



2022-23 Non-Instructional Program Review and Planning

2022-2023 REVIEW

OVERVIEW OF PROGRAM REVIEW AND PLANNING FOR NON-INSTRUCTIONAL PROGRAMS

Program Review is a self-study of your unit. For non-instructional program review, the definition of what is a unit varies based upon your division. A unit may be a department (e.g., Information Services, Institutional Research and Planning, Financial Aid), a program (e.g., EOPS, TRIO), or a division (Human Resource Services). The Vice Presidents for each division have identified/defined the units that will complete the review cycle.

Regardless of whether your unit is a program, department, or division, program review is about documenting the plans you have for improving Institutional Effectiveness in your area and sharing that information with the college community. Through the review of and reflection on key elements, Program Review and Planning identifies program strengths and strategies necessary to improve the operation of your area. With that in mind, please answer the following questions.

BASIC UNIT INFORMATION

Academic Year

2022-23

Are you completing a Comprehensive or Annual PRP?

Comprehensive

Division Name

Student Services

Department Name

SS Student Life and Leadership

Choose your department. If you don't see it, you may add it by typing it in the box.

Program/Unit Name

Student Life and Leadership

Programs/units are listed by division in alphabetical order (FAS, HRS, INSTR, PRES, SS). If you don't see your unit, you may add it by typing it in the box.

Name of Person responsible for the Program/Unit

Sherry M. Titus

Website address(es) for your program(s)/unit(s)

Units need not include each webpage within the main site. However, if your unit oversees multiple areas, please list the sites for each area reviewed in this PRP form.

Click "+Add Webpage URL" to include additional web pages

Webpage URL 1

Unit webpage

<https://www.palomar.edu/studentlifeandleadership/>

Please list all participants and their respective titles in this Program Review

Click on "+Add Participant" below to include additional participants.

Participant	Title
Kimberly Rocca	Administrative Specialist II, Office of Student Life and Leadership (SLL)
Pippa Pierce	Supervisor, Office of Student Life and Leadership (SLL)
Sherry Titus	Director, Office of Student Life and Leadership (SLL)

PROGRAM/UNIT MISSION STATEMENT

What is your Program's/Unit's Mission Statement?

Student Life & Leadership (SLL) sets the standard for an inclusive atmosphere for our students to authentically engage and grow. We are committed to developing and supporting programs that holistically promote student rights, equity, justice and is intentional in serving the basic needs of the evolving community we serve. We inspire personal growth and academic achievement. We foster and mentor students through engagement opportunities involving leadership, advocacy and critical dialogue platforms.

We believe in and offer high-touch wrap-around services, operations and intrusive interventions. We truly understand the value of an education and how important it is for our students to be successful at Palomar College and move forward with hope.

Click here for [How to Create a Mission Statement](#).

Describe how your Mission Statement aligns with and contributes to the College's Vision and Mission.

Palomar College has a mission to provide an engaging environment, including teaching and learning "for students of diverse origins, experience, needs, abilities, and goals". The Office of Student Life and Leadership "sets the standard for an inclusive atmosphere" for our students of all origins, experience, needs, abilities, and goals on a daily basis. We value excellence, integrity, access, equity, and inclusiveness. We foster mutual respect as we encourage our students to authentically engage and grow while we mentor all students and foster their creativity, innovation, and participation on campus and in the community. We offer students an opportunity to transform their lives for a better future for themselves, their families and our community. We help them become effective leaders as they learn to value the diversity of the students and stall all around them and help them find their voice through advocacy.

Link: [Vision, Mission, and Values](#)

Reminder: Data does not autosave. Save this content before moving to the next section or closing form.

PROGRAM/UNIT DESCRIPTION

Staffing

In this section, you will identify how many faculty and staff support your program. This information is considered when you request permanent staff and faculty hires. It is also useful as you evaluate your program and the human resources and talent you have to support our students.

To help you answer questions in this section, you will need the link shown in red below. This form required a login and password to access. Please use your Palomar email and password to log in.

Link: [Permanent Faculty and Staff Count](#)

Full-Time Staff

Total Number of Full-time Staff

Number of Classified Staff

Number of CAST Staff

Number of Administrators

Number of Full-time Faculty

Part-Time Staff

Total Number of Permanent Part-time Staff

FTE of Part-time Staff (2x19 hr/wk=.95)

FTEF of Part-time Faculty

Describe additional temporary hourly or contract staff who support this unit and/or department. (Include FWS/District Student Workers/Veteran Student Workers)

We employ two HEERF funded short term employee and three FWS student staffers (October 2022).
Notable: the Case Manager is funded through HEERF for 6-8 hours a week and works on Monday's only.
Once HEERF funding is exhausted we will be without a case manager.

Have you experienced any changes in staff this past year? If so, please describe how the changes have impacted your operations.

Our Student Activities Coordinator advanced into a higher classification position here on campus which left a vacancy in that position. It has been challenging since the coordinator assists with all events, activities, clubs and the Associated Student Government on a daily basis. Also, it leaves a gap in overall operations due to the extremely small staff already managing all operations of our department. It's basically one fourth of our workforce as student organizations are returning to campus after the pandemic.

The increased workload has fallen onto the remaining three employees and the cascading effect begins as projects are numerous, days are long, and some items must be put aside in order to complete department priorities. Students rely on the office of Student Life and Leadership for many programs and services. Rarely, if almost never, can we simply lock the door to students and staff to complete our work.

As part of the PRP cycle, Human Resource Services will provide Organizational Charts for all non-instructional units. Review the following organizational charts to answer the questions below.

- [Finance and Administrative Services](#)
- [Human Resource Services](#)
- [Instructional Services](#)
- [President's Office](#)
- [Student Services](#)

In reviewing your organizational structure, what are the strengths and opportunities this structure brings to the department, division, and College?

The Office of Student Life and Leadership (SLL) serves the entire District. We offer programming and services to not only our operational area but we serve all departments and divisions across campus. We also provide limited services, due to staffing shortages, to our Educational Centers. It is our philosophy to do the best we can to incorporate the centers into our operational and planning efforts.

Associated Student Governments and Inter-Club Council (all clubs) fall under the supervision of the Office of Student Life &

Leadership. We assist student organizations by offering opportunities for growth around developing agency, advocacy and leadership skills that will contribute to global citizenship in our ever-changing world.

The Office of Student Life and Leadership embodies many strengths. We strive in creating an inclusive environment which fosters our students to feel confident, authentic, comfortable and to be successful. Although our department doesn't financially receive a lot of district funds, the pandemic years have brought grant funding and resources to our operations. This academic year, 2022-2023, will be our first full year of extensive opportunities for growth and restructuring to meet the needs of our students.

Our department including our student workers are all focused and determined to serve with passion, kindness, intentionality, remove barriers and stigma, and create safe environments for students as they return from a primarily remote world.

One strength of our structure is that we are well known across campus and we have built strong partnerships District wide. We work with Campus Police, Behavioral Health Counseling Services, Human Resource Services, Disability Resource Center, Veterans Resource Center, LGBTQIA Center, EOPS, Promise Program, Center Directors, Facilities, and Instructional offices, including faculty members, department chairs, and deans, on a weekly, if not daily, basis. We are often the department that students and staff reach out to for assistance. We touch the lives of many students, colleagues, and community members. We are also connected with student services and programs such as Transitions/Rising Scholars, Financial Aid, all student programs and more as we attempt to assist students.

We are well known in the community, in fact, the North County Food Bank modeled their new shopping food center after our Anita & Stan Magg Food & Nutrition Center. We are actively engaged with Region X, SSCCC, ASACC, NABITA, Chancellors Office, Alliance for Regional Solutions, One Safe Place, San Diego Food Bank, North County Food Bank, Leah's Pantry, Senior Gleaners, Interfaith, The Hope Center,

In reviewing the organization structure, are there areas that could be improved if you were structured differently (i.e., efficiencies, communications/collaboration with the College, needs, etc.)?

The operational demands of the Office of Student Life and Leadership (SLL) are growing at light speed. Historically, in reviewing the IRP's from years ago and critically reviewing the PRP's, it is evident that SLL services and resources have expanded well beyond the outdated organizational structure we continue to use as the guiding metric. We continue to enhance and grow our programs, services, and footprint of expertise on the campus. Although, our staffing classifications and number of permanent employees remains relatively unchanged. Our outdated organizational chart fails to represent the breath and depth of our roles and responsibilities. The scope of our SLL work is rapidly changing. We must invest in restructuring and reorganizing our area, fill a vacant position, reclassify current positions, hire grant funded positions, and expand the human capital needed to provide staffing for all operations including extended evening hours and center staffing. Student Life and Leadership permeates all aspects of student and campus life.

As fortunate as we are to be deeply connected across campus and in the community, it comes at a cost. We are spread too thin. We are often called upon to assist at the detriment of fully maximizing our SLL potential which limits our own collective and individual growth. We offer incredible value but the organizational structure is an impediment to our own success. We are barely meeting the needs of the District but we truly could do so much more with appropriate classifications, dedicated permanent full-time employees, staffing to assist at the centers, and time for professional growth.

We have been asking for changes for years. The pandemic renewed the urgency of meeting the most basic needs of our students and our employees. We believe in high touch student facing engagement and energy. We also believe in personal engagement with colleagues as we all work toward serving our students. In the near future, it is likely that Palomar College will offer student housing. We cannot meet the demands now and the current structure is not prepared for the changes and increased operational demands coming in the very near future.

We are in desperate need for assistance from a shared Business Systems Analysis, full-time case manager, office staff support, Basic Needs Director, and conduct officer / Title IX deputy support personnel.

Program/Unit Description

Who utilizes your services?

Our services are utilized District wide by students, employees and community organizations.

What services does your program/unit provide (describe your program/unit)?

