



Tuesday, October 1, 2019
Strategic Planning Council

Chair: Joi Blake

Members: Jenny Akins, Barbara Baer, Michelle Barton, Carmelino Cruz, Mike Deal, Olga Diaz, Patti Dixon, Aiden Ely, Kelly Falcone, Tricia Frady, Margie Fritch, Stephen Garcia, Anel Gonzalez, Jack Kahn, Julie Lanthier Bandy, Teresa Laughlin, Connie Moise, Jim Odom, Donna Potratz, Stacy Rungaitis, Michael Shanahan, Linus Smith, Craig Thompson, Sherry Titus, Fari Towfiq

Recorder: Cheryl Ashour

A. Opening

Subject	1. Approval of September 17, 2019 Minutes
Meeting	Oct 1, 2019 - Strategic Planning Council
Category	A. Opening
Access	Public
Type	Action, Minutes
Minutes	View Minutes for Sep 17, 2019 - Strategic Planning Council

Motion & Voting

(not specified)

Motion by Margie Fritch, second by Craig Thompson.

Final Resolution: Motion Carries

Yea: Jenny Akins, Barbara Baer, Carmelino Cruz, Patti Dixon, Aiden Ely, Kelly Falcone, Tricia Frady, Margie Fritch, Stephen Garcia, Anel Gonzalez, Julie Lanthier Bandy, Teresa Laughlin, Connie S Moise, Jim Odom, Donna Potratz, Stacy Rungaitis, Linus Smith, Craig Thompson, Fari Towfiq

Abstain: Sherry Titus

B. Integrated Planning

Subject	1. IEPI PRT Governance - Workgroup
Meeting	Oct 1, 2019 - Strategic Planning Council
Category	B. Integrated Planning
Access	Public
Type	Integrated Planning

File Attachments

[DRAFT Overview and Timeline-Governance Task Force.pdf \(103 KB\)](#)

C. Information / Discussion

Subject **1. Guided Pathways Update**

Meeting Oct 1, 2019 - Strategic Planning Council

Category C. Information/Discussion

Access Public

Type

D. Reports of Planning Councils/Departments

Subject **1. Finance and Administrative Services Planning Council - Stephen Garcia**

Meeting Oct 1, 2019 - Strategic Planning Council

Category D. Reports of Planning Councils/Departments

Access Public

Type Reports

Subject **2. Human Resource Services Planning Council - Michael Shanahan**

Meeting Oct 1, 2019 - Strategic Planning Council

Category D. Reports of Planning Councils/Departments

Access Public

Type Reports

Subject **3. Instructional Planning Council - Jack Kahn**

Meeting Oct 1, 2019 - Strategic Planning Council

Category D. Reports of Planning Councils/Departments

Access Public

Type Reports

Subject **4. Student Services Planning Council - Aiden Ely**

Meeting Oct 1, 2019 - Strategic Planning Council

Category D. Reports of Planning Councils/Departments

Access Public

Type Reports

Subject **5. Foundation - Stacy Rungaitis**

Meeting Oct 1, 2019 - Strategic Planning Council

Category D. Reports of Planning Councils/Departments

Access	Public
Type	Reports
Subject	6. Professional Development - Kelly Falcone
Meeting	Oct 1, 2019 - Strategic Planning Council
Category	D. Reports of Planning Councils/Departments
Access	Public
Type	Reports

E. Reports of Constituencies

Subject	1. Administrative Association - Jim Odom
Meeting	Oct 1, 2019 - Strategic Planning Council
Category	E. Reports of Constituencies
Access	Public
Type	Reports
Subject	2. Associated Student Government - Linus Smith
Meeting	Oct 1, 2019 - Strategic Planning Council
Category	E. Reports of Constituencies
Access	Public
Type	Reports
Subject	3. CCE/AFT - Anel Gonzalez
Meeting	Oct 1, 2019 - Strategic Planning Council
Category	E. Reports of Constituencies
Access	Public
Type	Reports
Subject	4. Confidential/Supervisory Team - Jenny Akins
Meeting	Oct 1, 2019 - Strategic Planning Council
Category	E. Reports of Constituencies
Access	Public
Type	Reports
Subject	5. Faculty Senate - Craig Thompson

Meeting Oct 1, 2019 - Strategic Planning Council
Category E. Reports of Constituencies
Access Public
Type Reports

Subject 6. PFF/AFT - Teresa Laughlin/Barbara Baer

Meeting Oct 1, 2019 - Strategic Planning Council
Category E. Reports of Constituencies
Access Public
Type Reports

F. Other

G. Adjournment

Subject 1. Adjournment

Meeting Oct 1, 2019 - Strategic Planning Council
Category G. Adjournment
Access Public
Type

