

Request for Travel Approval / Claim for Travel Expense

Rate Change as of January 1, 2016

Applicant: Dylan Hanks **Ext:** _____ **Date:** 02/09/2016
Dept: **FEB 09 20** KKSM **Div:** AMBCS
Meeting/Event: IBS Radio Conference **City/State:** New York, NY
Event Date(s): 03/04/16 - 03/05/16 **Departure Date:** 03/04/2016 **Return Date:** 03/06/2016

Account	Fund	Org	Program	Class	Year	Proj/Grt	BusUnit	Fiscal Use
575300	11	311100	49300	10	2016	811212	PALMR	
					2016			
					2016			

6 digits 2 digits 6 digits 5 digits 2 digits 4 digits 7 digits 5 characters

REQUEST / APPROVAL FOR TRAVEL

CLAIM

Expenses Anticipated:

CalCard Actual Expenses:

CalCard

Mileage _____ x 0.54 = \$0.00

Mileage _____ x 0.54 = \$0.00
(Prevailing IRS Standard Rate)

Commercial Transportation _____ Yes
(Purchasing Requisition Required for PrePay-
Send Req to Purchasing Dept)—Airfare costs
cannot exceed state contracted rates

Commercial Transportation _____ Yes
(Receipts and Itinerary Required)

Refer to contracted rates
Official Contracted Air Fares

Meals

Meals

*** Original Itemized Receipts are Required.

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Lodging + Tax _____ \$366.00 Yes
Attach Prepaid Lodging Request Form

Lodging + Tax (____ nights) _____ Yes
(Detailed hotel invoice Required)

Fiscal Use _____
vendor # voucher #

Registration Fee _____ \$95.00 Yes
Attach Prepaid Registration Request Form

Registration Fee _____ Yes
(Receipts Required)

Fiscal Use _____
vendor # voucher #

Public Transportation _____ Yes
(estimate)

Public Transportation _____ Yes
(Receipts Required)

Other Permissible Expenses _____ Yes
inc. Parking (estimate)

Other Permissible Expenses _____ Yes
(Receipts Required)

Total Estimated Expenses: _____ \$461.00 Yes

Travel Total Expense _____ \$0.00
(*Total must not exceed Total Funds Authorized)

Less direct Payments to Vendor(s) _____

Less charges paid with CalCard _____

Total Due Applicant _____ \$0.00

gus

Applicant's Signature Date 02/09/16

Total Funds Authorized (Completed by
Senior/Executive Administrator OR Administrative Services Director)

A. Mijaroto 2/10/16

Senior/Executive Administrator's Signature Date
OR Administrative Services Director

Applicant Signature

Senior/Executive Administrator's
Signature OR Administrative Services Director

Purpose of trip, remarks, details:
Attend annual conference. Participate in
workshops and awards event.
Co-curricular funding.

Cal Card Information:
Cardholder Name:
Zeb Navarro

Vendor #

Voucher #

Claim #

Audited by

RECEIVED

Request for Travel Approval / Claim for Travel Expense

Rate Change as of January 1, 2016

Applicant: Emerson Diehl Ext: _____ Date: 02/09/2016
 Dept: KKSM Div: AMBCS
 Meeting/Event: IBS Radio Conference City/State: New York, NY
 Event Date(s): 03/04/16 - 03/05/16 Departure Date: 03/04/2016 Return Date: 03/06/2016

Account	Fund	Org	Program	Class	Year	Proj/Grt	BusUnit	Fiscal Use
575300	11	311100	49300	10	2016	811212	PALMR	
					2016			
					2016			

6 digits 2 digits 6 digits 5 digits 2 digits 4 digits 7 digits 5 characters

REQUEST / APPROVAL FOR TRAVEL

CLAIM

Expenses Anticipated:

CalCard Actual Expenses:

CalCard

Mileage _____ x 0.54 = \$0.00

Mileage _____ x 0.54 = \$0.00
(Prevailing IRS Standard Rate)

Commercial Transportation _____ Yes

Commercial Transportation _____ Yes
(Receipts and Itinerary Required)

(Purchasing Requisition Required for PrePay-Send Req to Purchasing Dept)-Airfare costs cannot exceed state contracted rates

Refer to contracted rates
Official Contracted Air Fares

Meals _____
*** Original Itemized Receipts are Required. \$366.00

Meals _____ Yes
*** Original Itemized Receipts are Required.