General Operational Areas For Student Life & Leadership:

Associated Student Government (ASG)

Inter-Club Council (ICC)

Student Activities

Student Activity Card production and sale

Locker usage on San Marcos Campus

Anita & Stan Maag Food & Nutrition Center

Farmers Markets

Diversity Center, (Board room for ASG, ICC, and clubs)

Success, Equity, Advocacy, & Leadership (SEAL) Center

Access and Engagement (A&E) Center

Basic Needs Hub

Cal Fresh

Commencement

Student Conduct/Student Discipline/Maxient

Student Grievances

Background Checks

Subpoena Records Requests

High School Dance Forms

Transfer Forms

Title IX Deputy (assist HRS)

Student of Concern (SOC) Team

Student Union Complex including Student Union oversight

Grab-n-Go stations across the District

Free Speech

Vendors

Postings

Emergency loans

Textbook loans

and more.

More Specific and Detailed:

Basic Needs Resources – The HUB

Housing Insecurities

Food Insecurities

Hygiene kits

Diapers

Baby Formula

Case Manager (part-time)

Off Campus Partners

San Diego Food Bank

Cal Fresh

Leah's Pantry

Senior Cleaners of San Diego County

PROGRAM/UNIT ASSESSMENT

SERVICE AREA OUTCOME ASSESSMENT

GOT SERVICE AREA OUTCOMES?

Outcomes are statements written in support of student learning to show direct support (instruction) or indirect support (services) provided on campus. Assessment is the way we measure how well we are achieving our outcomes.

For non-instructional areas, outcomes are called Service Area Outcomes (SAO).

So, what is an SAO?

A Service Area Outcome (SAO) is a statement about what a client will experience, receive, or know as a result of a given service. Clients can be students, faculty, staff, or community members.

As part of our three-year planning and review cycles, all non-instructional units are asked to:

- identify at least two SAOs,
- develop a plan and assess their SAOs,
- reflect on the results, and
- take action, as necessary.

Palomar uses Nuventive Improve as our official repository for SLO and SAO Assessment information.

Review and/or define your SAOs and assessment plans and ensure they are entered in Nuventive Improve by doing the following:

- 1) Login to Nuventive Improve through the Palomar College [Single Sign-on](#).
- 2) Check your SAOs for **currency** and **sunset** any SAOs if you no longer plan to assess them.
- 3) Revise or edit your current SAOs by revising their wording and/or updating the assessment method and/or assessment results, if appropriate.

NEED HELP?

Nuventive Improve:

- 1) If you need help with anything Nuventive Improve related such as login, unit identification, entering SAO

info, contact Marti Snyder at msnyder2@palomar.edu.

2) Check out this video on how to enter SAOs in Nuventive Improve: <https://youtu.be/b1sRa68wm4c>

Defining and Assessing SAOs:

Not sure if your SAOs make the grade? Need some help writing an SAO? Not sure about how to assess your SAOs?

1) [Hartnell's SAO Guide](#) is a nice resource! Thank you Hartnell!

2) Contact Michelle Barton at mbarton@palomar.edu. We have a resource support team to help.

A template for entering SAOs can be found on the [IR&Ps Non-instructional Program Review and Planning website](#)

SERVICE AREA OUTCOMES TEMPLATE					
Date Identified or Last Reviewed	Description of SAO (What is your SAO?)	Assessment Method (How will/ do you measure or assess it?)	Criterion (How will/ do you know if you met the outcome?)	Date of Assessment	Date of Next Assessment
1)					
2)					
3)					
4)					

Are all of your unit's SAOs and assessment plans UPDATED and ENTERED in Nuventive Improve?

☒ Yes ☐ No

SAOs SUMMARIES AND REFLECTIONS

Each of your program/unit SAOs should be assessed at least once every three years. For each SAO in Nuventive Improve/ summarize what you learned from the assessment and what improvements you have implemented or plan to implement as a result of your SAO assessments.

SAOs

Click "+Add SAO" below to include additional requests.

SAO 1

SAO Title

Increase Number of Active Clubs Each Semester.

Assessment Status

☒ Assessed ☐ Not assessed

SAO Summary and Reflection

Using the previous academic year active club total, that number will be utilized to determine an 80% goal of reinstatement for the current academic year. It would be beneficial for clubs to reinstate within the first two weeks of fall and spring semesters to earn a \$100 incentive from ASG. COVID presented major challenges for club activation.

SAO 2

SAO Title

Increase Basic Needs Resources for Students.

Assessment Status

☒ Assessed ☐ Not assessed

SAO Summary and Reflection

Provide appropriate level of service to students facing food insecurity, housing insecurity, financial insecurity, and other basic need requirements.

ASSESSMENT: All students new to SLL complete "Intake Form" to initiate individualized service(s) and resource(s). Subsequent student surveys to determine: satisfaction of service(s), tracking use of service(s), number of participants utilizing service(s), and student requested services/improvements.

OTHER ASSESSMENT DATA

Quantitative Data

List all other quantitative and/or qualitative measures you use to track, monitor, and/or evaluate the effectiveness of your program/Unit.

Measures, Descriptions, and Annual Values

Must have at least two measures. Copy and Paste from previous PRPs or include any new measures developed this year. The default years for the values to be entered are listed in the table heading. If you chose to use data from different years, please list those years in the first row of the table and proceed to enter your measures, values, and definition /description of measure in in rows two and beyond.

Measure 1

Name of Measure

Develop a comprehensive Basic Needs Resource and Services Center by June 2023.

Description of Measure

Provide non-binary showers and laundry services to students as a beginning step in phase one.

Year

2018-2019

ex: 2017-18

Year

2019-2020

ex: 2018-19

Year

2020-2021

ex: 2019-20

Year

2021-2022

ex: 2020-21

Value

0

Value

0

Value

0

Value

0

List values for years listed immediately above. Select "+ Add Measure" below to insert all measures, values, and descriptions.

Measure 2

Name of Measure

Facilitate On-site Student Participation Commencement Ceremony 2022-2023 to 530 students (average before pandemic).

Description of Measure

Reengage student participation in the onsite 2023 Commencement ceremony from pre-pandemic years.

Year

2018-2019

ex: 2017-18

Year

2019-2020

ex: 2018-19

Year

2020-2021

ex: 2019-20

Year

2021-2022

ex: 2020-21

Value

560

Value

309 Virtual

Value

266 Drive Thru

Value

455 and 225 live-feed

List values for years listed immediately above. Select "+ Add Measure" below to insert all measures, values, and descriptions.

Measure 3**Name of Measure**

Approve a New District Policy and Procedure 5505: Academic Integrity

Description of Measure

Build partnership with Faculty Senate in developing and approving a fair District Academic Integrity policy and procedure.

Year

2018-2019

ex: 2017-18

Year

2019-2020

ex: 2018-19

Year

2020-2021

ex: 2019-20

Year

2021-2022

ex: 2020-21

Value

0

Value

0

Value

0

Value

0

List values for years listed immediately above. Select "+ Add Measure" below to insert all measures, values, and descriptions.

Measure 4**Name of Measure**

Create NOVA data tracking elements in the Maxient database to assist with mandatory reporting basic needs elements.

Description of Measure

Add the seven (7) data elements into Maxient and check the appropriate referral for every referral provided during conduct meetings and basic needs requests for those services.

Year	Year	Year	Year
2018-2019	2019-2020	2020-2021	2021-2022
ex: 2017-18	ex: 2018-19	ex: 2019-20	ex: 2020-21
Value	Value	Value	Value
0	0	0	0

List values for years listed immediately above. Select "+ Add Measure" below to insert all measures, values, and descriptions.

Measure 5

Name of Measure

Increase Student Activity Card (SAC) sales since they fund the Student Activities Coordinator position.

Description of Measure

Hire the Student Activities Coordinator and develop programing to increase SAC sales.

Year	Year	Year	Year
2018-2019	2019-2020	2020-2021	2021-2022
ex: 2017-18	ex: 2018-19	ex: 2019-20	ex: 2020-21
Value	Value	Value	Value
7500	HEERF revenue recovery	HEERF revenue recovery	2252

List values for years listed immediately above. Select "+ Add Measure" below to insert all measures, values, and descriptions.

Measure 6

Name of Measure

Provide Basic Needs Resources (food) at all District locations.

Description of Measure

Provide monthly programing that includes Farmers Markets and accessible food at all locations.

Year	Year	Year	Year
2018-2019	2019-2020	2020-2021	2021-2022
ex: 2017-18	ex: 2018-19	ex: 2019-20	ex: 2020-21
Value	Value	Value	Value

24,674 pounds	Pandemic	Pandemic	7978
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List values for years listed immediately above. Select "+ Add Measure" below to insert all measures, values, and descriptions.

Measure 7

Name of Measure

Install Distribution Lockers at all District Locations.

Description of Measure

Install 1 bank of refrigerated/non-refrigerated lockers at each District location and 1 non-refrigerated in parking structure.

Year	Year	Year	Year
2021-2022			
ex: 2017-18	ex: 2018-19	ex: 2019-20	ex: 2020-21
Value	Value	Value	Value
0			

List values for years listed immediately above. Select "+ Add Measure" below to insert all measures, values, and descriptions.

Reflect on your quantitative data and summarize your findings or interpretations.

Comprehensive Quantitative Data:

After a few challenging pandemic years, we are back on site and our students are using our services exponentially. From August 2021 through July 2022 (12 months) we distributed a total of 7978 pounds of food to our students and staff. As an eye-opening comparisons we have distributed 11,487 pounds of food from August 2022 through November 2022 (4 months). At this pace we are on track to distribute well over 30,000 pounds of food by July 2023.

We distributed 5250 diapers to our student parents from Aug 2021-July 2022. We provide student parents with baby food and formula as well. All students are offered personal hygiene products and we have seen requests increase on a monthly basis. Feminine hygiene products are also available to our students and by offering students, including student parents, access to much needed resources we know it is helping to keep them in school.

Now that we are back on campus and serving students at all District locations it is clear that our students are facing enormous basic needs challenges. Our office is seeing an increase in all requested services, including limited free printing, discounted movie tickets, attendance at events and activities, club activations have doubled from 5 active clubs (coming out of the virtual only setting) to 10 active clubs in spring 2022.

We have also seen an increase in student conduct cases. Academic integrity violations exploded this past year, mostly all occurring in the online learning environment. On average, prior to the pandemic, we saw approximately 50 cases per fall and spring semester. In 2021-2022, we met with approximately 97 students regarding allegations of academic integrity allegations. We are currently working with the faculty senate to develop a new board policy BP/AP 5505 specifically dedicated to addressing academic integrity concerns.