**Palomar Community College District
Strategic Planning Council
Tuesday, October 1, 2019**

Members present

Jenny Akins, Barbara Baer, Carmelino Cruz, Olga Diaz, Patti Dixon, Aiden Ely, Kelly Falcone, Tricia Frady, Margie Fritch, Stephen Garcia, Anel Gonzalez, Julie Lanthier Bandy, Teresa Laughlin, Connie S Moise, Jim Odom, Donna Potratz, Stacy Rungaitis, Michael Shanahan, Linus Smith, Craig Thompson, Sherry Titus, Fari Towfiq

Members absent

Michelle Barton, Joi Lin Blake, Jack Kahn

Guests

Pearl Ly (for Jack Kahn), Jackie Martin, Kendyl Magnuson

A. Opening

1. Approval of September 17, 2019 Minutes

Motion by Margie Fritch, second by Craig Thompson.

Final Resolution: Motion Carries Unanimous; Deal, Titus Abstain

B. Integrated Planning

1. IEPI PRT Governance - Workgroup

Aiden Ely lead a review of the charge of work and timeline. The name was changed from Steering Committee to Governance Task Force. People broke out in groups according to their constituent representation to discuss membership. A decision was made to include constituent representatives from both SPC membership and from each group as a whole. Each group stated who from SPC will represent them:

- Faculty: Donna Potratz, Kelly Falcone (Patti Dixon backup), Teresa Laughlin (Barbara Baer backup)
- AA: Kendyl Magnuson (they will reach out to Michelle Barton)
- CAST: No member from SPC
- Classified: Carmelino Cruz (Trisha Frady backup)
- Students: Linus Smith

A call for additional representatives to equal four members per group will go out. Groups were asked to notify Cheryl Ashour of the full list by October 11. To accommodate students who may have a difficult time meeting Monday-Thursday, it was decided to have the task force meet on Friday afternoons (other than the retreats). Once the task force meets, a clearer timeline can be established. The Governance Task Force will be added to the SPC agendas to provide progress reports. Everyone also agreed to share progress with their constituent groups.

C. Information/Discussion

1. Guided Pathways Update

Pearl Ly and Kelly Falcone provided an update on work regarding MetaMajors, with a survey going out and workshops planned. Student Services is talking about implementing a pilot program to register students in groups around their MetaMajors.

D. Reports of Planning Councils/Departments

1. Finance and Administrative Services Planning Council - Stephen Garcia

AVP Garcia stated FASPC met September 12. Stacy Rungaitis gave an update on Naming of Facilities, and Michelle Barton and Marti Snyder discussed accreditation, giving an overview and time commitment, asking members to assist in the process. Subcommittees provided reports.

2. Human Resource Services Planning Council - Michael Shanahan

AVP Shanahan reported HRSPC met last week. They reviewed the Council charter to review the topics that were appropriate to come in front of that group. There was consensus HRSPC is made up of a good, broad-based group of people to initiate HR-related items, or to bring it through for feedback.

3. Instructional Planning Council - Jack Kahn

Pearl Ly reported IPC met last week. They began Program Review and Planning this semester; reviewed the New Program process, approving 90 programs last week; reviewed AB 705 updates; discussed enrollment and grants; and heard a report on the progress of career and workforce programs. Discussion ensued on AB 705 and grants.

4. Student Services Planning Council - Aiden Ely

AVP Ely reported SSPC met last week. Michelle Barton gave an accreditation process presentation with general timelines and activities. He reported there is a new form for the Student Services program and review process, using TracDat data for SAO's, a different timeline, and everyone in student services will be doing a comprehensive plan this year. Work is due to be completed in December.

5. Foundation - Stacy Rungaitis

Stacy Rungaitis reported the Arboretum Grand Opening and Naming Dedication was held last week; there will be additional naming opportunities throughout the arboretum. She discussed upcoming fall events: Monster Dash and Bash and the Community Showcase. She stated the Foundation committed \$75,000 to support CALM, Veterans and the Promise Program. The Foundation grant cycle was discussed; they have been going to corporations to give presentations on Palomar's needs and the response has been great. She asked members to continue to send program or equipment needs.

6. Professional Development - Kelly Falcone

Kelly Falcone reported they are contemplating a shared recognition ceremony across all employee groups. She requested the idea be brought to the constituency groups and let her know their thoughts. She stated it is a great way to bring us all together and celebrate all of our successes.

E. Reports of Constituencies

1. Administrative Association - Jim Odom

There was no report.

2. Associated Student Government - Linus Smith

Linus Smith reported ASG is reviewing its 2019-20 goals; they will be adopted at Friday's meeting. In support of our LGBTQ and allies students, ASG is asking the Trustees and employees of the District to add their preferred pronouns to their email signatures.