Lodging + Tax _____ Yes
Attach Prepaid Lodging Request Form

Lodging + Tax (____ nights) _____ Yes
(Detailed hotel invoice Required)

Fiscal Use _____
vendor # voucher #

Registration Fee _____ Yes
Attach Prepaid Registration Request Form

Registration Fee _____ Yes
(Receipts Required)

Fiscal Use _____
vendor # voucher #

Public Transportation (estimate) _____ Yes

Public Transportation (Receipts Required) _____ Yes

Other Permissible Expenses inc. Parking (estimate) _____ Yes

Other Permissible Expenses (Receipts Required) _____ Yes

Total Estimated Expenses: \$461.00 Yes

Travel Total Expense \$0.00
(*Total must not exceed Total Funds Authorized)

Less direct Payments to Vendor(s) _____

Less charges paid with CalCard _____

Total Due Applicant \$0.00

Applicant's Signature _____ Date _____

Total Funds Authorized (Completed by Senior/Executive Administrator OR Administrative Services Director)

M. Myamoto 2/16/16
Senior/Executive Administrator's Signature Date
OR Administrative Services Director

Applicant Signature _____

Senior/Executive Administrator's Signature OR Administrative Services Director

Purpose of trip, remarks, details:
Attend annual conference, Participate in workshops and awards event. Co-sponsor funding.

Cal Card Information:
Cardholder Name:
Zeb Navarro

Vendor #

Voucher #

Claim #

Audited by

Palomar Community College District

TOPIC: Interviews and selection of Consultant: Superintendent/President Search

OVERVIEW:

The Board is scheduled to interview two consulting firms and, following deliberations, vote to hire one firm to assist in the hiring of the next Superintendent/President.

DISCUSSION:

On February 16, 2016 the Governing Board reviewed and discussed the five proposals submitted for RFP 300-16. Following deliberations the Board selected two firms to advance to the interview stage.

The following two firms were chosen to interview at the Special meeting of February 23, 2016.

Association of Community College Trustees
(ACCT)
www.acct.org

The ELS Group
www.elsgroup.org

The Contract & Procurement Services Office contacted the two firms and notified them of their advancement. Both firms acknowledged their interest in continuing in the selection process.

Following the Board's hiring decision the Contract & Procurement Services Office will prepare the contract in accordance with standard practice and RFP #300-16. This contract will be presented to the Board for final approval at the next Governing Board meeting.

RECOMMENDATION:

It is recommended that Board interview the two consulting firms and decide which consultant to hire.

Related College Strategic Goal: Goal ...	Progress/Related Activities
<p><u>Board Goal</u></p> <p>1. To maintain an exceptional learning environment for students by ensuring that appropriate leadership, plans, and policies are in place to sustain and improve the College's institutional effectiveness.</p>	<p>1. Complete the hiring and onboarding process for the College's Superintendent/President.</p> <p>➤ <i>First search did not result in a hire. The Board is actively engaged in the hiring process. The Board approved a tentative search timeline 1/5/16. Consultants are scheduled to be interviewed 2/23/16.</i></p> <p>2. Monitor progress on the development and implementation of the College's plans and planning cycles as defined in the Integrated Planning Model.</p> <p>➤ <i>Student Equity Plan: October 2015 Board received an update. November 2015 Board reviewed updated Plan. December 2015 Board approved updated 2014 -2017 Student Equity Plan.</i></p> <p>➤ <i>Strategic Plan: SPC approved the goals and objectives for SP 2016 Year 3 Action Plan. Objective leaders are working with their groups to implement the project steps. SPC has begun working on the goals and objectives for Strategic Plan 2019.</i></p> <p>➤ <i>Staffing Plan: HRS has reviewed the current staffing plan and identified process obstacles. Working through shared governance, HRS is creating a new 6-year sustainable staffing plan allowing for better direction and flexibility.</i></p> <p>➤ <i>EEO Plan: HRS is awaiting guidance from the Chancellor's Office on revising this Plan. HRS leadership team has discussed merging the Diversity Plan with the EEO Plan as the Diversity Plan proposes actions that are, per Title 5, part of the purpose of the EEO Plan. The Board may anticipate a report in June.</i></p>

➤ *Technology Plan: The Technology Master Plan work group (an FASPC work group) was reconstituted after the new IS Director was hired at the beginning of Fall 2015. The work group has completed a review of the existing Technology Master Plan and Updates, identified elements of the plan to be revised, collected input sources, devised a draft Technology Master Plan framework, and assigned writing and data gathering tasks among work group participants relative to the new draft plan: Technology Master Plan 2022.*