Please explain.

Qualitative Data

Describe any qualitative measures you use and summarize the results.

One of our over arching goals is to provide equitable and accessible services and programs at all District locations. It is very difficult with staffing limitations. By increasing staffing levels and authorizing appropriate reclassifications and restructuring, Student Life and Leadership will be better equipped to move forward in meeting the increasing levels of support our students need at this time in a challenging and changing world.

We are trying to grow our efforts around a student centered support ecosystem with holistic wrap around care and resources through high touch engagements and interventions. The "it takes a village" concept is especially true in all student life and leadership operations, services and partnerships. As we move to build a comprehensive basic needs center it takes a village of dedicated staff, with resources and strong partnerships in order for students to develop a sense of belonging through trust, a care and concern framework, and an authentic and real commitment to help our students. The Office of Student Life and Leadership forges relationships with student by reducing stigma, shame, guilt and offering services and resources that truly make a difference in their lives.

We have a mountain of work before us and we need additional permanent staffing and resources to be ready to serve more and more students as we enhance our enrollment efforts. On the horizon we see many ideas the District might consider that may help our students once they arrive on campus, such as: a student employment office dedicated to helping students find work on campus; transportation partnerships with NCTD; hotel vouchers for emergency housing; child care for student parents; EBT access across campus; tap into a comprehensive student support network on campus that guides them to all available resources they are eligible for but don't know about those programs; our department needs to purchase a cargo van or box truck to assist food pick-up and distribution efforts; the District may benefit from moving forward on the mandatory student identification card for many reason but most importantly for campus safety.

What improvements have you implemented or plan to implement as a result of your assessment of quantitative and/or qualitative data described above?

We plan to move forward on several projects once we have the student activities coordinator replacement position hired and the mandatory basic needs director in place.

Regarding the student activities coordinator position, some specific items include: updating the benefits associated with purchase of the student activity card; update rental locker agreements for student usage; develop additional SLL engagement activities and events; add outdoor games and competitions throughout the year; increase active club participation; work with service learning to create opportunities for the ASG and ICC to volunteer or provide service to areas across campus or the community; host guest speakers for restorative justice conversations; build social justice leadership workshops; reinstate our club mailboxes and cross-over communications with student programs across campus; assist the ASG with election software; increase programing, especially SAC production at all District locations; and more.

Regarding the basic needs director; find community partnerships and grant opportunities to purchase (or have it donated) a cargo van or more valuable a box truck with a tommy gate; build partnerships, structure and processes for shower usage; procedures for using resting pods; transportation partnerships; internships in the center; housing vouchers; programing around restorative justice, coffee with our cops, social justice, host community events, build community partnerships and MOU's, build programing at all District locations; and more.

Reminder: Data does not autosave. Save this content before moving to the next section or closing form.

ACHIEVEMENTS AND OTHER RELEVANT INFORMATION

Describe your program's achievements this past year. Where possible, describe how these achievements are related to our students and their success!

One of our greatest achievements this past year was the return to our in-person 2022 Commencement Ceremony. As identified in the Strategic Plan: Goal 1, increasing student access, progress and completion while decreasing equity gaps is often demonstrated through energy filled participation in the ceremony as we celebrate student success. The ceremony also featured, through partnerships with PCTV and IS, a live stream for family and friends unable to attend in person. It was a huge success. The 2023 commencement ceremony will be the last one to use the football practice field since the new athletic stadium should be complete and ready to host the 2024 commencement ceremony.

Our office was allowed to begin hiring student staff to assist with operations once we were allowed to return to campus after the pandemic. We were very fortunate and grateful to hire two formerly incarcerated student staffers from our Transitions/Rising Scholars program. They both work in our Anita & Stan Maag Food & Nutrition Center. They are beautiful representatives of our diverse student body and our office in trying to meet the basic needs of our students, reducing stigma, and promoting authenticity.

Information Systems (IS) provided Hyflex technology for the Diversity Center, the HUB and one mobile system that can be used by student programs in a variety of locations. The one in SU-204 provides an opportunity for students to be present virtually in ASG, ICC, and club meetings. The one in the HUB allows for more confidential settings around basic needs, discipline, and community resources when there is a need to host the meetings virtually. It adds value in meeting the needs of our students, student programs and organizations and continuing engagement in hybrid settings.

We have been running a 'food pantry' since 1983, and we opened the Anita & Stan Maag Food & Nutrition Center in October 2018. We are continuing to offer food and other basic needs resources to our students. The pandemic heightened our awareness of the many challenges students are facing. We are attempting to meet their needs with astonishing grace and persistence. Incoming students are filled with gratitude and sincerely appreciate our efforts to assist them with perishable and non-perishable food, farmers markets, well stocked grab-n-go refrigerators, diapers, menstrual products, hygiene items such as towels, tooth brushes and tooth paste, soap, shampoo, binders, turkey drawings for holiday's, and more.

We worked with Behavioral Health Counseling Services to develop Student Death Protocols. Sadly, we have had several student pass and the District did not have clearly defined procedures which caused additional stress and concern. We updated our AP 5520 to address concerns in synchronous and asynchronous courses during the pandemic. We will be updating AP 5520 again this year and developing a District Academic Integrity policy and procedure as well. We are seeing improvements in incident reports being utilized when reporting allegations of misconduct. We are also working with Human Resource Services to use the Maxient database to more comprehensively track all allegations of Title IX violations and harassment claims.

We have been attempting to remove or shift barriers for students. Our students are coming back to school after several years in isolation. There is work to be done as we move into a new normal in educational systems.

Our office operations and employees have received numerous recognitions over the past year. It demonstrates their commitment to our students, the institution and their overall work ethic. Our Food &

PROGRAM/UNIT EVALUATION AND THREE-YEAR PLANNING

Program Evaluation and Planning is completed in two steps.

First, you will complete an overall evaluation of your unit drawing from your unit assessment data.

Second, working from that evaluation, you will establish your goals for the upcoming three years.

Section 1: Overall Evaluation of Program

Reflect on your unit, the results of your assessments in Part 2 above, and your vision for the future. Then, working together answer the following questions. Summarize your answers in the grid below.

1. What are our greatest strengths?
2. What are our best opportunities?
3. What is our preferred future, what do we aspire to do?
4. What are the measurable results that will tell us we've achieved that vision of the future?

Section 2: Establish Goals and Strategies for the Next Three Years

Once you have completed your overall evaluation, identify a set of goals and strategies for accomplishing them for this upcoming three-year planning cycle. Use the template in Section 2 below to document your goals, strategies, and timelines for completion. Goals should be Specific, Measurable, Attainable, Relevant, and Time –Specific (SMART). Following the goal template below will help you create SMART goals!

OVERALL EVALUATION OF PROGRAM

Discuss your Program's/Unit's Strengths, Opportunities, Aspirations, and Results (SOAR) and summarize your discussion below.

Strengths:

One of the greatest strengths of our comprehensive program is the amount of work completed by a very committed, student facing, meager staff. The Office of Student Life and Leadership is run by three full time employees. We oversee many operations and assist many students and colleagues across campus.

Now that we have reopened The Anita & Stan Maag Food & Nutrition Center on a limited basis, we have been assisting students with the food insecurities, diapers, feminine hygiene products and hygiene supplies.

As often as possible, we have Comets Closet attend Farmers Markets and provide free clothing to students as well. The number of students served continues to grow exponentially.

2021-2022 we provided 7978 pounds of food to students, staff, and a few community users. The Food & Nutrition Center partnered with the San Diego Food Bank to provide Palomar students and staff (with children) with diapers by the end of June 2022, the Food & Nutrition Center distributed over 5250 diapers. The Grab n Go locations in early 2022 has grown to 13 locations on the San Marcos location and one at each of the educational centers.

Opportunities:

We have huge opportunities for growth. We received grant funding to enhance our basic needs operations and hire a dedicated permanent person to oversee all operations. We have not been authorized to move forward with hiring a director yet.

Aspirations:

Employ additional staff members to assist in our effort to serve our diverse student population and try to help meet some of their most basic needs with resources and services. Hire a full-time Basic Needs Director.

Results:

More and more students receiving holistic wrap around services from Student Life and Leadership.

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PROGRESS ON PRIOR PRP GOALS

List current or prior PRP goals your unit has been working on and provide an update by placing an "X" in the appropriate status box.

Click on "+Add Goal" below for each additional goal.

[Click here for previous PRPs with goal information.](#)

Prior PRP Goals

Click "+Add Goal" below to include additional goals.

Goal 1

Brief Description

Create adequate office space for the ASG.

Select "+ Add Item" to include additional measures.

Choice

☒ Completed ☐ Ongoing ☐ No longer a goal

Add any comments related to your work on prior goal. Include outcomes or progress, successes and challenges, and reason(s) for eliminating a goal, if applicable.

Goal is about 95% complete and will be finished as soon as a few technical items are completed.

Goal 2

Brief Description

Implement a Positive Attendance Tracking (PAT) System to collect quantitative data of student interactions in all of the SL&L areas. We must track data as mandated by SG 23 as required by Basic Needs Grant funding.

Select "+ Add Item" to include additional measures.

Choice

☐ Completed ☒ Ongoing ☐ No longer a goal

Add any comments related to your work on prior goal. Include outcomes or progress, successes and challenges, and reason(s) for eliminating a goal, if applicable.

Computers have been added in each operational area but we are still not connected to the PAT system. We are unable to complete data tracking until we are connected to the PAT network.

We also need assistance from a BSA. We don't need a dedicated BSA but we do need help with data tracking and requirements by the state.

Goal 3

Brief Description

Promote Awareness/Campaigns for Students to Register to Vote.

Select "+ Add Item" to include additional measures.

Choice

☒ Completed ☐ Ongoing ☐ No longer a goal

Add any comments related to your work on prior goal. Include outcomes or progress, successes and challenges, and reason(s) for eliminating a goal, if applicable.

