

September 6, 2019

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**PRESIDENT'S OFFICE**

**First Things First**

I hope everyone is getting settled into the semester! Our enrollments are strong, the programs and services are being responsive to the needs of students. Thank you for all of your good work! While we are experiencing increased levels of success, we still have more opportunities to better serve and better support our students. Every day, it makes me proud to see the Palomar community making it possible for our students!

I have been working with the Foundation to engage donors and local hotels as we explore the possibilities of transitional housing to address the housing insecurities of our students. Director Rungaitis has established a committee to investigate options for our students. We will be moving forward with the RFQ to determine interest from developers. Stay tuned!

**San Marcos Chamber Educate & Update - Supervisor Jim Desmond, featured speaker**



Palomar representatives, Ryan Williams, Kim Hartwell and I attended the San Marcos Chamber Educate & Update breakfast meeting. Supervisor Desmond discussed the economic forecast in District 5 as well as the transportation challenges facing North county residents in relation to the SANDAG transit proposal. In our discussion with Supervisor Desmond he has agreed to tour the Fallbrook Education Center. We have discussed funding for a shuttle to transport residents from the interior parts of Fallbrook and the local high

schools to the Center. He has also agreed to make introductions with the honorary Mayor of Borrego Springs at the 2-day, 44th annual Borrego Days Desert Festival.

**New Partner Parent Institute for Quality Education (PIQE)**

Board President Evilsizer and I met with PIQE representatives, Carmen Russian, Patricia Mayer and Dalia Cordova to discuss a collaborative partnership with our high school partners. PIQE creates partnerships between parents, students, and educators to further the academic achievement of students. PIQE will team up with our middle school partners to engage parents and families.



Budget workshops will be held twice per day for 60 minutes on the dates listed below. Faculty and staff at the Education Centers will be able to join the workshops via Zoom. Presentations materials will be emailed in advance of the workshops. The first workshop on September 11 will center on the Cal Cards, FCMAT visit and a discussion on the early retirement program as part of our fiscal stewardship plan.

DATE	TIME AND LOCATION	TIME AND LOCATION
September 11	9:00 a.m. in MD-131	2:00 p.m. in MD-131
September 25	8:30 a.m. in MD-131	Noon in H-314
October 10	TBD	1:00 p.m. in HS-110
October 31	9:00 a.m. in MD-331	3:00 p.m. in MD-131
November 13	8:30 a.m. in MD-131	3:00 p.m. in MD-131
December 4	9:00 a.m. in MD-131	1:00 p.m. in MD-131
December 18	8:30 a.m. in MD-131	2:00 p.m. in MD-131

**MAKE SURE TO CELEBRATE HISPANIC HERITAGE MONTH!**

**OFFICE OF INSTRUCTION**

**2019 Summer Transition Program**

The second annual Summer Transition Program recognized nineteen program completers on August 8. Martin Leyva, program coordinator, did a wonderful job at recruiting and retaining these students. Brenda Hicks, from Student Equity, was also instrumental in assisting the students attending all Friday team-building field trips.

