

Entry #: 69 - ---Student Life and Leadership

Status: Submitted

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2023-2024 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

Are you completing a Comprehensive or Annual PRP?

Annual

Division Name

Student Services

Department Name

SS Student Life and Leadership

Program/Unit Name

---Student Life and Leadership

Name of Person responsible for the Program/Unit

Pippa Pierce

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

Webpage URL 1

Unit webpage

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

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

Participant	Title
Pippa Pierce	Supervisor, Student Life & Leadership (SLL)
Brooke Beckett	Coordinator, Student Life & Leadership (SLL)

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

2.00

Number of Classified Staff

1.00

Number of CAST Staff

1.00

Number of Administrators

0.00

Number of Full-time Faculty

0.00

Part-Time Staff

Total Number of Permanent Part-time Staff

0.00

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

0.00

FTEF of Part-time Faculty

0.00

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

We operated with two short-term staff (Basic Needs) who neither completed the academic year. One established an off-campus FT position and the other quit after a few months. We also had a ST staff through CalFresh funds. She left the position right before Spring 2024 semester. We currently have one short-term Student Activities assistant who will leave June 30 to be a FT CSUSM student. We have also had ten total FWS students at various times this year.

Program/Unit Description

Have the services your unit performs changed in any way over the past year?

We have operated this year without an Administrative Specialist II or a Director.

The increased workload has fallen onto the remaining two FT employees and the cascading effect begins as projects were numerous, days are long, and some items must be put aside in order to complete department priorities. Rarely, if almost never, can we simply lock the door to students and staff to complete our work

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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?

SAOs SUMMARIES AND REFLECTIONS

Each of your program/unit SAOs should be assessed at least once every three years. If you have completed any SAO assessments over the past year, summarize what you learned from the assessment and what improvements you have implemented or plan to implement as a result of your SAO assessments. If you have not completed SAO assessments, document why (e.g., SAO was assessed last year).

SAOs

SAO 1

SAO Title

Student Club Activation

Assessment Status

Assessed

SAO Summary and Reflection

We have had as many as 28 clubs during the 2023-24 academic year. This is the most we have had since pre-Covid. Our new Student Activities Coordinator began in September 2023 and has helped tremendously for us to reach our goal. She will continue to work toward the 80% goal of reinstating clubs. Club Rush has already been established for Fall 2024 showing her commitment to outreach and establishing new clubs.

SAO 2

SAO Title

Provide Basic Needs Resources for Students

Assessment Status

Assessed

SAO Summary and Reflection

we have been able to utilize an online intake form that has significantly increased the number of new clients. WE have added 377 new clients from August 2023-May 2024.

2022 resulted in a distribution of over 20,000 pounds of food and resources and 1,372 students with 279 new clients. 2023 we distributed over 47,000 pounds of food with greater distribution to our Educational Centers. We also served 3,422 students with 411 new clients. 2024 (January through May) has already seen us distribute over 22,000 pounds of food, 1563 students and 205 new clients. We are definitely increasing distribution and look to improve and reassess once the Basic Needs Manager is on board.

Related Survey not completed and not assessed.

OTHER ASSESSMENT DATA

Review the Quantitative and Qualitative Data from your comprehensive review. If there are updates please describe them below. Completed comprehensive reviews can be found on the IRP website - "Completed PRPs".

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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 2024 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 with close to 600 students walking in the ceremony. The past seven years we have averaged 469. Taking into consideration the low turn out during 2020 and 2021 ceremonies as a result of COVID-19. The 2024 commencement ceremony was, hopefully, the final event to use the football practice field since the new athletic stadium should be complete and ready to host the 2025 commencement ceremony.

Our office continues to hire as many student staff as possible to assist with operations. We are very fortunate and grateful to hire students and continue our relationship with Rising Scholars. They 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. Prior students were being referred to our area for potential hire. Now, we may not even know they are part of Rising Scholars until they self-disclose. This speaks to the students working for us and serving as ambassadors that our area is producing quality work and promoting a safe place for their continued rehabilitation.