Student Civic and Voter Empowerment Act (AB 963) now requires all CCC's to hire or appoint a nonpartisan Civic and Voter Empowerment Coordinator. This role was assigned to Jill D'Errico, Administrative Assistant, by the VPSS in spring 2022.

Goal 4

Brief Description

Provide Grab 'n' Go services across San Marcos campus and centers.

Select "+ Add Item" to include additional measures.

Choice

☐ Completed ☒ Ongoing ☐ No longer a goal

Add any comments related to your work on prior goal. Include outcomes or progress, successes and challenges, and reason(s) for eliminating a goal, if applicable.

We were delayed by the lingering effects of the pandemic. We are replacing broken units and adding additional Grab 'n' Go refrigerators to District locations.

Goal 5

Brief Description

Develop a tracking system in order to better connect students to our basic need resources.

Select "+ Add Item" to include additional measures.

Choice

☐ Completed ☒ Ongoing ☐ No longer a goal

Add any comments related to your work on prior goal. Include outcomes or progress, successes and challenges, and reason(s) for eliminating a goal, if applicable.

Lingering challenges with equipment supply but we have installed the computer stations and are waiting to be connected to the District PAT system for data tracking.

Goal 6

Brief Description

Evaluate and redesign service area operations for efficient service delivery; develop one stop concept for the Student Activity Card, all benefits including card production, locker assignments, printing stations and printing services, ASG relocation, reflection room, etc.

Select "+ Add Item" to include additional measures.

Choice

☐ Completed ☒ Ongoing ☐ No longer a goal

Add any comments related to your work on prior goal. Include outcomes or progress, successes and challenges, and reason(s) for eliminating a goal, if applicable.

We are very close to having all operations up and running. We need to finalize setting up the meditation room and determine how to safely provide access to students requesting use of the space.

Goal 7

Brief Description

Create adequate, confidential (when required) offices and work stations for employees.

Select "+ Add Item" to include additional measures.

Choice

☐ Completed ☒ Ongoing ☐ No longer a goal

Add any comments related to your work on prior goal. Include outcomes or progress, successes and challenges, and reason(s) for eliminating a goal, if applicable.

Completed for the Director only, more confidential office space is needed.

Goal 8

Brief Description

2021-2022 Associated Student Government (ASG) GOALS:

Status of Completed and or Ongoing are found in each goal:

2. Renovate the Student Union and ASG Offices - In Progress
3. Change BP 2105 to separate Student Trustee & ASG - Completed
4. President Review the Constitution and By-Laws Update and revise existing ASG policies and procedures - In Progress and ongoing
5. Create a policy that will outline requirements for SU Requests - Completed
6. Pass a resolution at SSCCC General Assembly - Not Started due to Covid-19
7. Recruit at least four student rep's for SSCCC Region X - Not Started due to Covid-19
8. Make regular visits to local politicians to advocate for Palomar Student related issues - Not Started due to COVID-19
9. Invite speakers to come on campus and speak to students - Not Started due to COVID-19
10. Compile legislative stances and initiatives to correspond with the ASG events calendar - Not Started due to COVID-19
11. Establish an overnight parking program at Palomar's SM Campus - District did not move forward
12. Establish a free or low-cost laundromat at Palomar's SM Campus - Not Started due to COVID-19
13. Advocate for a Student Housing plan that will include Transitional, Immediate and Emergency Housing services - Not Started due to COVID-19
14. Expand awareness of current Palomar services as they relate to Basic Need Resources (i.e. food pantry, free showers, scholarships, etc.) - In progress with SLL
15. Ensure students are able to use their preferred names on class rosters - Completed (or close)
16. Advocate for District & Governing Board Policies to establish gender inclusive language - Completed
17. Implement a sign-in program to track student traffic to support a possible expansion of PRIDE Center - Not Started due to COVID-19
18. Ensure PD training for LGBTQIA+ cultural competency and proficiency is mandatory at Palomar College District- unsure
19. Develop 'ASG Listens' for coffee hours to ask the needs of DRC students and how to better serve them - In progress prior to COVID-19
20. Ensure PD training for cultural competency regarding students with disabilities is mandatory at Palomar College's District- unsure
21. Discuss with students their preferred notification method through an emergency threat system - unsure
22. Webinar presentations by the police on safety measures that address issues of gun/bomb threats, personal attacks and irate students - Not Started due to COVID-19
23. Implement Coffee hours to ask the needs of Foster Youth students - Not Started due to COVID-19
24. Coordinate a Foster Youth student closet of personal and professional attire for them - In progress prior to

ESTABLISH GOALS AND STRATEGIES FOR THE NEXT THREE YEARS

In the previous sections of this PRP, you identified opportunities for improvement. Using these opportunities, develop 3-year [SMART goals](#) for your department. Goals should be Specific, Measurable, Attainable, Relevant, Time-Specific. Ensure your goals align with the mission of your department and/or [the College's Strategic Plan](#).

Please list all discipline goals for this three-year planning cycle.

If you require any additional resources beyond your exiting budget, please be sure to request those resources in the next section titled "Resources".

New Goals: Please list all goals for this three-year planning cycle.

Click "+Add Goal" below to include additional goals.

Goal 1

Description

Install distribution lockers at each District location.

How will you complete this goal? Include strategies and a timeline for implementation.

HEERF funding was allocated for this project.
All campus partners were included in the scope of the project. It may require a competitive bid process although, we are currently working on a "Sole Source" process to assist with installing the exact type of refrigerated and non-refrigerated units that will meet the needs of our students at all District locations.

Outcome(s) expected (qualitative/quantitative)

How does this goal align with your department mission statement, the College's Strategic Plan, and /or Guided Pathways?

Expected goal completion date

2/3/2023

Goal 2

Description

Reclassify current positions to meet the increasing demands of the Office of Student Life & Leadership.

How will you complete this goal? Include strategies and a timeline for implementation.

Outcome(s) expected (qualitative/quantitative)

How does this goal align with your department mission statement, the College's Strategic Plan, and /or Guided Pathways?

Expected goal completion date

12/16/2022

Goal 3

Description

Find operational space to meet the ever growing basic needs services and operations for students.
Remodel the former Campus Police Building in lot 1/2.

How will you complete this goal? Include strategies and a timeline for implementation.

We are fortunate to be authorized to reconfigure the old Campus Police building in lot 1. DSA building constraints with the facility limit our ability to do a complete remodel. We are currently working with facilities and IS partners to update a single stall, non-binary shower area and add plumbing for washers and dryers. The minimal upgrade will allow for services in that area as early as June 2023. The other interior spaces will be cleaned up.

Goal includes:

1. Director, Basic Needs Resources and Services office space.
2. Administrative assistant space and student staff work space.
3. Comets Closet will have a small dedicated space for free clothing available for students using the Center.

Resting pods

Outcome(s) expected (qualitative/quantitative)

How does this goal align with your department mission statement, the College's Strategic Plan, and /or Guided Pathways?

Expected goal completion date

6/30/2023

Goal 4

Description

Hire the mandatory Basic Needs permanent position.

How will you complete this goal? Include strategies and a timeline for implementation.

Human Resource Services to approve a new positions for Director, Basic Needs Resources and Services. Begin recruitment and hire. This was extended already from June 2022 to June 2023.

Outcome(s) expected (qualitative/quantitative)

Employing a Director level position to oversee all operations at all locations and hire appropriate staff to meet the needs of the District.

How does this goal align with your department mission statement, the College's Strategic Plan, and /or Guided Pathways?

This has been a priority for a year. We are in jeopardy of losing state funding if we do not get this position hired soon.

Expected goal completion date

3/17/2023

Goal 5

Description

Expand basic needs resources at all District locations.

How will you complete this goal? Include strategies and a timeline for implementation.

Create adequate, confidential (when required) offices and works stations for employees to include the Basic Needs Director, Case Manager, operational staff, student staff, and areas for outside community resources to provide direct services to students from on campus office.

Outcome(s) expected (qualitative/quantitative)

Appropriate staffing is required and overdue.

We will be able to serve more student on a daily basis including some evening hours at all District locations.

How does this goal align with your department mission statement, the College's Strategic Plan, and /or Guided Pathways?

Student Life & Leadership provides basic needs resources and operations. This will be an ongoing and expansive operation. The needs are growing and the state is providing funding to insure success.

Expected goal completion date

6/30/2023

Goal 6

Description

Rewrite and update District procedures AP 5500, 5520, and 5530.

How will you complete this goal? Include strategies and a timeline for implementation.

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Outcome(s) expected (qualitative/quantitative)

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How does this goal align with your department mission statement, the College's Strategic Plan, and /or Guided Pathways?

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Expected goal completion date

5/5/2023

Goal 7
Description
Create a partnership with Faculty Senate to develop a new District Policy and Procedure for Academic Integrity BP/AP 5505.
How will you complete this goal? Include strategies and a timeline for implementation.
Outcome(s) expected (qualitative/quantitative)

How does this goal align with your department mission statement, the College's Strategic Plan, and /or Guided Pathways?

Expected goal completion date

2/24/2023

Goal 8

Description

Create a Basic Needs and Resources Advisory Committee.

How will you complete this goal? Include strategies and a timeline for implementation.

Once we have the Director position filled, we can move forward on developing the advisory committee.

Outcome(s) expected (qualitative/quantitative)

How does this goal align with your department mission statement, the College's Strategic Plan, and /or Guided Pathways?

--

Expected goal completion date

4/7/2023

Goal 9

Description

Create emergency safe spaces for students facing unsheltered living circumstances or facing housing insecurity.

How will you complete this goal? Include strategies and a timeline for implementation.

Staffing and legislative challenges.

Outcome(s) expected (qualitative/quantitative)

--

How does this goal align with your department mission statement, the College's Strategic Plan, and /or Guided Pathways?

--

Expected goal completion date

6/30/2023

Goal 10

Description

Create adequate, confidential (when required) offices and works stations for employees to include the Basic Needs Director, Case Manager, Cal Fresh staff, operational staff, student staff, and areas for outside community resources to provide direct services to students from on campus office.

How will you complete this goal? Include strategies and a timeline for implementation.

Outcome(s) expected (qualitative/quantitative)

How does this goal align with your department mission statement, the College's Strategic Plan, and /or Guided Pathways?