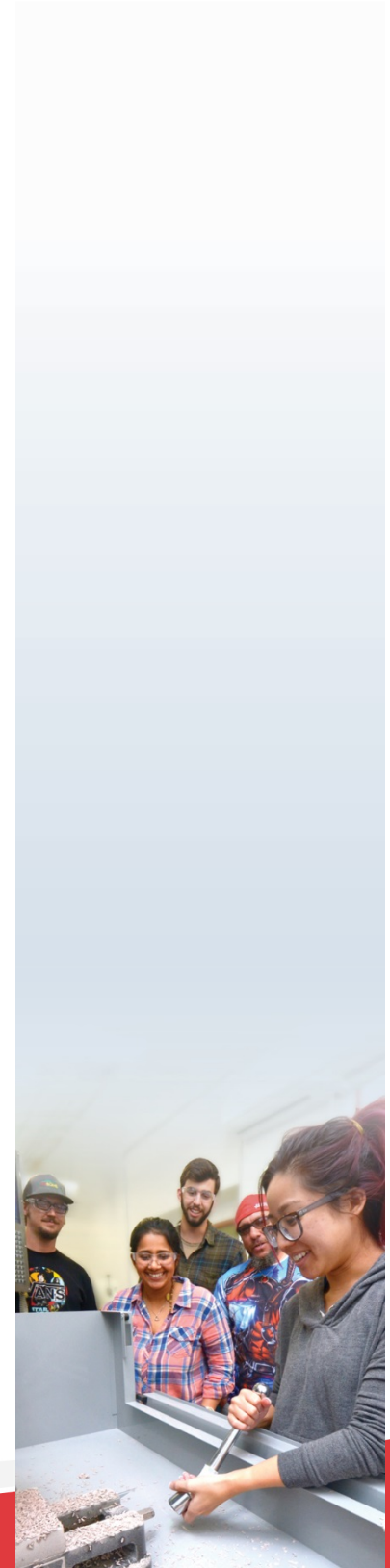
Three of the Transition students; Kory Nokes, Lloyd Baker, and Johanna Zaldua, took part in two plenary sessions for faculty and staff. They revealed their history, what this education opportunity meant to them, and how faculty and staff can help them stay engaged. Counselors from the Vista Detention Facility (VDF) were also present to advise potential instructors on the program inside the detention facility. The sessions were well attended and received.



*Transition Students joined by Dr. Blake*

**Fall 2019 LatinX/ChicanX events**

The Palomar College Chicano Studies department along with ALASS and MeCHA will be hosting three on-campus events celebrating and recognizing LatinX/ChicanX culture, history, and people.



Please save the following dates for:

1. Signing Our Way to Freedom (The story of Chunky Sanchez), a documentary on September 18, 6-9pm
  2. Anahuac (Mesoamerican Cultures) Presentation on November 12, 10:30am-12:30pm
  3. Noche de Cultura (night of culture and talent), December 3, 6:30-9:30pm.
- More detailed information on each event will follow.



*Program participants with Dr. Blake*

### **Northrop Grumman Partnership update**

Northrop Grumman will be offering two paid internships to Palomar College students this fall. The intention is to create a new pipeline of community college students who are interested in careers at Northrop Grumman. In addition to being paid for their internship, students can start to earn years of service, will be teamed with a mentor, and have the ability to apply for resources to subsidize their continued education. This prospect is open to all students, however, target demographics include veterans and the Hispanic community. Our Cooperative Education department will assist students in preparing for this exciting opportunity. The San Diego Economic Development Corporation will be holding a press conference on September 12 in which Northrop Grumman will talk about their new partnerships with Mira Costa College and Palomar College.

### **STEM Fair and STEM Mixer**

Palomar College hosted a STEM Fair and STEM Mixer on August 22. The STEM industry representatives were invited to attend both the fair and the mixer. Over 175 students signed into the event. The STEM Mixer was designed to give an opportunity for STEM faculty and students to network and get to know one another outside of the classroom. Counselors attended and discussed classes, majors, programs, and other opportunities. The event took place in the STEM Center and tours were offered to attendees. The goals of the fair and mixer are to promote the STEM Center to STEM students, to give students an opportunity to speak with faculty and counselors during the first week of the semester, for students to meet industry representatives, and to disseminate information regarding other programs (e.g., Rising STEM Scholars, GTASP, and Women in STEM). Future events will be planned during Welcome Week at the beginning of the semester.

## **STUDENT SERVICES**

### **Student Affairs**

In the past month, the Food & Nutrition Center has given out 3,688 pounds of food. The Farmers Market has dispensed 485 pounds and a total of 985 pounds of food have been dispensed at the Grab-n-Go locations.



### **Career Center**

The Palomar College Career Center strongly believes in the importance of the “human connection” when students seek employment. To remove the on-line application barrier, we continue to engage and accommodate employers to visit our campus to meet and speak to students face-to-face.