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, toothbrushes and toothpaste, soap, shampoo, binders, turkey drawings for holidays, and more. Our distribution numbers continue to rise and also reaching new students at a faster pace.

Our partnership with BHCS continues to grow as we work on protocols for sudden student deaths, our Student of Concern team grows to reach more students and ensure an holistic approach to assist students in crisis and adjudicating conduct cases. Additionally, Supervisor Pierce was a part of the Academic Integrity Task force which saw the establishment and eventual adoption of AP5505 to address a more consistent approach for faculty to handle cases of plagiarism, cheating, etc. This will be integral in the future for students to receive fair treatment across the campus. We continue to work with HR to improve adjudication of Title IX cases and need to continue working on Maxient access and develop their own incident reporting form. Additionally, workplace violence and the adoption of AB2683 will require further partnership to ensure students are receiving sexual harassment training.

Describe any recent changes in legislation, policies, procedures, processes, and/or technology (software and hardware) that have impacted or will impact your program/unit. What effect will these changes have on your program/unit?

AB 2683 (mandatory sexual harassment training) will be in partnership with HR, AB 367 (mandatory access to feminine hygiene products) increases workload and we are working with Facilities to ensure equitable distribution to all campuses; AB 963 (Civic Engagement) will be in partnership with Palomar PAO and ASG to ensure students are aware and have access to voting.

In addition to (or in response to) the changes listed above, what board policies, procedures, and processes need to be updated, created, or deleted?

Work needs to continue to update AP5520 and AP 5530. Some edits to AP 5500 but minimal. Additionally, AP 3900 should be reviewed due to increase in public protests and general civil unrest across the nation.

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PROGRESS ON PRIOR PRP GOALS

Review the goals listed on your comprehensive review and summarize progress you have made on the strategies for implementation. If your unit has experienced challenges implementing the goals, describe those challenges.

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

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

Prior PRP Goals

Goal 1

Brief Description

Create adequate office space for the ASG.

Choice

Ongoing

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 continue to try and improve their overall space. The remaining space is SU104 needs final assembly, naming (Meditation Room/Reflection Room, etc.) and then a Grand Opening for Fall 2024, hopefully. Next PRP this goal will no longer be a goal!

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.

Choice

Ongoing

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.

The PAT system still has not been implemented. A BSA would assist us tremendously (even if only PT) to assist with our data collection. MIS reporting is mandatory, and we have multiple physical areas to track. Additionally, our Food & Nutrition Center system is through the San Diego Food Bank and does not "communicate" with PeopleSoft. All students accessing this area need to be inputted manually! This process takes MANY hours to complete. This goal will remain until we can find a system to address.

Goal 3

Brief Description

Promote Awareness/Campaigns for Students to Register to Vote.

Choice

Ongoing

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.

AB963 is here and we are not fully compliant. Spring 2022, Jill D'Errico was assigned as our Civic and Voter Empowerment Coordinator. I am not sure if this has been updated nor does it fit with her current role. PAO, ASG and SLL staff are meeting in July to review the proposed plan submitted to the state and create a strategic plan for Fall 2024 and the upcoming November election.

Goal 4

Brief Description

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

Choice

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.

Although, there are already 15 stations on the main campus and one at each of the Ed Centers we will continue to work on this goal and look for improvements and ongoing funding to replace the mini fridges when needed.

Goal 5

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

Choice

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.

SU-19 for Student Activity Card, all benefits of card production, club home base; ASG has been settled into SU202, 203; ASU104 Reflection Room addressed in Goal 1.

Goal 6

Brief Description

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

Choice

Ongoing

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 have developed an area in SU-26 as a break room for short term/FWS employees. This space could be converted in the future. As the BN Center (CP Building) is further developed, we will continue to assess and determine what is needed for our changing/evolving staff.