Expected goal completion date

Goal 11

Description

Partner with private organization to purchase or have donated a box truck with a tommy gate to help with large scale food and diapers pick-ups and distributions.

How will you complete this goal? Include strategies and a timeline for implementation.

This will be a task assigned to the long awaited basic needs director. The timeline for hiring the position is our number one priority and shortly thereafter we will work with the new director to facilitate the goal.

Outcome(s) expected (qualitative/quantitative)

The ability to pick up much larger quantities of food and basic needs supplies. This is also important as we open the remodeled/refurbished campus police building and convert it into the basic needs center. There is a locked access gate that can store the truck and is located at an easy access point at the front of the campus off Mission Rd.

How does this goal align with your department mission statement, the College's Strategic Plan, and /or Guided Pathways?

Continue to serve more students as we attempt to assist in meeting their basic needs.

Expected goal completion date

6/2/2023

Goal 12

Description

Associated Student Government (ASG) Tentative Goals 2022-2023

Main Goals: A plausible idea that ASG in general & as a whole can make come true this year, for the sake of our leadership &/or student and campus life.

Bullet points: Sub-goals, ways in which we could aim to resolve the main goal. By completing a bullet point, we would ideally be one step closer to fulfilling the overall main goal listed above that particular bullet set.

Things to consider: Wording, Doability, Inaccessibility, possible time constraints, etc.

1. Implement more basic resources for students through established groups/programs on campus.
2. Get more support and traffic for the PRIDE Center
3. Help promote accessibility for and awareness of the DRC + its resources
4. Promote location & uses of the Student Health center
5. Have EOPS & TRIO SSS be involved in promotional collabs in order for more students to gain their resources (invite Trio SSS & EOPS to events normally held for clubs like Halloween & Winter Fest)
6. Have ASG members personally interact more with students on campus during events held by our ASG and other groups.
7. Assign delegates +/- or senators to walk around and promote IDs and Comet Hours on said event days, rotating as req'd participation
8. Have ASG members attend club meetings and collab at least x times a semester & report experiences back to ASG
9. Sign up sheets for ASG members to participate in at least (x) rotation of other events on campus & report back (improvements, comments, good/bad use of student union, etc.)
10. Be more active on other Palomar campuses and promote student life there.
11. Hold an official ASG meeting at every other campus at least once a semester this year.
12. Host at least one event / comet hour at the other sites once a semester
13. Extend surveys, QR codes, etc. out to the other campuses' students virtually and/or on flyers and bulletin boards (beneficial for us to see what their unique needs are- i.e. homelessness issues, inadequate campus security, clubs/student life, etc.)
14. Provide accommodating services available to all students that especially benefit those under special circumstances
15. Get an approval on a program or special permits for overnight parking at SM Campus
16. Implement a free or low-cost laundromat at SM Campus for students
17. Advocate for student housing plan including but not limited to: Transitional, Immediate, and Emergency housing services
18. Provide a ballot drop off box on campus to give students easy access to voting.
19. Possibly allowing the community around the Palomar San Marcos campus to gain access to this as well

RESOURCES

Congratulations! You are nearing completion. In this section, you will consider the resources you need to implement your three-year program review plan and/or address any findings from your assessment of your discipline.

The section is organized into the following five parts:

PART 1: Staffing Needs (Faculty and Additional Staff)

PART 2: Budget Review

PART 3: Technology Needs

PART 4: Facilities Needs

PART 5: One Time Request for Other Needs (NonTechnology Equipment, Supplies, Operating Expenses, Travel)

Reflect upon the three year plan you created above, your current operations, and any upcoming factors (retirements, changes in legislation, and changes in policies or procedures) that will impact your unit. How will you allocate resources to implement your plan? Describe additional resources needed to improve the effectiveness of your unit/program. All resource requests must be aligned with the College's [Strategic Plan 2022](#).

Summarize any reallocation/re-organization of resources you are making based upon your three-year plan, your current operations, and any other factors (e.g., legislation). Describe the impact of the reallocation of resources to your unit.

NOTE: All requests listed in the PRP will be reviewed by deans and supervisors, then forwarded to the appropriate review group for prioritization. A resource requests approved to move forward in the review process does NOT guarantee a position or funding.

PART 1: STAFFING NEEDS

This year, units are asked to identify new positions only as part of the PRP process. Vacant positions will be addressed outside of the PRP process.

If you are requesting STAFF, please fully complete this section. If not, you can skip to the next resource section. Click "+Add Staff, CAST, AA request" below for each additional request.

When considering the funds required for a position, consult the HR website for position salary schedule and the [Benefits Worksheet](#) for additional costs related to benefits for the position.

Are you requesting new Classified, CAST, or AA positions?

☐ Yes ☐ No

REQUEST FOR ADDITIONAL CLASSIFIED, CAST, AA

Staff, CAST, AA request 1

Title of position

Director, Basic Needs Resources and Services

Is the position request for AA, CAST, or Classified staff?

AA

Is this request for a full-time or part-time position?

☒ Full Time ☐ Part Time

☐

How does the position fill a critical need for current, future, or critical operations? (e.g. accreditation, health and safety, regulatory, legal mandates, institutional priorities, program trend analyses of growth/stability.)

Mandated and ongoing funding provided by the state in 2021.

Does the position assist in establishing more efficient District Operations through either of the following: reorganization/restructuring OR use of technology?

Reorganization and restructuring.

Is there funding that can help support the position outside of general funds?

☒ Yes ☐ No

What funding would support this position?

Basic Needs ongoing grant funding.

Describe how this position helps implement or support your three-year PRP plan.

The Director, Basic Needs and Resource Services will provide much needed support with our Basic Needs services and operations already underway. We need a dedicated administrator to oversee ongoing services and add additional services that are beneficial to meeting the basic needs of our students.

We are also revamping the Old Campus Police building into a Basic Needs Center. The center has enormous potential to create the safe spaces needed to support our basic needs programs and services.

We also are looking forward to having a larger footprint at all centers. Managing and coordinating all operations through an equity lens and a comprehensive basic needs framework are critical for the success of our students.

Many items have been placed on the back burner while waiting for approval to go out to hire the Basic Needs Director. Projects are in the works but need the funded position to be filled before we lose ongoing and one time funding. This position has been listed as a priority hire for almost a year.

Strategic Plan 2022 Objective

☐ 1:1

☐ 1:2

☒ 1:3

☐ 1:4

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Refer to the Palomar College [Strategic Plan 2022](#)

If the position is not moved forward for prioritization, how will you address this need?

Unable to meet the growing basic needs of our students in their ability to successfully complete their academic pursuits at Palomar College.

Staff, CAST, AA request 2

Title of position

Case Manager, Student Life & Leadership

Is the position request for AA, CAST, or Classified staff?

AA

Is this request for a full-time or part-time position?

☒ Full Time ☐ Part Time

☐

How does the position fill a critical need for current, future, or critical operations? (e.g. accreditation, health and safety, regulatory, legal mandates, institutional priorities, program trend analyses of growth/stability.)

Institutional priorities around assisting students through completion and transfer.

Does the position assist in establishing more efficient District Operations through either of the following: reorganization/restructuring OR use of technology?

Reorganization and restructuring.

Is there funding that can help support the position outside of general funds?

☐ Yes ☒ No

Describe how this position helps implement or support your three-year PRP plan.

Juggling the work load as it pertains to students sent to our office for a conduct violation often presents itself as combined basic needs challenge and a student conduct allegation. As we begin an intrusive conversations with students, we find out very early that they are struggling with housing, hunger, abuse, and much more. Students struggling with basic needs such as food and housing, are facing much larger challenges than completing course work, and inappropriate behavior manifests in the classroom. Frequently, student conduct cases are directly related to basic needs and students struggling to stay in school. The case manager helps keep track of all the students our office is working with and connected to through various internal operations. The case manager is necessary to check in with them weekly, assists them with community resources and services and provide and connect all the moving parts and pieces of the student journey.

Strategic Plan 2022 Objective

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Refer to the Palomar College [Strategic Plan 2022](#)

If the position is not moved forward for prioritization, how will you address this need?

We will do the best we can but students will fall through the cracks. We simply can't keep track of all of them and spend the time required to get them connected to resources, get them back on the path, and keep them on the completion path.

Staff, CAST, AA request 3

Title of position

Staff Assistant

Is the position request for AA, CAST, or Classified staff?

Classified

Is this request for a full-time or part-time position?

☒ Full Time ☐ Part Time

☐

How does the position fill a critical need for current, future, or critical operations? (e.g. accreditation, health and safety, regulatory, legal mandates, institutional priorities, program trend analyses of growth/stability.)

Our operations are extensive. We have one Administrative Assistant II trying to do all the required paperwork for the ASG, ICC, clubs, deposits, activities, commencement, travel intents, conference registrations, travel docs and reconciliations, PO's, requisitions, basic needs, constant walk-in's and phone calls, some conduct related functions, unlock doors, postings, signature gathers, vendors, manage IS access forms, submit facilitron requests and track approvals, assist the Director, Supervisor, Student Activities Coordinator when replaced, and the Basic Needs Director (if approved and hired), Cal Card reconciliations, and help in overall operations. Often, it is all hands on deck and little time to actually complete required paperwork.

We only have one Administrative Assistant II and as described below in the support of our three-year plan of the PRP. One person is not enough to assist with all operations, requirements and services, including the data tracking connectivity we are desperately lacking. This staff position will serve all areas of operations.

Does the position assist in establishing more efficient District Operations through either of the following: reorganization/restructuring OR use of technology?

Reorganization and restructuring.

Is there funding that can help support the position outside of general funds?

☐ Yes ☒ No

Describe how this position helps implement or support your three-year PRP plan.

Research around student engagement has demonstrated the need for extra-curricular and co-curricular activities and programming to assist students in creating a sense of belonging on campus. Engagement activities provide valuable opportunities to build community and create an inclusive atmosphere for the rich diversity our students bring to our campus community. We need assistance in managing, developing, providing all types of events and this positions will assist with required paperwork, communication, and participation with the ASG, ICC, clubs, student activities coordinator and intersectionality of all department functions.