In 2018-19, the Career Center hosted 148 companies (Spring Job Expo & Summer, Fall & Spring Career Coffee Hour and a presentation by Nike). Approximately 1,832 students spoke with representatives (reported by recruiters). Special thanks to Pippa Pierce for coordinating with facilities to make our employer visits as seamless as possible.

### **Athletics**

Hugh Gerhardt, an associate professor of kinesiology and permanent member of the faculty, has been selected to serve in the role of Acting Director of Athletics at Palomar College, effective September 3. Professor Gerhardt replaces Scott Cathcart, who, last January, announced his retirement from a 42-year career in institutional-based athletics, including the past 12 years as Director of Athletics at Palomar College. Mr. Gerhardt inherits oversight of one of the state’s largest and most comprehensive community college intercollegiate athletic programs, featuring 22 varsity sport offerings (11 men’s and 11 women’s teams) and co-ed cheerleading.

### **Campus Police Department**

Digital Parking was implemented at the start of the fall semester for students and staff. Over 14,000 students and 2,000 staff registered their vehicles. The cashiers office and Campus Police reported less than five students waiting in line for permits. We appreciate the support of the Governing Board on this parking technology enhancement.

Campus Police worked with local law enforcement to arrest a registered sex offender less than 30 hours after two incidents involving assaults on female students. The suspect was not a student.

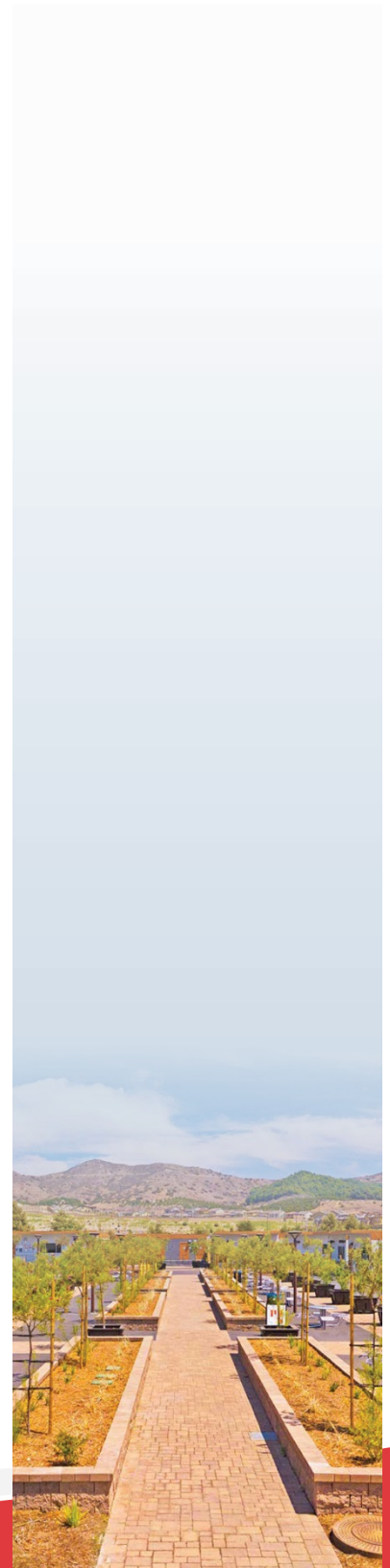
### **Grant Funded Student Programs**

#### **Talent Search**

This program in Vista and Escondido had 500 participants for the 18-19 reporting year. All staff is working hard to make sure we are in compliance with the findings from our Department of Education visit this past fall. More recently, the team successfully had 94 high school students participate in a 4-day college excursion through northern California.

#### **Upward Bound**

Both classic and rural area grants successfully completed their 5-week summer program and a 1-week northern California college tour. Both grants are only a few students away from meeting their numbers. The team is busy hosting fall orientations and planning the 2019-2020 academic year. The Upward Bound grants ended the 18-19 year with 100% rates for the class of 2019.