Goal 7

Brief Description

Associated Student Government (ASG) GOALS:

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

2. Renovate the Student Union and ASG Offices - Completed
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 and evolves as new concerns arise
6. Pass a resolution at SSCCC General Assembly - Completed with assistance of Student Trustee
7. Recruit at least four student rep's for SSCCC Region X - Completed: President Garcia Mendez served as Delegate and Senator DeLaCruz served as the Communications Officer and then as the Regional Affairs Director. Currently our VP of Internal Affairs Blevins will serve as the Region X Communications Officer and ASG President Swearingen will serve as a Region X Delegate.
8. Make regular visits to local politicians to advocate for Palomar Student related issues - Ongoing, Not complete. However, Senator Peters did visit campus in the Fall of 2023 and we are planning on his return visit.
9. Invite speakers to come on campus and speak to students - Ongoing, however see No. 8 above
10. Compile legislative stances and initiatives to correspond with the ASG events calendar - ongoing
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 completed and no longer a goal; there will be laundry facilities (By appointment) in the new BN Center (CP Building)
13. Advocate for a Student Housing plan that will include Transitional, Immediate and Emergency Housing services - No longer a goal. District is reviewing and will vote on whether to move forward as a District.
14. Expand awareness of current Palomar services as they relate to Basic Need Resources (i.e. food pantry, free showers, scholarships, etc.) - Ongoing 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 - no longer a goal
18. Ensure PD training for LGBTQIA+ cultural competency and proficiency is mandatory at Palomar College District- no longer a goal
19. Develop 'ASG Listens' for coffee hours to ask the needs of DRC students and how to better serve them - Ongoing
20. Ensure PD training for cultural competency regarding students with disabilities is mandatory at

Palomar College's District- ongoing

- 21. Discuss with students their preferred notification method through an emergency threat system - no longer a goal
- 22. Webinar presentations by the police on safety measures that address issues of gun/bomb threats, personal attacks and irate students - In progress and need further discussion
- 23. Implement Coffee hours to ask the needs of Foster Youth students - not started

Choice

Completed

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.

These goals will be reviewed and revised with the new Dean, new Basic Needs Manager, new ASG Executive team and SLL staff.

The Vision Plan 2035 includes the College's Educational Vision Plan. Review the goals and objectives in the plan and identify 1-3 objectives that your unit supports. Describe how your unit helps to support those objectives.

Goal 1: Reimagine and redesign instruction and student services to increase success. Especially #2, 3, and 5. We continually work to improve our areas and create a space that students can access barrier-free support programs (basic needs, food services, extracurricular clubs/activities, student government, etc.).

These support services also assist with overall retention and matriculation of students to degree.

Goal 2: Invest in our people and processes. Fully support and work every day to meet these initiatives and improve existing services to create a safe and barrier-free environment for all students to access support services, shared governance, clubs/activities. We want our students to enhance their overall Palomar experience with what they access and experience through Student Life & Leadership.

Goal 4: Strengthen external partnerships and community relationships. With the hiring of a Basic Needs Manager, our community partnerships will increase exponentially with each passing year.

Describe any changes to your goals or three-year plan as a result of this annual update.

With a new Dean, new Basic Needs Manager, new Division Administrative Assistant, adding BHCS/SHC under the SLL umbrella will most certainly influence new and revised goals to align with the Vision Plan 2035 and to meet the demands of an expanding Office of Student Life & Leadership.

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 [Vision Plan 2035](#)

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

REQUEST FOR ADDITIONAL CLASSIFIED, CAST, AA

Staff, CAST, AA request 1

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

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. With the addition of a Basic Needs Manager and the past Director is now a Dean, the current structure unbalance and will not provide sustained organizational growth.

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 sustainable operations that are '

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?

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 and increasing demand for servcies.. We want to be in a position to hire experienced educational professionals in our office to meet the increasing needs of our students.

