approve the December 5, 2017 Minutes as revised in H-1 to state "Sterling" instead of "Moise"

B. ACTION ITEMS/SECOND READING

1. Board Policies and Procedures

BP/AP – 4040 Library and Other Instructional Support Services
AP 4222 – Remedial Coursework
BP 7100 – Commitment to Diversity
BP/AP 7110 – Delegation of Authority, Human Resources
AP 7126 – Applicant Background Checks
BP 7130 – Compensation
AP 7131 – Health and Welfare Benefits
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AP 7232 – Classification Review
AP 7233 – Claims for Work Out of Class
AP 7235 – Probationary Period - Classified Employees
BP 7236 – Short-term Employees
AP 7237 – Layoffs
BP/AP7240 – Confidential Employees
BP 7341 – Sabbaticals
AP 7342 – Holidays
AP 7344 – Notifying District of Illness
AP 7346 – Employees Called to Military Duty
BP 7347 – Family Medical Leave
BP 7350 – Resignations

BP 7361 – Academic Due Process
BP/AP 7370 – Use of District Resources for Political Activity
AP 7375 – Tax-Sheltered Annuities-Deferred Comp Programs
BP 7510 – Domestic Partners
BP 7800 – Institutional Reassignment - Lateral Transfer
BP 7850 – Exchange Program

MSC (Laughlin/Bixler) to approve Policies and Procedures BP/AP 4040; AP 4222; BP 7100; BP/AP 7110; AP 7216; BP 7130; AP 7131; BP 7140; AP 7145; BP 7175; BP 7210; BP/AP 7211; AP 7213; AP 7214; AP 7215; BP 7230; AP 7232; AP 7233; AP 7235; BP 7236; AP 7237; BP/AP 7240; BP 7341; AP 7342; AP 7344; AP 7346; BP 7347; BP 7350; BP 7361; BP/AP 7370; AP 7375; BP 7510; BP 7800; BP 7850

C. ACTION ITEMS/FIRST READING

1. Guided Pathways Plan

Jack Kahn reported the Guided Pathways Plan was reviewed by the Faculty Senate yesterday and is being sent to the Councils for review. He has already received some good feedback. The writing team was incredible and they worked hard to come up with valuable suggestions. Travis Ritt stated there is not much in the Plan that is new with the exception of identifying meta-majors and mapping out courses in sequences. The Plan will not limit students but provides courses in a logical sequence to allow students to move through their major at the speed they want. It will assist the District in scheduling classes based on what students want to take. Discussion ensued on educational planning software such as Starfish and My Path.

D. INTEGRATED PLANNING MODEL

1. 2017-2018 Planning Calendar

Michelle Barton reviewed the upcoming tasks for SP Implementation, Big Picture Topics and Institutional Planning, and Budget Development and Review.

2. Strategic Plan 2019 Year 2 Action Plan

Michelle Barton reported the SP 2019 Year 2 Action Plan will be sent to members working on the objectives, asking them to confirm the project steps and provide an update. It will be due at the end of March; SPC will discuss it in April or May. The objective to develop and integrate an outreach plan will be sent to the SEM committee for an update.

Ms. Barton led a discussion on combining the various District plans into one location. Though the District is required to write specific plans the goal is to have a single annual action planning process.

3. CCSSE

Michelle Barton announced the District will participate in the Community College Survey of Student Engagement (CCSSE) survey in March. It will help with the Guided Pathways and Enrollment Management plans. She discussed the purpose and goal of the survey. There will also be a survey specifically for faculty (Community College Faculty Survey of Student Engagement). The survey will show valuable data from the faculty viewpoint on student engagement.

4. IEPI Annual Goals

Michelle Barton stated the District is required to set one- and six-year aspirational goals; she reviewed the required goals: completion rate, unprepared students, transfer-level achievement rate, combined count of our degrees and certificates, and the median time to degree. Ms. Barton requested volunteers for a small workgroup to identify goals. Travis Ritt, Ron Perez, Jack Kahn, and Kelly Falcone volunteered. Carmelino Cruz stated someone from CCE will be identified.