### **North County Educational Opportunity Center**

The program has met their 1,000 student participant goal for the 18-19 reporting year. The staff has also met the APR objective for student enrollment and financial aid assistance.

### **Student Health Centers**

Behavioral Health (BH) Counselors are now available to provide services in the Fallbrook Center during the fall semester on Mondays from 11am-4pm. Rancho Bernardo and Escondido Student Health Clinics will have a counselor available on Tuesdays from 1pm-6pm.

The Student Health Center (SHC) Patient Portal is now available. The SHC icon has been placed on the Canvas platform in which students can create a secure account to the patient portal. This access allows students to e-mail the clinic or medical provider, view immunization records, complete depression screening surveys and other registration paperwork. Bookmarks that advertise the SHC Patient Portal are currently being distributed in the campus bookstore.

Alternatives Medical Van is now offering free services (pregnancy and limited sexually transmitted infection testing) at the Escondido Center on Thursdays from 9am-1:30pm. The van currently is on the San Marcos campus on Mondays from 9am-3pm and Rancho Bernardo Center on Tuesdays from 9am-1:30pm.

Free flu vaccination will be available to students the week of September 16.

## **FINANCE AND ADMINISTRATION**

### **Fiscal Year-end and Beginnings**

The team is working on closing the fiscal year 2018/19 and completing the adopted budget for review and approval at the next Board meeting. As part of the fiscal stewardship plan, the Internal Audit Office along with purchasing has been developing a new process to replace the use of CALCARDS and hosting several meetings with groups on campus to assist them with their purchases.

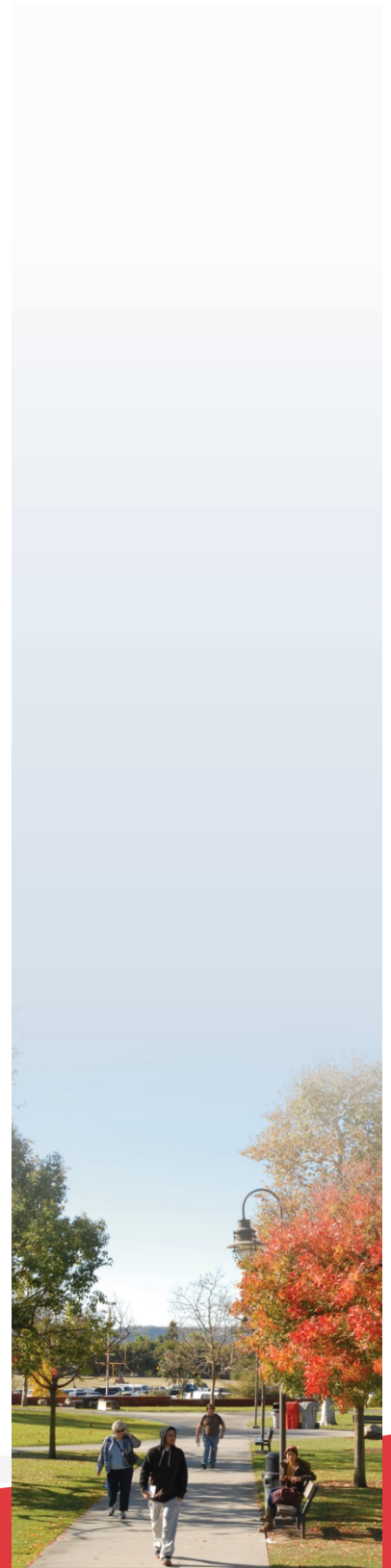
Information Services has been updated both their hardware and software needs both from an immediate standpoint and the next five years. The contracts administration team has updated the website pages to include content that will make it easier for users to access information.

Preparation is underway for the upcoming visit by the Fiscal Crisis Management Advisory Team in late September.