Vision Plan 2035 Goals and Objectives

1:2	2:3	2:7	4:4
2:1	2:4	3:7	5:2
2:2	2:5	4:1	5:5

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

We will continue to do the best we can to meet growing demands with lack of adequate staffing.

Staff, CAST, AA request 2

Title of position

Coordinator, Food & Nutrition Center

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

Classified

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

Full 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.)

With the growing demand on basic needs services and the current addition of a Basic Needs Manager, a Coordinator for the FNC will allow the Manager to focus on overall operations, growth of access to basic needs support and a Coordinator can grow are current operations.

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

A Coordinator will allow for more consistent operating hours for the FNC. Currently, we rely on FWS and that means the hours change every semester and, sometimes, daily if we don't have enough staff. This is creating a barrier for students who are only on campus at certain times. Additionally, there will be expanded services to the Educational Centers and attention to evening students.

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

Yes

What funding would support this position?

Possibly, with SB129 and/or potential future grants money could be allocated to this vital position

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

Growing demands from students mean more pressure on staffing to keep services open and available for ALL students. It will also keep us ahead of any CCCCCO regulations in the future.

Vision Plan 2035 Goals and Objectives

1:2	2:3	3:1	5:1
1:3	2:4	3:7	5:2
2:1	2:5	4:1	5:3
2:2	2:7	4:4	5:5

If the position is not moved forward for prioritization, how will you address this need?**Staff, CAST, AA request 3****Title of position**

Director of Conduct

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

AA

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

Full 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.)

with the demand on support services, this position would provide a dedicated individual to be THE main point of contact to process, assign and ensure we are compliant with district policies and timelines. Our current staff has each position with multiple duties and makes compliance very difficult and consistent "case management" is even more difficult. This position would also work directly with HR Manager EEO/Title IX compliance and adjudication.

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

More consistency in production and case adjudication in a timely manner. This is beneficial to the student and to the district in upholding district policies and daily evaluation of policies and procedures to ensure we are keeping up with federal, state and CCLC/CCCCO regulations.

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

No

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

More demands and the increasing number of incident reports require a more consistent eye on daily operations and compliance, collaboration with all parties (BHCS, Case Managers, BN, DRC, HR/Title IX, PCPD, etc.)

Vision Plan 2035 Goals and Objectives

2:1	2:4	2:7
2:2	2:5	3:7

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

We will continue to do the best we can.

Staff, CAST, AA request 4**Title of position**

Administrative Specialist I (or similar)

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

Classified

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

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.)

With ASG/Clubs, Student Activities, Basic Needs, Food & Nutrition Center, etc., there are multiple budgets and procedures required of SLL. Just working with approximately 10 budgets (ASG has 3 and includes individual accounts for EVERY student club which can total upwards of 30 in any given semester) and all associated revenue/deposits, ASG travel/rules and regs separate from regular district budgets, restricted/non-restricted, etc. is a full-time position. But, having, at minimum a part-time position would allow for the DAA to focus on running office operations, scheduling, Dean and demands from other staff.

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

Absolutely! It would also allow for further assistance with data collection and processing.

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

No

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

Demands grow from students, therefore there will more staffing demands.

Vision Plan 2035 Goals and Objectives

1:5	2:2	2:4	2:6
2:1	2:3	2:5	2:7

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 2021, 2022, 2023. 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

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 a minimum increase of \$15,000 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 2025 Commencement Ceremony. All costs have increased and since all individual department budgets no longer support commencement expenditures, it is necessary to increase the budget. Additionally, moving the ceremony may also increase unforeseen costs with the new venue. There will also be additional demands to make the ceremony more accessible event it means more onsite ASL interpreters.

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 well over 10 years old and they all say "Office of Student Affairs". We changed our department name about 7 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

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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 ad 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.

1.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

Technology Request

Technology Request 1

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 request. Include in your response:

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

this has been in the PRP's for several years now.

