

## MISSIONS STATEMENTS

### **Palomar College**

The mission of Palomar College is to provide the best lower-division collegiate education and the best academic preparation for the world of work available anywhere. We exist as an institution to enable our students to realize and achieve their goals both as individuals and as members of their communities and to become responsible citizens of an increasingly interdependent world.

We seek to achieve this purpose through five interrelated themes that define our commitment to excellence in education:

**Empowerment.** We seek to empower students to formulate and realize educational goals, which will promote their personal growth and facilitate their full participation in a rapidly changing world.

**Learning.** We invite and assist students to master a core of knowledge and skills that they need in order to pursue more advanced learning at other educational institutions, in the world of work, or for personal growth and responsible citizenship.

**Evaluation.** We evaluate the relevant skills and knowledge of all of our students to guide them toward meaningful and productive educational experiences, patterned to develop their abilities as effectively as their preparation allows. We will evaluate our own performance in terms of our contribution to student learning and success,

**Discovery.** We constantly seek to discover better ways to empower our students to learn and to grow. We are a learning institution in both our object and our method; we will assist our students to discover what they need and want to know; and we will be a force for innovation so that we may discover how to empower them to learn more effectively and efficiently.

**Growth.** We intend to grow each year in our ability to accomplish our mission. But we will never confuse growth in revenue or enrollment with growth in quality. We exist as an institution to provide the highest quality of education to each student

who comes to us. We will use our talents and resources effectively to serve our students.

### **Administrative Services Office**

Administrative Services is dedicated to the creation and demonstration of a new community-based concept of support services. Our mission consists of three interrelated parts: Service, Economic, and Social.

Service - to provide the finest quality support services by Administrative Services departments.

Economic - to operate Administrative Services on a sound fiscal base, increasing the efficiency of every budgeted resource, while striving to increase resources in order to exceed the expected

C:\Admin Svcs\Planning\F&AM Master Plan 03/02/98 4:16 PM Page 6 of 19  
responsibilities, and create career opportunities and financial rewards for our employees.

Social - to operate Administrative Services in a way that recognizes the central role that support services plays within the institution by initiating innovative ways to improve quality of life within the institution and the community, and to embrace and participate fully in the learning paradigm by placing students at the center of learning.

Underlying the mission of Administrative Services is the determination to seek new and creative ways of pursuing our mission, while developing a deep respect and understanding for all individuals.

### **Auxiliary Services**

Auxiliary Services will provide effective Bookstore and Food Service operations for Palomar College. These services will be self-supporting and responsive to the best interest of the campus community. A high standard of ethics and business methods will be promoted, as well as, value at a fair price.

### **Business Services**

To provide the most efficient Business Services support in the areas of risk management, purchasing, mail and duplication services for students, faculty and staff in order that all may participate fully in the learning paradigm.

### **Counsel, Contracts & Special Projects**

To offer timely, efficient, professional and friendly legal and contract services of the highest quality to staff and faculty, and where appropriate, directly to students, so that they, and each of them, may function effectively within the parameters of their individual areas of responsibility in the college community,

## **Facilities**

Through the coordination of the six support departments under Facilities, our mission is to provide a safe, high quality, working and learning atmosphere for all staff, students, and community members associated with Palomar College.

In order to accomplish this mission, we have set the following priorities:

Priority Number One:

Health and safety concerns of all those associated with the District.

Priority Number Two:

A. Provide daily operations to support the teaching/learning environment of the District

B. Maintain the District buildings in a clean and safe operational condition

Priority Number Three:

A. Exterior building aesthetics

B. Grounds and landscaping aesthetics

## **Fiscal Services**

To fully participate in the learning paradigm at Palomar College, the mission of Fiscal Services is to provide and communicate budgetary, financial, payroll and accounting services to the students, faculty and staff in an informative manner while exercising the fiduciary responsibility over the funds entrusted to the District.

## **Information Systems**

At IS, we develop, evaluate, disseminate, and support information technologies that foster leading edge information processing. While nurturing one's comfort with technology, we also strive to deepen one's capacity to use technology to improve the work environment leading to increased job satisfaction.