## **HUMAN RESOURCES**

### **Operations**

Human Resources continues to improve its efficiencies and practices. With the implementation of the Human Resources Department reorganization as of August 25, 2019, as agreed to in the MOU between the District and CCE we are diligently working on training our staff to support them in the new structure while ensuring that we are continue to support all employee groups, recruitments and departments effectively.



Furthermore, the online evaluation system is in the early stages of development through Cornerstone. The new system will help streamline the evaluation process, improve evaluation completion rates, and provide a more useful tool to encourage employee growth and continuous performance feedback.

The District is looking at its staffing and possible reorganization among the divisions. As an initial step, the District engaged with union representatives to develop a Memorandum of Understanding as to how reorganizations would move forward. As a part of this mutual agreement, three campus forums were held to explain the reorganization process and how each division will be looking at the operational needs in staffing as the District continues to move forward in looking at efficiencies as part of its fiscal stewardship plan.

### **Recruitment/Vacancies**

Below are the recruitment figures to date:

31 permanent recruitments in progress

11 – Admin/CAST

19 – Classified

1 – Faculty

71 part-time faculty recruitments in progress and 21 additional part-time faculty postings have closed and departments are still hiring from those application pools

### **Benefits, Workers Compensation, Leaves, and Accommodations**

During the month of August the Benefits Office coordinated the following:

- three webinars
- six plenary workshops
- an Open Enrollment Expo
- four days of drop-in office hours
- three days of American Fidelity meetings
- one day of one on one 403(b) meetings

The Benefits Office also conducted a comprehensive education campaign on the high deductible plans and the increased Health Savings Account incentives. These efforts resulted in approximately 54 active employees and one under-65 retiree electing to move to these plans. The American Fidelity representatives will continue to meet and enroll employees through late September. The Aflac representative will also be on campus to meet with employees during the month of September. The Benefits Office will now submit all enrollments to SISC and reconcile the online eBenefits system with the internal PeopleSoft HR system.

## **RESEARCH AND PLANNING**

### **Accreditation**

The Accreditation Writing Leadership Team (AWLT) kicked off the Institutional Self Evaluation Report process at the start of the fall semester. As described in earlier updates, the process, titled “Exploring our Legacy of Excellence” will be completed over two years and involves an examination of the College’s work to meet accreditation eligibility requirements and standards. AWLT is currently working to finalize writing



teams for the standards, preparing training and resource materials, and is organizing a shared space through Microsoft office and SharePoint to store resources and the work of the writing teams. The current fall term represents a time of inquiry where teams will become familiar with the accreditation standards and the work the college performs to meet them.

The Senior Director of IR&P is participating on an evaluation team for the Accrediting Commission for Community and Junior Colleges (ACCJC). As the Team Assistant the Senior Director is helping to coordinate all of the evaluation team's work, attending the pre-visit and site-visit, and will organize the team's final report. This work will help the Senior Director in her role as the District's Accreditation Liaison Officer. With recent site team experience the Senior Director will be better prepared to support Palomar's work on its ISER and related efforts to seek reaffirmation of accreditation.

## **Integrated Planning**

### **Strategic Planning**

IR&P presented Strategic Plan 2022 for first reading to the Strategic Planning Council (SPC) at its first meeting of the fall semester. The Plan is organized around the College's five overarching strategies: Students, Teaching and Learning, Messaging and Communication, Our People, and Institutional Effectiveness. SPC will take the Plan for action at its next meeting.

### **Integrated Planning and Program Review**

The Superintendent/President has charged IR&P with implementing a standard process for Program Review and Planning across the college. The work includes the following tasks:

- Establish a standard cycle for when the PRP process is implemented.
- Create standard forms (instructional and noninstructional) across the college.
- Connect the PRP process to resource allocation.
- Ensure feedback loops are in place at both the institutional and program levels.

### **IEPI Partnership Resource Team (PRT) Plan Implementation**

The College has identified a consultant to facilitate its work to evaluate and update its governance process and structure. The Strategic Planning Council will oversee and participate in the work with the consultant.