3. Engage in a study session on the diversity of the College's staff, including faculty.

➤ *Scheduled for March 2016 – Staff (all employees) diversity data workshop.*

4. Monitor the progress that the College is making toward building a more diverse faculty and staff.

➤ *Part of the Staffing and EEO Plans. Additionally, HRS is focusing on developing "recruitment summits" to highlight and help applicants better understand Palomar's processes.*

➤ *Training focused on bias and hiring sponsored by the Chancellor's Office offered.*

➤ *Framework for growing our cultural understanding and diversity will be discussed at the March Board workshop.*

5. Monitor the development of an enrollment management plan that enhances access and success while maintaining the fiscal viability and integrity of the college by reducing its reliance on reserves to balance its annual budget.

➤ *Enrollment Management: Education and Awareness*

- *IVPI Sourbeer sent management team to Enrollment Management Academy in Summer 2015. IVPI Sourbeer reported out to the Board in July 2015.*

- *Fall 2015 Executive team presented to Planning Councils on Enrollment concepts including how to calculate FTES and WSCH/FTES. Presentations also provide information on how the schedule and FTES is related to revenue and budget.*
- *Enrollment Management: Escondido "2 in 2" Schedule that will allow students to complete their requirement for CSU transfer in two years at the Escondido center.*
- *Enrollment Management: Budget, and Class Schedule*
 - *Enrollment and budget targets are set for 2016-17*
 - *All requirements have been met to move college to compressed calendar beginning in Fall 2016*
 - *Analysis of Fall 2016 tentative schedule (on the compressed calendar) to ensure schedule has capacity to produce targeted FTES is in progress*
 - *Enrollment schedule planning tool developed and used to assess enrollment and enrollment efficiency*
 - *Enrollment Management Administrative Team working with Chairs to increase or improve efficiency*
- *Enrollment Management: Outreach, Retention, and Branding/Marketing*
 - *Enrollment Flow study completed to assess where Palomar students come from and where community college students who reside in the district go to attend a community college.*
 - *Instructional Planning Council and Student Services Planning Council meeting to discuss strategies for increasing enrollment and retention*
 - *RFP under development for Branding/Marketing research and plan*
 - *Outreach to K-12 institutions as it relates to dual enrollment*
- *Public Hearing for, and adoption of 2015/16, Budget; VP Ballesteros-Perez presented.*

	<p>6. Make certain the college makes progress on plans to open its Education Centers, in particular, ensure the South Center is on schedule to open in 2017.</p> <ul style="list-style-type: none"> ➤ <i>October 2015 Interim Superintendent/President Gonzales reported to the Board on planning, community concerns, and the EIR.</i> ➤ <i>Detailed Flow Analysis Study completed</i> ➤ <i>Additional traffic studies completed</i> <p>7. Monitor the College’s progress on developing a process for determining the number of classified staff and administrators with appropriate preparation and experience to provide adequate support for the institution’s mission and purposes.</p> <ul style="list-style-type: none"> ➤ <i>As part of the Staffing Plan this process will be reviewed. A report to the Board will be provided as the Staffing Plan is nearing completion; anticipate summer 2016.</i>
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<i>Related College Strategic Goal: Goal 1– Student Learning</i>	Progress/Related Activities
<p><u>Board Goal</u></p> <p>2. Ensure the college implements programs and services that improve student access, progress, learning, and achievement of our diverse student population.</p>	<p>1. Monitor college performance on the state’s accountability scorecard and other measures of institutional effectiveness and student success.</p> <ul style="list-style-type: none"> ➤ <i>Scheduled tentatively for April 26, 2016 – Annual Institutional Effectiveness Review & Student Success Scorecard</i> <p>2. Expect a report on the progress the College is making towards implementing its Student Equity Plan. (Note to Board: This would include a detailed analysis of the student demographics and describe strategies in place for addressing gaps in performance across student groups.)</p> <ul style="list-style-type: none"> ➤ <i>Reported as part of the October 2015 workshop.</i>

