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January 10, 2020

PRESIDENT'S OFFICE

Community Showcase

The Community Showcase was a great success with over 340 people in attendance. The mayor of San Marcos and the entire city council attended. Many current and future donors and community members stated their high level of praise for the College and the Foundation for showcasing student achievement and program offerings. It was an honor to recognize Brian Cahill for his dedication and support of the Foundation.



Foundation Executive Director Stacy Rungaitis, Comet Award Winner Brian Cahill, Foundation Board Member Pete Rogers and Dr. Joi Lin Blake.

Transitions Program Gains Recognition

Soon after departing the Community Showcase, College leadership, administrators, staff and students attended the 2019 North County Excellence in Economic Development awards held on December 12 to celebrate recognition gained for the Transitions Program. The San Diego North Economic Development Council presented the higher education award to the Palomar College Transitions Program.



Palomar Community College District Trustees Mark Evilsizer and John Halcón joined administrators and staff to receive the award.

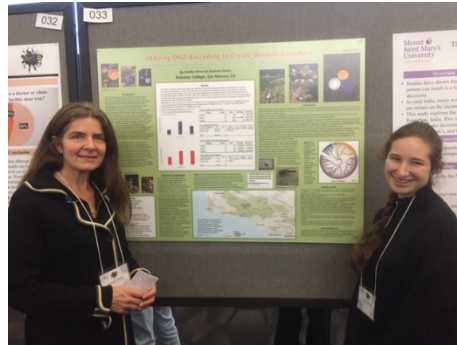
Preparation for January 14 Board of Governors Meeting

Throughout the month of December administrators and staff worked collaboratively and diligently to prepare a response to the Fiscal Health Risk Analysis report presented by FCMAT to the District on November 12. Board President Hensch and Dr. Jack Kahn will present the District's response to the Chancellor and Board of Governors on January 14.

OFFICE OF INSTRUCTION

Biology Summer Institute 2019 Update

Two students from the 2019 Biology Summer Institute, the mother-daughter team of Susanne and Annika Green, along with Professor Henry Cen, presented their research in a poster session at the 2019 Southern California Conference for Undergraduate Research (SCCUR) on November 22 at Cal State University San Marcos. Susanne and Annika submitted two species that were new to the Barcode of Life Data System (BOLD). They are still waiting to hear if the species are entirely new.



Mother and daughter team submit new species at SCCUR conference.

Rising STEM Scholars Program

On December 5, Oscar Gutierrez, Mechanical Engineering Manager from General Atomics, spoke to our Rising STEM Scholars about working on different military and civilian projects. He also spoke to the students about internships at General Atomics and encouraged the rising scholars to apply.

Additionally, Jason Jarvinen, Palomar College assistant professor in Cooperative Education, discussed the steps it takes to find the right internship. He presented examples of good resumes and others that require additional work. He also gave students a packet with resume examples and steps on how to update and create a resume. In his presentation, professor Jarvinen discussed the importance of tailoring a resume for a particular internship, the resources available at Palomar College, and how to find different internship opportunities.

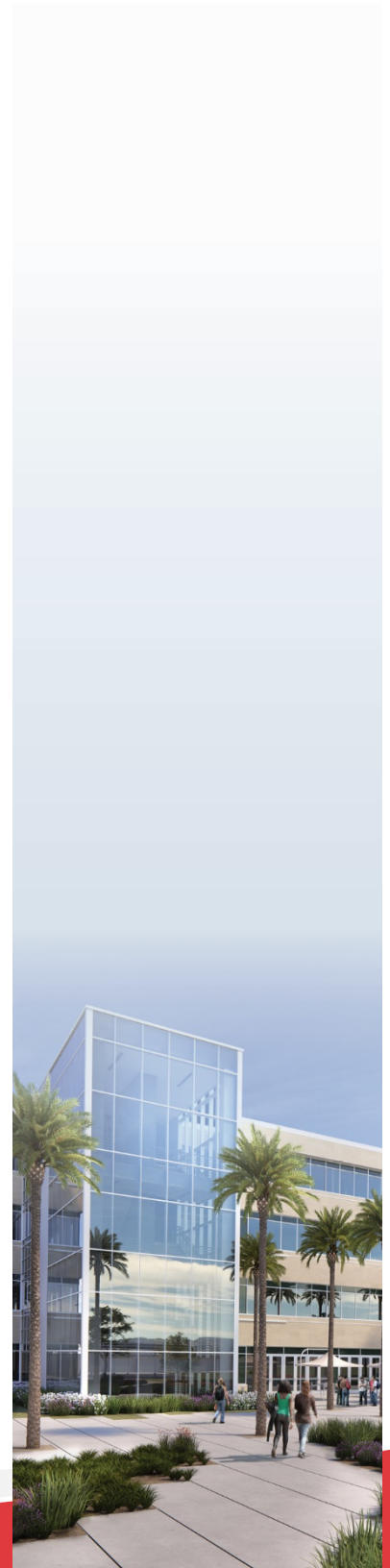
STUDENT SERVICES

Student Life & Leadership Office

We are happy to announce the hire of our office Supervisor, Pippa Pierce. Pippa began working in our office on January 2 and replaces Chelsea Kott in this role.

Student Activities Office

The Office of Student Affairs and the Associated Student Government (ASG) hosted a Winterfest celebration on December 4 in the Student Union quad area. The event was designed to de-stress students before finals and to celebrate the upcoming holidays. The quad was filled with students enjoying holiday crafts, activities, games, an ugly sweater contest, and a live student band.