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

Emergency announcements for students/employees in the Student Union area. Could also include important event notices.

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

Additional notification to students and assist with our deaf student/employee population with a visual emergency notification.

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.).

has been estimated north of \$100,000 but not sure at this time

Do you already have a budget for this request?

No

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

improving our existing facilities and increasing accessibility

What Vision Plan 2035 Goal/Objective does this request align with?

1:3

2:6

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)?

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

Will you accept partial funding?

No

Technology Request 2

What are you requesting?

Student Card Reader system

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

New Technology

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

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

A card reader system should assist us tracking more closely student use of services and what they are being provided. this is crucial in the state mandated MIS reporting.

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

All of SLL operations and as the district continues to discuss mandatory student ID's, we will be working toward that end which would benefit the entire campus.

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

Data collection and, if we end up with mandatory Student ID cards, campus safety and authorized use of facilities and serves.

d. Timeline of implementation

when funding available.

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

unknown.

Do you already have a budget for this request?

No

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

What Vision Plan 2035 Goal/Objective does this request align with?

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)?

unknown

Will you accept partial funding?

Yes

PART 4: FACILITIES REQUESTS

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

Yes

Facilities Requests

Facility Request 1

What are you requesting?

ADA accessible doors for SU 201, 202, 203, 204, 104, 40, 19, CP

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)

Have requested at various times throughout the years. Accessibility! Especially SU 19, SU 40 and SU 201.

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

ADA access for students in student spaces.

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

ADA Access for students in student spaces

d. Timeline of implementation

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 Vision Plan 2035 Goal/Objective does this request align with?

1:3

2:5

3:1

5:2

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)?

ADA

Will you accept partial funding?

No

Facility Request 2**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 II as soon as possible.

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

Anticipated \$60,000-\$80,00.

Do you already have a budget for this request?

Yes

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

3

What Vision Plan 2035 Goal/Objective does this request align with?

1:3	2:4	2:6	3:1
2:3	2:5	2:7	5:2

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)?

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

Will you accept partial funding?

Yes

Facility Request 3**What are you requesting?**

Bike Rack near Student Union (also multiple use for scooters, skateboards, etc.)

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)**

With the increase in electric bikes, scooters, skateboards, etc. there are more on campus than ever before. 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?

Overall safety and students won't worry about their "vehicles" being stolen.

d. Timeline of implementation

July 2025

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 Vision Plan 2035 Goal/Objective does this request align with?

1:3

If you have multiple requests for facilities and had to prioritize, what number would you 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)?

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

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?

No

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

Yes

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

ppierce@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:**

Pippa Pierce

Sign Date

6/7/2024

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. Considering that the majority of the 23-24 AY there were only two FT staff. Yet, we continued to have fully functional ASG and all associated travel, increased the number of student clubs by over 50%, consistency in offices being open, increased Student Activity card sales (22-23=2969 compared to AY23-24 = 3301) and increased presence at Educational Centers for card sales, successful Commencement, etc. We are looking forward to increased staffing for they AY24-25.

Areas of Concern, if any:

Staffing!

Recommendations for improvement:

Move forward with continued hiring to meet the increasing demands of our students; basic needs, student conduct, case managers, administrative support, etc.

Vice President (or President) Review

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

Even with the department being down an administrator and an administrative specialist, Student Life & Leadership did an amazing job and had huge gains. An increase in student clubs and the increased food distribution was impressive. In addition, the ASG saw robust involvement this year from new student leaders. Very impressed, and appreciative, of Pippa, Brooke and all the short-term and student workers that kept the department operational during a critical transition.

Areas of concern, if any:

Recommendations for improvement:

With the Dean and Basic Needs Manager filled, the area can really begin to regroup and expand services. This includes working on finalizing the Basic Needs Hub. In addition, looking at new opportunities for student engagement across campus.

VP Name:

Nick Mata

Signature Date:

8/18/2024