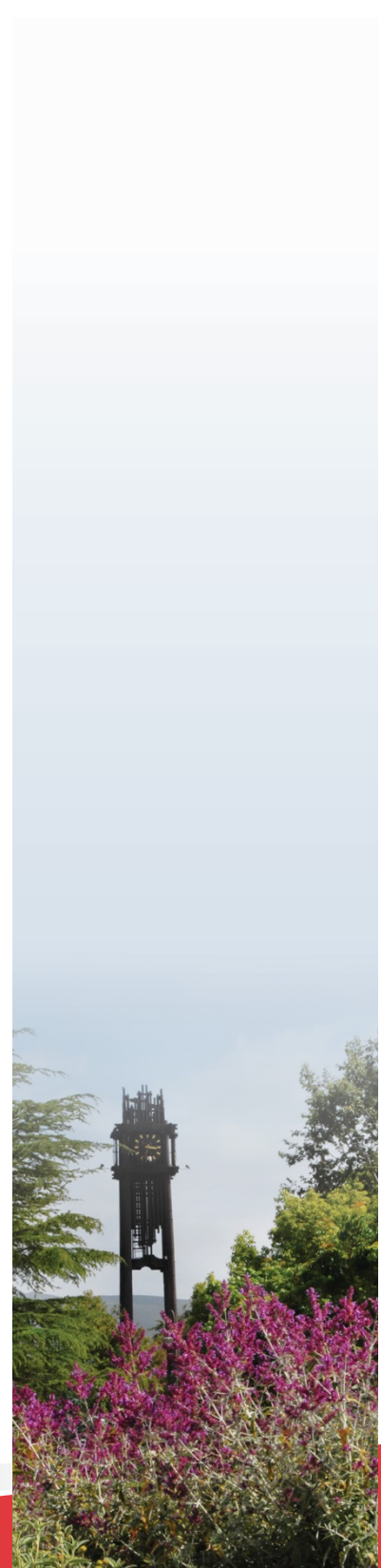
## **Institutional Research and Planning**

IR&P completed an analysis of the card sort activity performed by the Guided Pathways work group. Utilizing cluster and factor analysis procedures, the process organized the results of the institution-wide effort to sort disciplines into related areas of study. Preliminary results were shared with a core team from Guided Pathways.

## **PUBLIC AFFAIRS OFFICE**

### **Marketing/Advertising/Promotion**

The media strategy for the *Palomar Makes It Possible* advertising campaign continued to include transit, outdoor and Facebook advertising and on-campus posters that have been placed throughout both the main campus and education centers. Our social media strategy continues to work well as our Twitter and Instagram followers have increased over the previous month by 3.5% and 6.2% respectively. Facebook and LinkedIn



showed increases less than 1%. Website sessions generated from social media has increased 19% over the same time period.

### **Community and Media Relations**

With excitement and in preparation for the upcoming opening of the Edwin & Frances Hunter Arboretum Trails, the team conducted a photoshoot to capture the beauty of the project and to use in upcoming collateral pieces. With a similar approach, photos were taken in the classroom and at the Fallbrook Education Center to update our photo library and provide content for the upcoming Report to the Community. The content of the Report to the Community was refined and the writing of copy and development of the photo library are both in progress.

Press Releases were distributed regarding Palomar's hosting of the kickoff for the Interfaith Awareness Week at Rancho Bernardo Center; accolades received by EdSmart and the readers of the San Diego Union Tribune; and the receipt of an A+ for Palomar College on the Taxpayer Foundation's Transparency Report Card. In addition, a media advisory was sent out regarding the grand re-opening and dedication ceremony of the Edwin & Frances Hunter Arboretum Trails.

The College received a number of press mentions in the month of August, including stories on the arboretum trails, the interfaith event held at the Rancho Bernardo campus, EdSmart recognition, and the report card issued by the Taxpayers Foundation.