We have unique and extensive cross-over between all operations and we rely on each other for support, creativity, problem solving, all hands on deck perspectives when necessary, and overlapping resources.

Strategic Plan 2022 Objective

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Refer to the Palomar College [Strategic Plan 2022](#)

If the position is not moved forward for prioritization, how will you address this need?

We will continue to do the best we can with limited staffing.

Staff, CAST, AA request 4

Title of position

Senior Director, Student Life & Leadership Reclass - proposal to reclass the Director to Senior Director

Is the position request for AA, CAST, or Classified staff?

AA

Is this request for a full-time or part-time position?

☒ Full Time ☐ Part Time

☐

How does the position fill a critical need for current, future, or critical operations? (e.g. accreditation, health and safety, regulatory, legal mandates, institutional priorities, program trend analyses of growth/stability.)

New legislation, grant funded programs and mandates, expanding operations, legislative and District policy timelines for compliance, Title IX, campus safety, institutional priorities around meeting the needs of all our students, increase in conduct cases, and overall increasing demands on the department our well outside the job description of the current director position.

Does the position assist in establishing more efficient District Operations through either of the following: reorganization/restructuring OR use of technology?

Reorganizing and restructuring the overall operations of the Office of Student Life Leadership with reclassification of the director into a senior director position allows for appropriate growth and oversight of new programs and expansion of operations. Retaining the structure as it is prevents succession planning, limits the scope of operations and will lead to director positions reporting to the current director.

As the District looks at trends and eventually major intra-structural advancements for all student life operations, as examples; emergency housing (safe parking lots or overnight sleeping spaces), student housing on site, campus safety, and large scale basic needs operations, the current structure will not support early preparation for the changes coming to the District. We are barely keeping up now.

The current director is doing the work of a senior director and doing more than the duties found in the job description.

Is there funding that can help support the position outside of general funds?

☐ Yes ☐ No

Describe how this position helps implement or support your three-year PRP plan.

Growth of operations is clearly evident with ongoing grant funding and mandates from the state. We are doing good work, but a reclass is needed in order to reorganize operations. We want to be in a position to hire experienced educational professionals in our office to meet the increasing needs of our students and provide the best college experience as possibly when using all of our services.

Strategic Plan 2022 Objective

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Refer to the Palomar College [Strategic Plan 2022](#)

If the position is not moved forward for prioritization, how will you address this need?

We will continue to do the work as best as we can.

Staff, CAST, AA request 5

Title of position

Supervisor, Student Life & Leadership Reclass - proposal to reclass the Supervisor to Director

Is the position request for AA, CAST, or Classified staff?

AA

Is this request for a full-time or part-time position?

☒ Full Time ☐ Part Time

☐

How does the position fill a critical need for current, future, or critical operations? (e.g. accreditation, health and safety, regulatory, legal mandates, institutional priorities, program trend

analyses of growth/stability.)

New legislation, grant funded programs and mandates, expanding operations, legislative and District policy timelines for compliance, Title IX, campus safety, institutional priorities around meeting the needs of all our students, increase in conduct cases, and overall increasing demands on the department our well outside the job description of the current director position.

Does the position assist in establishing more efficient District Operations through either of the following: reorganization/restructuring OR use of technology?

Reorganizing and restructuring the overall operations of the Office of Student Life Leadership with reclassification of the supervisor into a director position allows for appropriate growth and oversight of new programs and expansion of operations. Retaining the structure as it is prevents succession planning, limits the scope of operations and will lead to director positions reporting to the current director.

As the District looks at trends and eventually major intra-structural advancements for all student life operations, as examples; emergency housing (safe parking lots or overnight sleeping spaces), student housing on site, campus safety, and large scale basic needs operations, the current structure will not support early preparation for the changes coming to the District. We are barely keeping up now.

The current supervisor is doing the work of a director and doing more than the duties found in the job description.

Is there funding that can help support the position outside of general funds?

☐ Yes ☒ No

Describe how this position helps implement or support your three-year PRP plan.

Growth of operations is clearly evident with ongoing grant funding and mandates from the state. We are doing good work, but a reclass is needed in order to reorganize operations. We want to be in a position to hire experienced educational professionals in our office to meet the increasing needs of our students.

Strategic Plan 2022 Objective

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Refer to the Palomar College [Strategic Plan 2022](#)

If the position is not moved forward for prioritization, how will you address this need?

We will continue to do the best we can.

PART 2: BUDGET REVIEW

Review your Budget/Expenditure reports for 2019, 2020, 2021. Consider your three-year PRP plan.

Click on the link below to access directions to the *Available Budget Report* to complete this section.

[How to Request the Available Budget Report](#)

Reflecting on your three-year PRP plan, are there any budget considerations you would like your dean/supervisor to be aware of for the upcoming year?

☒ Yes ☐ No

What budget considerations would you like your dean/supervisor to be aware of or to consider? Please be as specific as possible. For example, if you need an increase in the 40000 account and a decrease in the 23000 account, describe what increase your department needs, how much, and a description of why the department needs the adjustment.

Based on the increased costs associated with the in-person/onsite Commencement Ceremony, we are asking for an increase of \$10,000 to the Commencement Budget. Overtime pay for PCTV, Facilities, IS and other ADA accessibility closed captioned requirements will require the 2000's to be increased to support the 2023 Commencement Ceremony. All costs have increased and since all individual department budgets no longer support commencement expenditures, it is necessary to increase the budget.

The Student Life and Leadership budget has not been increased in years. We are requesting an increase to the office budget to assist with programing, operations and necessary rebranding of canopies used at all Office of Student Life and Leadership events and functions. Our operational canopies are over 10 years old and they all say "Office of Student Affairs". We changed our department name about 5 years ago to Office of Student Life and Leadership. Canopies are in the 4000 account expenditures and our operational supplies are expended from the 5000's.

Reminder: Data does not autosave. Save this content before moving to the next section or closing form.

PARTS 3, 4 and 5 – TECHNOLOGY, FACILITIES AND OTHER NEEDS

1. One-Time Fund Requests. Through the PRP process the college implements an approach for prioritizing and allocating one-time needs/requests. Prioritization takes place through the appropriate groups, leadership, and the Budget Committee. The executive team and Resource Allocation Committee consider various sources for funding PRP requests. Resource requests also inform the larger planning process like Scheduled Maintenance Plans, Staffing Plans, and institutional strategic planning.

For more information about funding sources available, see [IELM BLOCK GRANT, LOTTERY, PERKINS AND STRONG WORKFORCE GUIDELINES](#) (on the left menu of the webpage).

If you are a CTE program and think you may qualify for CTE funds for your PRP request(s), you are STRONGLY encouraged to answer the call for Perkins/Strong Workforce grant applications in February. Contact the Dean of CTEE for additional information.

Consider submitting one-time requests only if you have verified that you cannot fund the request using

your general discretionary funds or other funds.

2. Technology and Facilities Review. Requests for technology and facilities are assessed by the Deans and then, if appropriate forwarded to the proper institutional group (e.g., technology review committee, or facilities) for review and feedback.

PART 3: TECHNOLOGY NEEDS

Will you be requesting any technology (hardware/software) this upcoming year?

☒ Yes ☐ No

Technology Request

Click "+Add Technology Request" below to include additional requests.

Technology Request 1

What are you requesting?

Work stations for new positions once they are hired. We will need four (4) computers and key boards, three (3) phones, three (3) computer cameras, upon staffing approvals and new hires. One of the computer and key board systems is for a PAT computer system for the Basic Needs Center.

Is this a request to replace technology or is it a request for new technology?

New Technology

Provide a detailed description of the the request. Include in your response:

a. Description of the need? (e.g., SLO/SAO Assessment, PRP data analysis)

2021-2022 PRP Goal 10.
2022-2023 PRP Goal 3, 4, 5

b. Who will be impacted by its implementation? (e.g., individual, groups, members of department)

Student Life and Leadership employees and students.

c. What are the expected outcomes or impacts of implementation?

Improved services.

d. Timeline of implementation

As soon as new employees are hired.

What is the anticipated cost for this request? If any, list ongoing costs for the technology (licences, support, maintenance, etc.).

\$25,000 estimated.

Do you already have a budget for this request?

Yes

What PRP plan goal/objective does this request align with?

2021-2022 PRP Goal 10.
2022-2023 PRP Goal 3, 4, 5

What Strategic Plan 2022 Goal/Objective does this request align with?

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Click here to access [Strategic Plan 2022](#)

If you have multiple requests for technology and had to prioritize, what number would give this? (1 = Highest)

2

What impacts will this request have on the facilities/institution (e.g., water/electrical/ADA compliance, changes to a facility)?

None known.

Will you accept partial funding?

☒ Yes ☐ No

Technology Request 2

What are you requesting?

One large copier/scanner for the Basic Needs Center.

Is this a request to replace technology or is it a request for new technology?

New Technology

Provide a detailed description of the the request. Include in your response:

a. Description of the need? (e.g., SLO/SAO Assessment, PRP data analysis)

2021-2022 PRP Goal 10.
2022-2023 PRP Goal 3, 4, 5

b. Who will be impacted by its implementation? (e.g., individual, groups, members of department)

Department staff and students.

c. What are the expected outcomes or impacts of implementation?

Expanded services.

d. Timeline of implementation

As soon as the old campus police building is ready for use as the Basic Needs Center.

What is the anticipated cost for this request? If any, list ongoing costs for the technology (licences, support, maintenance, etc.).

\$9,000 estimated

Do you already have a budget for this request?

Yes

What PRP plan goal/objective does this request align with?

2021-2022 PRP Goal 10.
2022-2023 PRP Goal 3, 4, 5

What Strategic Plan 2022 Goal/Objective does this request align with?

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Click here to access [Strategic Plan 2022](#)

If you have multiple requests for technology and had to prioritize, what number would give this? (1 = Highest)

3

What impacts will this request have on the facilities/institution (e.g., water/electrical/ADA compliance, changes to a facility)?

None known.

Will you accept partial funding?

☒ Yes ☐ No

Technology Request 3

What are you requesting?

Distribution Lockers at each District Location. They require a network feed.