E. INFORMATION/DISCUSSION

1. Budget-CCC Funding Model Proposal (Exhibit E1)

Ron Perez distributed and discussed the California Community Colleges/Districts Funding Model Proposal submitted to Chancellor Oakley by the State Chancellor's Advisory Workgroup on Fiscal Affairs. He reviewed the new funding model reflecting "funding blocks": performance outcomes, base funding, and enrollment. It affects our District being in stability; if the model is adopted our base will begin FY 2018-2019, but if the model is not adopted the District has one more year.

2. Community Book Club Reading: *Redesigning American's Community Colleges*

Kelly Falcone stated everyone is receiving a copy of the book today. She asked everyone to read Chapter 1 and look at the questions aligned with it and be ready to discuss them at the next meeting. Dr. Blake stated she hopes members will plan to have a meaningful conversation.

3. SEM Plan

Jack Kahn reported the SEM team met; the plan is developed and they are now working on the action plan. Many of the items in the SEM Plan are also in the Guided Pathways or the SPC Action Plan. They divided up the items that were left and will work with the appropriate groups to move the objectives forward. SEM will strategically look at how we are managing our enrollment to inform marketing and the class schedule. The SEM Plan has targeted specific student groups to increase that demographics' success. It will also build our infrastructure so we can be flexible about how we reach out to different student groups.

F. ACCREDITATION

1. Accrediting Commission Actions and Policy Updates

Michelle Barton reported the Accrediting Commission released its January actions; there were no sanctions but a few colleges received a reaffirmation with a follow-up study. The ACCJC standards have been adjusted: Standard 3.A.6 is out and the changes to 2.A will be going into effect after Fall 2019. The ACCJC Action letters will be revised to clarify what is required and what is recommended.

2. Palomar Accreditation Update (Exhibit F2)

Michelle Barton distributed and discussed the Palomar Accreditation Timeline for the Mid-Term Report due March 2019. The Accreditation Steering Committee is working to integrate standards in Councils and Committees.

G. REPORTS OF PLANNING COUNCILS

1. Finance & Administrative Services Planning Council

Ron Perez reported FASPC will meet next week; they plan to revamp Program Review. He thanked Chris Miller, Connie Moise and Jenny Akins for their excellent work.

2. Human Resource Services Planning Council

There was no report.

3. Instructional Planning Council

Jack Kahn reported IPC rolled out the Resource Allocation Process and discussed program review at its last meeting. The Resource Allocation form was modified to require that facilities/IS be listed if it will be needed. An analysis of gainful employment certificates is in the process.

4. Student Services Planning Council

Adrian Gonzales reported SSPC will wrap up its Policies and Procedures at the next meeting. He congratulated Judy Harris for being awarded by the California Association of Nurse Practitioners for creating partnerships.

Joi Blake led a discussion on the current enrollment numbers.

5. Foundation

Stacy Rungaitis provided a Foundation 2017 year update and what was accomplished. The Foundation developed a 2018 Strategic Development Plan with four goals and objectives under each. Ms. Rungaitis announced the Foundation Golf Tournament will be held Monday, May 21.

6. Professional Development

Kelly Falcone reported January was a busy month. They provided training on HR Performance, Leadership Academy, and EEO hiring, as well as hosting Plenary and Active Learners Conference.

H. REPORTS OF CONSTITUENCIES

1. Administrative Association

Jim Odom reported Meet and Confer has begun. The AA priority is revising the handbook.

2. Associated Student Government

Erin Scott reported ASG sent representatives to the San Diego Leadership Conference last Saturday. ASG is working on Black History month and an election committee has been formed.

3. CCE/AFT

Carmelino Cruz reported CCE had a productive meeting during Plenary with 33 members and 20 guests attending. They are working on communicating the same message to all members. He announced a middle school STEM Conference is scheduled for March 3.

4. Confidential/Supervisory Team

Jenny Akins reported CAST is beginning Meet and Confer. She announced that CAST will remain with AA for the retreat this year.

5. Faculty Senate

Travis Ritt reported Faculty Senate had a workshop on the resources and opportunities for engagement at Palomar and at the State level. They discussed Guided Pathways and the Governor's proposed online community college.

6. PFF/AFT

Teresa Laughlin reported PFF agreed on a contract with the District. She stated negotiations was collegial and fast. They recently hosted a successful Groundhog Day party.

I. Other

1. Flu Season

The District is working with Health Services to offer flu vaccines and Facilities is putting Purell hand sanitizer around campus.

J. ADJOURNMENT

There being no remaining items, the meeting was adjourned at 4:15 pm.