### **Internal/External Communications and Public Affairs**

In early August, Telemundo television hosted Luis A. Alfaro Molina, a Palomar College Admissions and Financial Aid Specialist II, in studio for an interview regarding the benefits of attending community college.

Since the launch of the Palomar Makes It Possible advertising campaign on June 17, the performance of the Palomar.edu website has improved. Compared to the same period in 2018, between June 17 and August 25, the number of users has increased nearly 8% and first-time visits to website increased nearly 9%. Within these impressive results is an improvement in overall sessions of 2.4%. A session is defined as the period of time a user is actively engaged with our site.

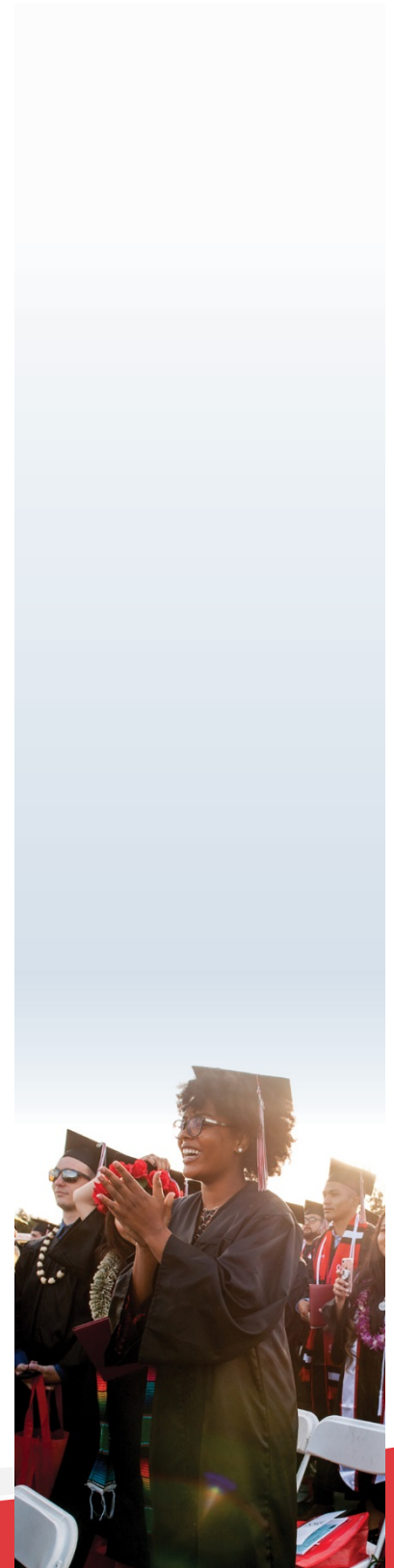
Feature student stories continue to be an important part of the Palomar Makes It Possible. In the month of August, two more feature stories were written and distributed.

Two editions of "3 Minutes of News" were issued in August and the *Palomar News* newsletter was distributed on Friday, August 2, which included a story on how the College is leading the way in sustainability for all community colleges.

## **FOUNDATION**

### **Fundraising Activities**

The Foundation received funding from the Bernard Osher Foundation in the amount of \$33,000. This annual distribution will fund student scholarships.





The Dr. Theodore Kilman Endowed Scholarship in the amount of \$10,000, was established this month. Ted began his 50 years of service at Palomar College as a faculty member and retired as the Assistant Superintendent/Vice President for Instruction. He later returned to teach art history at Palomar, as he was a strong advocate for the arts. Since the establishment of the scholarship, the Foundation has received additional donations in memory of Ted.

The Foundation submitted a large number of grant applications this month. Funding requests included Smart & Final, Las Patrones, Cal Coast Credit Union, McCarthy Foundation, Nordson, Rancho Santa Fe Women’s Club. In addition, letters of support/grant applications were submitted to the various tribes within the District service area.