Is this a request to replace technology or is it a request for new technology?

New Technology

Provide a detailed description of the the request. Include in your response:

a. Description of the need? (e.g., SLO/SAO Assessment, PRP data analysis)

2021-2022 PRP Goal 10.
2022-2023 PRP Goal 3, 4, 5

b. Who will be impacted by its implementation? (e.g., individual, groups, members of department)

Department and students

c. What are the expected outcomes or impacts of implementation?

Equity and access improvements at all District locations and enhancing Basic Needs operations at all District locations.

d. Timeline of implementation

January 2023

What is the anticipated cost for this request? If any, list ongoing costs for the technology (licences, support, maintenance, etc.).

Student Equity grant funds and or Basic Needs grant funds have been allocated for ongoing licensing costs, if necessary. It appears the District is already under contract with Quadient which reduces licensing fees significantly.

Do you already have a budget for this request?

Yes

What PRP plan goal/objective does this request align with?

2021-2022 PRP Goal 10.
2022-2023 PRP Goal 3, 4, 5

What Strategic Plan 2022 Goal/Objective does this request align with?

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Click here to access [Strategic Plan 2022](#)

If you have multiple requests for technology and had to prioritize, what number would give this? (1 = Highest)

1

What impacts will this request have on the facilities/institution (e.g., water/electrical/ADA compliance, changes to a facility)?

Electrical and data requirements.

Will you accept partial funding?

☒ Yes ☐ No

Technology Request 4

What are you requesting?

Update TV monitors inside the Student Union and interior sound system.

Is this a request to replace technology or is it a request for new technology?

Replacement of Technology

Who is the current user of the requested replacement technology?

Student Life & Leadership and many departments and programs across campus access the monitors.

Provide a detailed description of the the request. Include in your response:

a. Description of the need? (e.g., SLO/SAO Assessment, PRP data analysis)

This has been in our PRP's for years.

b. Who will be impacted by its implementation? (e.g., individual, groups, members of department)

Students, and the District at large.

c. What are the expected outcomes or impacts of implementation?

Emergency notifications.

d. Timeline of implementation

When funding is available.

What is the anticipated cost for this request? If any, list ongoing costs for the technology (licences, support, maintenance, etc.).

\$75,000

Do you already have a budget for this request?

No

What PRP plan goal/objective does this request align with?

In the last 8 years of PRP's.

What Strategic Plan 2022 Goal/Objective does this request align with?

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Click here to access [Strategic Plan 2022](#)

If you have multiple requests for technology and had to prioritize, what number would give this? (1 = Highest)

5

What impacts will this request have on the facilities/institution (e.g., water/electrical/ADA compliance, changes to a facility)?

Assists with emergency notifications, adds programing value for students and departments requesting use of the SU for events an District wide events such as Plenary.

Will you accept partial funding?

☒ Yes ☐ No

Technology Request 5

What are you requesting?

Upgrade or replacement of the SU outdoor monitors.

Is this a request to replace technology or is it a request for new technology?

New Technology

Provide a detailed description of the the request. Include in your response:

a. Description of the need? (e.g., SLO/SAO Assessment, PRP data analysis)

In PRP's for the last 7-8 years.

b. Who will be impacted by its implementation? (e.g., individual, groups, members of department)

District and students.

c. What are the expected outcomes or impacts of implementation?

Important and emergency announcements for student and the District.

d. Timeline of implementation

When funding is available.

What is the anticipated cost for this request? If any, list ongoing costs for the technology (licences, support, maintenance, etc.).

\$120,000

Do you already have a budget for this request?

No

What PRP plan goal/objective does this request align with?

It has been an ongoing PRP request for years.

What Strategic Plan 2022 Goal/Objective does this request align with?

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Click here to access [Strategic Plan 2022](#)

If you have multiple requests for technology and had to prioritize, what number would give this? (1 = Highest)

6

What impacts will this request have on the facilities/institution (e.g., water/electrical/ADA compliance, changes to a facility)?

Unknown but there will be electrical energy usage required to operate the monitors.

Will you accept partial funding?

☐ Yes ☒ No

Technology Request 6

What are you requesting?

Student Union speakers to include wireless options to add audio to the east and west exterior spaces of the SU building for large events. They may need to run in conjunction with the indoor speakers but must also be able to be used independently and individually as combined (inside, outside east and west), exterior only east and exterior only west. Depending on technology, the outdoor systems should be wireless and have connectivity to wi-fi by using an I-Pad. An interior power switch will be required to use the exterior speakers to prevent folks from connecting to the speakers without approval.

Is this a request to replace technology or is it a request for new technology?

New Technology

Provide a detailed description of the the request. Include in your response:

a. Description of the need? (e.g., SLO/SAO Assessment, PRP data analysis)

Ongoing form many years and included in PRP's each year.

b. Who will be impacted by its implementation? (e.g., individual, groups, members of department)

Students and the District.

c. What are the expected outcomes or impacts of implementation?

Ability to hear speakers and presentations inside and outside the Student Union.

d. Timeline of implementation

When funding is available.

What is the anticipated cost for this request? If any, list ongoing costs for the technology (licences, support, maintenance, etc.).

\$20,000

Do you already have a budget for this request?

No

What PRP plan goal/objective does this request align with?

Ongoing and included in PRP's for many years.

What Strategic Plan 2022 Goal/Objective does this request align with?

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Click here to access [Strategic Plan 2022](#)

If you have multiple requests for technology and had to prioritize, what number would give this? (1 = Highest)

4

What impacts will this request have on the facilities/institution (e.g., water/electrical/ADA compliance, changes to a facility)?

Possibly some electrical requirements and wi-fi access points.

Will you accept partial funding?

☐ Yes ☒ No

PART 4: FACILITIES REQUESTS

Do you have resource needs that require physical space or modification to physical space?

☒ Yes ☐ No

Please include only those facilities requests that could be accomplished within a one-year time frame and/or under a \$75,000 estimated amount. Other facilities needs, such as buildings or remodels, should come through the long-range facilities planning process.

Facilities Requests

Click "+Add Facility Request" below to include additional requests.

Facility Request 1

What are you requesting?

Phase1 updates to the old campus police building as it is being converted into the Basic Needs Center.

Provide a detailed description of the the request. Include in your response:

a. Description of the need? (e.g., SLO/SAO Assessment, PRP data analysis)

State mandated and assists our office in meeting the needs of our students.

b. Who will be impacted by its implementation? (e.g., individual, groups, members of department)

Students will have access to safe spaces including non-binary showers, laundry services, resting pods, meeting spaces for confidential meetings with campus and community partners, basic needs supplies such as hygiene kits, shampoo, soap, toothbrushes, diapers, baby formula, restorative justice opportunities, social justice programming, DEIAA trainings, connections to community resources, and so much more.

c. What are the expected outcomes or impacts of implementation?

Meeting the needs of our students especially around finding belonging and providing basic needs resources and assistance.

d. Timeline of implementation

The first phase of the project is to create one safe non-binary shower along with laundry facilities with staffing to provide services and oversee operations in the building by June 2023.

What is the anticipated cost for this request? If any, list ongoing costs for the request (additional equipment, support, maintenance, etc.).

The first phase is expected to cost approximately \$60,000. The Director of Facilities is providing approved state funding for some of the plumbing costs.
The Office of Student Life & Leadership is funding the costs that are not allowed by the state funding such as the locking systems, repairs to the gate, and technology needs.

Do you already have a budget for this request?

Yes

What PRP plan goal/objective does this request align with?

Goal #3

What Strategic Plan 2022 Goal/Objective does this request align with?

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Refer to the Palomar College [STRATEGIC PLAN 2022](#)

If you have multiple requests for facilities and had to prioritize, what number would you give this? (1 = Highest)

1

What impacts will this request have on the facilities/institution (e.g., water/electrical/ADA compliance, changes to a facility)?

Plumbing and electrical updates are required and facilities is aware of them.

Will you accept partial funding?

☐ Yes ☒ No

Facility Request 2

What are you requesting?

Finish installing ceiling tiles in SU-26, shampoo carpet, paint, and clean up the space so we can use it as a confidential office for the mandatory Cal Fresh employee.

Provide a detailed description of the the request. Include in your response:

a. Description of the need? (e.g., SLO/SAO Assessment, PRP data analysis)

State mandated dedicated Cal Fresh staff member available to assist students with Cal Fresh applications.

b. Who will be impacted by its implementation? (e.g., individual, groups, members of department)

Students

c. What are the expected outcomes or impacts of implementation?

Increasing Cal Fresh applications and eligibility for Cal Fresh resources.

d. Timeline of implementation

January 2023

What is the anticipated cost for this request? If any, list ongoing costs for the request (additional equipment, support, maintenance, etc.).

\$1000

Do you already have a budget for this request?

Yes

What PRP plan goal/objective does this request align with?

10

What Strategic Plan 2022 Goal/Objective does this request align with?

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Refer to the Palomar College [STRATEGIC PLAN 2022](#)

If you have multiple requests for facilities and had to prioritize, what number would you give this? (1 = Highest)

4

What impacts will this request have on the facilities/institution (e.g., water/electrical/ADA compliance, changes to a facility)?

None known.

Will you accept partial funding?

☒ Yes ☐ No

Facility Request 3

What are you requesting?

Assistance with electrical boxes to be used once we have approval to install Distribution Locker banks at all District locations.

Provide a detailed description of the the request. Include in your response:

a. Description of the need? (e.g., SLO/SAO Assessment, PRP data analysis)

The refrigerated and non-refrigerated lockers allows for distribution of perishable basic needs resources and diapers at all District locations.

b. Who will be impacted by its implementation? (e.g., individual, groups, members of department)

Students

c. What are the expected outcomes or impacts of implementation?

Meeting the needs of all students District wide with basic needs resources

d. Timeline of implementation

March 2023

What is the anticipated cost for this request? If any, list ongoing costs for the request (additional equipment, support, maintenance, etc.).

Minimal, under \$500

Do you already have a budget for this request?

Yes

What PRP plan goal/objective does this request align with?

#1 and #5

What Strategic Plan 2022 Goal/Objective does this request align with?