3. CCE/AFT - Anel Gonzalez

Anel Gonzales reported CCE is working with the Caring Campus initiative by hosting open houses at different divisions on the campus; the next one is this Friday at Trade and Industry from 12:00-2:00pm. Leadership will be attending a classified conference in Los Angeles this month. A climate poll is being sent to staff, from the survey that came up from their listening sessions.

4. Confidential/Supervisory Team - Jenny Akins

There was no report.

5. Faculty Senate - Craig Thompson

There was no report.

6. PFF/AFT - Teresa Laughlin/Barbara Baer

Teresa Laughlin reported PFF is working on their constitutional changes. In the state level, they met last weekend; committees break into different groups and do legislative and curriculum projects. A division council meeting is this weekend. PFF sponsored 21 faculty and 5 students for the Monster Dash and Bash. A general membership meeting is scheduled October 30 and the next PFF meeting is October 10. Barbara Baer reported part-time faculty are allowed to be on a committee and not get paid, unless the committee membership specifically states only full-time faculty. There is misinformation that part-time faculty can't participate.

F. Other - There was none.

G. Adjournment

There being no remaining items, the meeting was adjourned at 3:25 pm.

Palomar College
Overview and Timeline
Governance Structure Process and Revision

Palomar is participating in the Institutional Effectiveness Partnership Initiative Partnership Resource Team (IEPI-PRT) process. Evaluating and refining the governance structure is one the College's "Areas of Focus." To address this Area of Focus Palomar will complete the following objectives:

1. Complete an evaluation of the governance structure as a whole and implement changes as the findings warrant.
 - a. Review council/committee charges within the Vfs/Equity/Guided Pathways environment.
 - b. Delineate operational versus strategic responsibilities.
 - c. Implement recommendations for improvement.
2. Develop and implement approaches to organizing meetings to focus on collaborative inquiry vs. "report outs."
3. Review and revise evaluation process to include both summative and formative reviews of governance.

Per the IEPI workplan, Palomar has hired an external facilitator to help lead the evaluation and revision of its governance process and structures (Objective #1 above). The Strategic Planning Council (SPC) has identified a governance task force to work with the facilitator and bring forward recommendations. The task force is comprised of members from SPC and additional constituent group representative as needed to ensure that all constituent voices are heard. The task force will complete its work during the 2019-2020 academic year. SPC members serving on the task force will regularly update the Council and the constituent representatives will regularly update the body they represent. A draft charge of for the task force appears below.

"The Governance Structure and Process Review and Revision Task Force will review and discuss:

- relevant College documents,
- related legislation and Ed Code, and
- samples of governance information Best Practices from other colleges (as suggested by facilitator, IEPI MOO, and committee members),

to arrive at a shared understanding of definitions and to reach consensus on recommendations to revise Palomar College's governance structure and processes.

The expected outcomes of this work will include the following:

- 1) Recommendations for a revised governance structure and related processes with specific attention to Governance including, but not limited to:
 - a. Communication
 - b. Participation
 - c. Functionality
- 2) A revised handbook which reflects the redesigned governance and decision-making process and separates "Governance and Decision-Making Structure and Processes" from "Administrative Structures." Additionally, the handbook will clarify the roles and responsibilities of:
 - a. Constituency groups,
 - b. Committee members, and
 - c. Committee chairs.

DRAFT TIMELINE

As the steering committee agrees upon proposed changes to processes and structure, edits will be via tracking changes the governance handbook. Proposed changes will be taken to SPC for approval and forwarding to the Superintendent/President.

Steps / Tasks	Completion Date	Responsible	Status
1. Compose Governance TF	Oct. 1	SPC	
2. Review and confirm charge of the task force	Oct. 1	SPC	
3. Retreat #1	Oct. 25	Governance TF	
4. Retreat #2	Nov. 15	Governance TF	
5. Governance TF to seek input on its work from SPC, Planning Councils, Constituent Groups and the college at large	Nov. 15 -Feb.18	Governance TF	
6. Governance TF to discuss and reach consensus on revisions based on college-wide input	Date TBD – between Feb. 18-Mar. 2 (three hour meeting)	Governance TF	
7. Governance TF meets with SPC and Planning Councils to review revisions based on college-wide input.	Mar. 3	Governance TF	
8. Governance TF Meeting to make final revisions based on input from SPC and planning councils	Date TBD (between Mar. 3- Mar. 16)	Governance TF	
9. Present final structure and process recommendations to SPC – First Reading	Mar. 17	SPC	
10. Final structure and process - Action	Apr. 1	SPC	
11. Governing Board Information Item	May 12	Supt/Pres/GB	

*****Timeline is a draft*** Once Governance Task Force meets timeline and activities subject to change.**