Our Fall event partnership opportunities have been presented to many potential sponsors. To date, over \$20,000 has been committed for the “twice the community impact” partnership to sponsor both the Monster Dash & Bash (10/19) and the Community Showcase (12/12). With over 6 weeks until the first event, we are off to a great start!

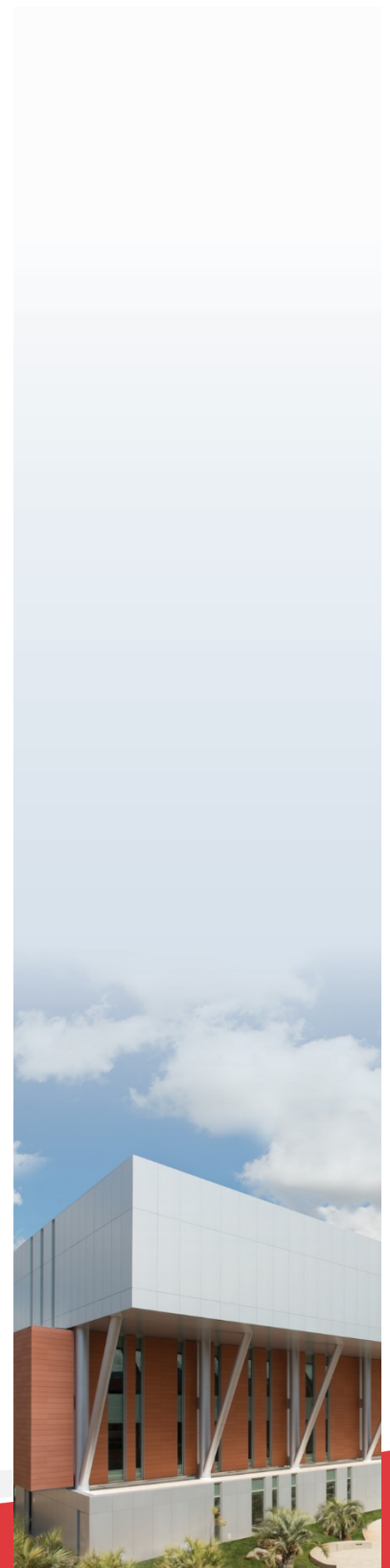
### **Marketing & Community Engagement**

The Foundation is excited for the 2nd Annual Monster Dash and Bash coming up on Saturday, October 19. With over 300 participants last year, we already see registrations rolling in for this year’s 5K walk/run. Over 2,000 postcards and flyers are being distributed to the community, Palomar faculty and staff. Register today at [palomar.edu/foundation/](http://palomar.edu/foundation/)



*2018 Monster Dash & Bash*

The Foundation staff participated in two important community events in August. The Vista Community Clinic held their annual Report to the Community with a robust update and shout out to Palomar College’s transitions program. In addition, staff



attended County Board of Supervisor Jim Desmond's breakfast meeting with the San Marcos Chamber of Commerce – Education and Update to learn more about the impact the Supervisor is making on our region.

### **Donor Relations & Stewardship**

Dr. Blake and Executive Director Stacy Rungaitis met with several key donors this month. These meetings allowed the opportunity to touch base, thank the donors for their past donations and invite them to engage in further discussions about upcoming projects on campus. Meetings were held with Mr. Bob Wilson, Mr. Keith White and Ms. Ann Hunter-Welborn.

### **Board and Staff Development/Infrastructure**

The Foundation Board of Directors Grant Review Committee held a special meeting in order to review an important grant for the MATCH conference. The committee agreed to fund the conference due to the importance of increasing math across the curriculum.

With the beginning of the new semester, the Foundation is active in core programs including the textbook assistance program, ensuring scholarships are awarded and managing requests for emergency grant funds.

## **UPCOMING EVENTS**

**Thursday, September 26th**  
**2:00 p.m.**  
**Edwin & Frances Hunter Arboretum Trails**  
**Grand Opening & Dedication**