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Refer to the Palomar College [STRATEGIC PLAN 2022](#)

If you have multiple requests for facilities and had to prioritize, what number would you give this? (1 = Highest)

2

What impacts will this request have on the facilities/institution (e.g., water/electrical/ADA compliance, changes to a facility)?

Locations were approved by center directors, facilities and IS. Minimal impacts to District locations and will enhance services for our students.

Will you accept partial funding?

☒ Yes ☐ No

Facility Request 4

What are you requesting?

Box around and enclose the large venting ducts in SU-204.

Provide a detailed description of the the request. Include in your response:

a. Description of the need? (e.g., SLO/SAO Assessment, PRP data analysis)

SU-204 serves as the Diversity Center and official board room for the ASG, ICC and clubs. Hyflex was added and it is almost impossible to hear in the space.

b. Who will be impacted by its implementation? (e.g., individual, groups, members of department)

Students

c. What are the expected outcomes or impacts of implementation?

Conducting official business in a space that everyone can hear including those attending virtually.

d. Timeline of implementation

March 2023 - this has been discussed many times over the years.

What is the anticipated cost for this request? If any, list ongoing costs for the request (additional equipment, support, maintenance, etc.).

\$12,000

Do you already have a budget for this request?

Partial

What PRP plan goal/objective does this request align with?

ASG Goals #13

What Strategic Plan 2022 Goal/Objective does this request align with?

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☐ 1:2

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☐ 1:4

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Refer to the Palomar College [STRATEGIC PLAN 2022](#)

If you have multiple requests for facilities and had to prioritize, what number would you give this? (1 = Highest)

5

What impacts will this request have on the facilities/institution (e.g., water/electrical/ADA compliance, changes to a facility)?

ADA

Will you accept partial funding?

☒ Yes ☐ No

Facility Request 5

What are you requesting?

ADA accessible doors for SU 201, 202, 203, 204, 102, 40, 19.

Provide a detailed description of the the request. Include in your response:

a. Description of the need? (e.g., SLO/SAO Assessment, PRP data analysis)

Requested many times over the years.

b. Who will be impacted by its implementation? (e.g., individual, groups, members of department)

Students, employees, and guests.

c. What are the expected outcomes or impacts of implementation?

ADA access for students in student spaces.

d. Timeline of implementation

As decided by the District.

What is the anticipated cost for this request? If any, list ongoing costs for the request (additional equipment, support, maintenance, etc.).

Unknown

Do you already have a budget for this request?

No

What PRP plan goal/objective does this request align with?

Many, over the years, and it is vital that we continue to bring it forward as the District improves access.

What Strategic Plan 2022 Goal/Objective does this request align with?

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| <input type="checkbox"/> 3:4 | <input type="checkbox"/> 3:5 | <input type="checkbox"/> 4:1 | <input type="checkbox"/> 4:2 |
| <input type="checkbox"/> 4:3 | <input type="checkbox"/> 5:1 | <input type="checkbox"/> 5:2 | |

Refer to the Palomar College [STRATEGIC PLAN 2022](#)

If you have multiple requests for facilities and had to prioritize, what number would you give this? (1 = Highest)

6

What impacts will this request have on the facilities/institution (e.g., water/electrical/ADA compliance, changes to a facility)?

ADA

Will you accept partial funding?

☐ Yes ☒ No

Facility Request 6

What are you requesting?

Phase 2 Complete conversion of the old Campus Police building into the Basic Needs Center

Provide a detailed description of the the request. Include in your response:

a. Description of the need? (e.g., SLO/SAO Assessment, PRP data analysis)

State mandated and increases our ability to serve students.

b. Who will be impacted by its implementation? (e.g., individual, groups, members of department)

Students will have access to safe spaces including non-binary showers, laundry services, resting pods, meeting spaces for confidential meetings with campus and community partners, basic needs supplies such as hygiene kits, shampoo, soap, toothbrushes, diapers, baby formula, restorative justice opportunities, social justice programing, DEIAA trainings, connections to community resources, and so much more.

c. What are the expected outcomes or impacts of implementation?

Meeting the needs of our students especially around finding belonging and providing basic needs resources and assistance.

d. Timeline of implementation

Begin phase 2 as soon as phase one is complete.

What is the anticipated cost for this request? If any, list ongoing costs for the request (additional equipment, support, maintenance, etc.).

Anticipated \$60,000.

Do you already have a budget for this request?

Yes

What PRP plan goal/objective does this request align with?

Goal 3

What Strategic Plan 2022 Goal/Objective does this request align with?

- | | | | |
|------------------------------|------------------------------|---|------------------------------|
| <input type="checkbox"/> 1:1 | <input type="checkbox"/> 1:2 | <input checked="" type="checkbox"/> 1:3 | <input type="checkbox"/> 1:4 |
| <input type="checkbox"/> 1:5 | <input type="checkbox"/> 2:1 | <input type="checkbox"/> 2:2 | <input type="checkbox"/> 2:3 |
| <input type="checkbox"/> 2:4 | <input type="checkbox"/> 3:1 | <input type="checkbox"/> 3:2 | <input type="checkbox"/> 3:3 |
| <input type="checkbox"/> 3:4 | <input type="checkbox"/> 3:5 | <input type="checkbox"/> 4:1 | <input type="checkbox"/> 4:2 |
| <input type="checkbox"/> 4:3 | <input type="checkbox"/> 5:1 | <input type="checkbox"/> 5:2 | |

Refer to the Palomar College [STRATEGIC PLAN 2022](#)

If you have multiple requests for facilities and had to prioritize, what number would you give this? (1 = Highest)

6

What impacts will this request have on the facilities/institution (e.g., water/electrical/ADA compliance, changes to a facility)?

It will require water, electrical and ADA upgrades to the building.

Will you accept partial funding?

☒ Yes ☐ No

Facility Request 7

What are you requesting?

Bike Rack near Student Union

Provide a detailed description of the the request. Include in your response:

a. Description of the need? (e.g., SLO/SAO Assessment, PRP data analysis)

Students are continually bringing their bikes into the SU while they meet, eat, etc. This presents a safety hazard inside the building and often the custodial staff has already cleaned the area and bikes should not be coming into the SU. They need a place to lock up their bikes in the vicinity of the Student Union.

b. Who will be impacted by its implementation? (e.g., individual, groups, members of department)

Anyone accessing the SU will not have to worry about bikes in walkways and added cleaning requirements. And, preventing students riding their bikes in the SU.

c. What are the expected outcomes or impacts of implementation?

Increased safety

d. Timeline of implementation

July 2023

What is the anticipated cost for this request? If any, list ongoing costs for the request (additional equipment, support, maintenance, etc.).

unknown

Do you already have a budget for this request?

Partial

What PRP plan goal/objective does this request align with?

Primarily a safety issue, and prevention of several issues regarding campus safety and eliminating hazards inside of buildings.

What Strategic Plan 2022 Goal/Objective does this request align with?

- | | | | |
|------------------------------|------------------------------|---|------------------------------|
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| <input type="checkbox"/> 1:5 | <input type="checkbox"/> 2:1 | <input type="checkbox"/> 2:2 | <input type="checkbox"/> 2:3 |
| <input type="checkbox"/> 2:4 | <input type="checkbox"/> 3:1 | <input type="checkbox"/> 3:2 | <input type="checkbox"/> 3:3 |
| <input type="checkbox"/> 3:4 | <input type="checkbox"/> 3:5 | <input type="checkbox"/> 4:1 | <input type="checkbox"/> 4:2 |
| <input type="checkbox"/> 4:3 | <input type="checkbox"/> 5:1 | <input type="checkbox"/> 5:2 | |

Refer to the Palomar College [STRATEGIC PLAN 2022](#)

If you have multiple requests for facilities and had to prioritize, what number would you give this? (1 = Highest)

7

What impacts will this request have on the facilities/institution (e.g., water/electrical/ADA compliance, changes to a facility)?

Permanently installing a bike rack into the concrete. This would also include signs to indicate bikes need to be locked up outside of building.

Will you accept partial funding?

☒ Yes ☐ No

PART 5: OTHER ONE-TIME NEEDS

For more information about funding sources available, see [IELM BLOCK GRANT, LOTTERY, PERKINS AND STRONG WORKFORCE GUIDELINES](#) (on the left menu of the web page under "Instructional Funding Sources").

Do you have one-time requests for other items (e.g., Non-Technology Equipment, Supplies, Operating Expenses, Travel) that your budget or other funding sources will NOT cover?

☐ Yes ☒ No

☒ **I confirm that the Program Review is complete and ready to be submitted.**

Enter your email address to receive a copy of the PRP to keep for your records.

stitus@palomar.edu

Reminder: Data does not autosave. Save this content before moving to the next section or closing form.

Page 5 will show for reviewers (VP and/or Planning Councils) upon submission of the form.

FEEDBACK AND FOLLOW-UP

Once your Program/Unit PRP is completed, your division or planning council should review and discuss based on your Vice President's planning process. This area is intended for summary feedback and recommendations from the divisional review.

Confirmation of Review by Immediate Supervisor.

Immediate supervisor who reviewed PRP:

Sherry M. Titus

Sign Date

12/8/2022

If you are both the immediate supervisor and the VP for this area, please skip to the Vice President (or President) Review below.

FEEDBACK

Strengths and successes of the program/unit as evidenced by the data, analysis, and assessments:

The Office of Student Life and Leadership is doing great work. They are short staffed and continue to enhance programs and operations in meeting students where they are and address their needs with wrap around services.

Areas of Concern, if any:

Staffing

Recommendations for improvement:

Move forward with hiring much needed permanent staff, especially mandated and funded positions before compliance deadlines are missed.

Vice President (or President) Review

Strengths and successes of the discipline as evidenced by the data and analysis:

This program does exceptional work with limited staffing.

Areas of concern, if any:

The primary concern is the workload assumed by the director and support staff.

Recommendations for improvement:

Addressing student code of conduct violations is a significant part of this program and its day-to-day activities. In addition, ensuring the basic needs program is successful will require the hiring of a basic needs coordinator.

VP Name:

Brian Ellison

Signature Date:

3/9/2023