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| | <p>3. Engage in a study session on how the College works with its educational partners to facilitate access to and transition from Palomar.</p> <ul style="list-style-type: none">➤ <i>Workshop to be scheduled</i> <p>4. Monitor how the College engages with the community and promotes its programs, services, and successes.</p> <ul style="list-style-type: none">➤ <u>Institutional/Community</u><ul style="list-style-type: none">• <i>SPC approved use of SPFF fund to hire an outside Marketing consultant Firm</i>• <i>Marketing/Branding RFP is due to be disseminated end of February</i>➤ <u>Educational:</u> The College has begun to actively reach out to our educational partners to strengthen and establish new connections and partnerships. The following provides a brief list of activities in this area.<ul style="list-style-type: none">• <i>Leadership and counselors meeting with SMUSD</i>• <i>IVPI Sourbeer has met with the following high schools districts: SMUSD, Bonsall, Fallbrook, Ramona.</i>• <i>Palomar has partnered with Oceanside Unified, CSUSM, and MiraCosta in the Oceanside Promise.</i>• <i>Palomar is working with SMUSD on the San Marcos Promise.</i>• <i>Palomar is piloting math pilot program at Mission Hills and San Marcos High School to ensure that students get a head start on meeting their math requirements.</i> |
|--|---|

<i>Related College Strategic Goal:</i>	Progress/Related Activities
<p><u>Board Goal</u></p> <p>3. Actively participate in legislative advocacy for community college issues.</p>	<ol style="list-style-type: none"> 1. Actively participate in legislative conferences. <ul style="list-style-type: none"> ➤ <i>July 2015 Trustee Halcón attended the National Education Association (NEA) conference.</i> ➤ <i>October 2015 Trustees Chadwick, Evilsizer and Halcón attended the ACCT Leadership Conference.</i> ➤ <i>November 2015 Trustees Evilsizer and Halcón attended the CCLC Annual Convention in Burlingame.</i> ➤ <i>January 2016 Trustees Evilsizer, Hensch and Halcón attended the CCLC Legislative Conference in Sacramento.</i> 2. Actively participate on community college advocacy groups. <ul style="list-style-type: none"> ➤ <i>Trustee Halcón serves on SDICCCA Board Alliance</i> ➤ <i>Trustee Chadwick serves on the CCCT and the CCLC Board of Directors</i> ➤ <i>Trustees serve on Oversight Committees (Chadwick – Vista) (McNamara – Escondido)</i> ➤ <i>Trustees Evilsizer and Halcón serve on the California Association of Latino Community College Trustees and Administrators (CALCCTA) Board</i> 3. Track, monitor, and respond to legislation related to community colleges. <ul style="list-style-type: none"> ➤ <i>Trustee Halcón in his role on the SDICCCA Board Alliance regularly receives Legislative updates.</i> ➤ <i>Trustee Chadwick in her roles on the CCCT and CCLC Board of Directors track and monitor legislation.</i> ➤ <i>The Governing Board approved Resolution No. 15-21200 in support of America's College Promise Act.</i>

<i>Related College Strategic Goal: Goal 3: Partnerships:</i>	Progress/Related Activities
<p><u>Board Goal</u></p> <p>4. Advance the college by strengthening business and community partnerships.</p>	<p>1. Participate in local events and organizations to ensure that the community is aware of the diversity and quality of Palomar’s educational programs and services.</p> <ul style="list-style-type: none"> • <i>Trustee Halcón attended Foundation Annual meeting</i> • <i>Trustees Chadwick and Evilsizer attended “Cammies to College” event</i> • <i>Trustees attended:</i> <ul style="list-style-type: none"> ○ <i>San Marcos Educational Forum</i> ○ <i>A Way with Words event hosted by SDCCD</i> ○ <i>State of the County meeting</i> • <i>Grand Opening and Ground Breaking events</i> • <i>Member of Chambers of Commerce including: North San Diego Business, San Diego Regional, Vista, Ramona, San Marcos, Fallbrook, Poway, Valley Center, Bonsall, Borrego Springs and Escondido</i> • <i>Trustees attend numerous District events including:</i> <ul style="list-style-type: none"> ○ <i>Veteran’s Day ceremony</i> ○ <i>Holiday Open House events</i> ○ <i>Fire Fighter and Paramedic (EMT-P) graduations</i> ○ <i>Nurses Pinning ceremonies</i> ○ <i>Police Academy graduation</i> ○ <i>Full and part-time Plenary events</i> ○ <i>Encuentros Leadership STEM Conference</i> • <i>San Diego North Economic Development Council events</i> • <i>Encuentros Leadership Academy</i> • <i>Trustees are involved in supporting the Foundation’s events including the Gala and Golf Tournament.</i> • <i>Trustees promote the college at off-site events including:</i> <ul style="list-style-type: none"> ○ <i>STEM Ambassador Program at San Marcos Middle School.</i> ○ <i>Labor Council events</i> ○ <i>Rotary</i> ○ <i>Girls Inc.</i>