On December 11, ASG hosted Comet Hour and Finals Jam. ASG provided free Scantrons, pencils, snacks, water and games during finals week. Students were able to “grab ‘n’ go” with a snack and meet their ASG representatives.

The new Access and Engagement (A&E) Center opened on January 2 in SU-19. This center is our new Student Activities Office where we will produce Student Activity Cards and provide free/discounted student benefits such as printing, free Scantrons, exam books and scanning services. In addition, the Success, Equity, Advocacy, Leadership (SEAL) center moved to a newly renovated space in SU-18.

The HUB: Basic Needs

During the semester, the HUB, a safe place for students who are in need of assistance with food, housing and financial insecurities, or a related crisis, was able to support a student facing housing insecurity. The student recently reported that after working HUB staff he was able to find a place to live with a friend and due to this he feels less stress, is enjoying life more and he expects to achieve a 4.0 this semester.

Student Health Centers

The search process for a new SHC Director is underway.

A memorandum of understanding has been established with CSU San Marcos Department of Social Work to list Palomar College Behavioral Health Counseling Services as a training site for interns. With an anticipated start in fall 2020, this mental health internship program will greatly expand the mental health services we can offer at relatively no cost.

Behavioral Health Counseling Services was one of 12 recipients of the SanaMente grant in the state of California. This \$3,000 grant will augment outreach services to Latinx students on campus.

A memorandum of understanding has been established with Dr. Monique Crandal, a local expert on threat assessment on college campuses. She will provide trainings and consultation to our Behavioral Intervention Team. This work will help us finalize policies and procedures in this area.

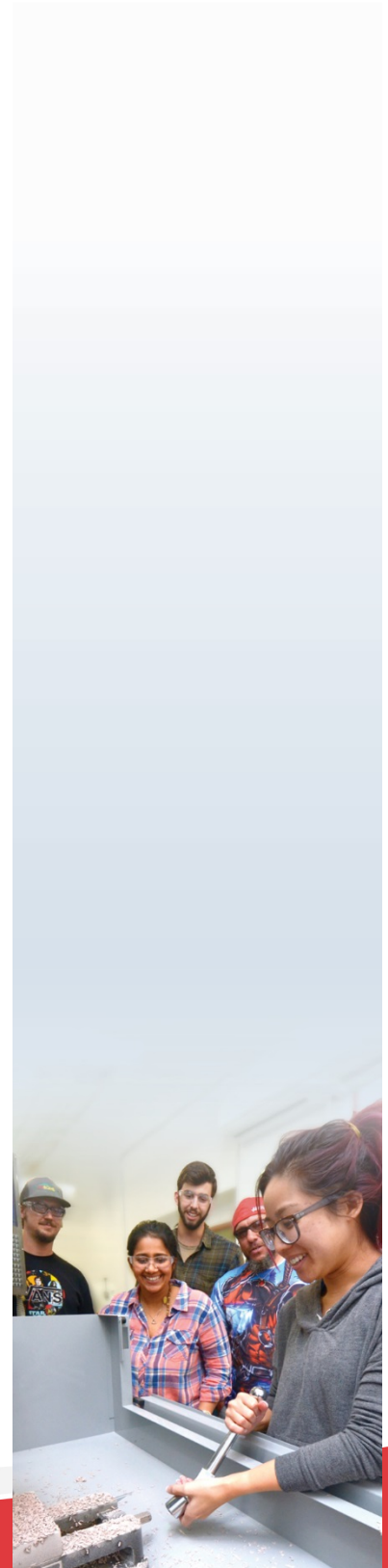
Campus Police

Police Chief Chris Moore submitted an article on the College’s state-of-the-art parking permit program and how it has had a positive impact in many departments. The article was recently featured on the website Parking Today. To enjoy the article, click [here](#).

FINANCE AND ADMINISTRATION

Fiscal Services

The District has received an “unmodified opinion” for the 2019 fiscal year, the topmost audit opinion an entity can receive. The financial and compliance audits for the District’s \$662 million total budget, as well as the financial and performance audits for the Measure M (2006) General Obligation Bond Program, were performed by Eide Bailly,



LLP. According to Brandon Harrison, CPA and partner of Eide Bailly, LLP, the financial statements of the District have been “presented fairly, in all material respects, in accordance with generally accepted accounting principles.” It is important to recognize the time and effort of the finance team and staff members in all divisions, who worked together to gather, review, and prepare needed documentation for the annual audit.

The District received notification that the California Public Employees’ Retirement System (CalPERS) has just finalized the Schools Pool Actuarial Valuation report as of June 30, 2018, and has adjusted its estimates for employer contribution rates. Upon review, the District’s contribution rate for fiscal year 2020-21 is 22.80%, up from 19.721% in 2019-20. This increase has approximately \$1.77 million impact to the current budget.

The Governor’s Budget Proposal for fiscal year 2020-21 initiates the process for legislative consideration of the State budget, but it also provides critical information for development of community college budgets. Once Governor Gavin Newsom releases his State Budget Proposal, Fiscal Services will begin calculating our budget projections for the estimated COLA in the upcoming fiscal year and following years, as well as the many other factors that will change by that time.

Information Services

A major PeopleSoft Enterprise System upgrade of finance, human resources and student systems was completed on time and on budget. The upgrade is designed to enable the implementation of Oracle-delivered database features and functions to facilitate integration of institutional business processes, and improve planning, budget development, operational practices and services.

A comprehensive telecommunications services and billing audit resulted in recommendations for changes to some telephone and other services. A preliminary estimate of annual District savings on telecommunications expenses is \$27,000 year.

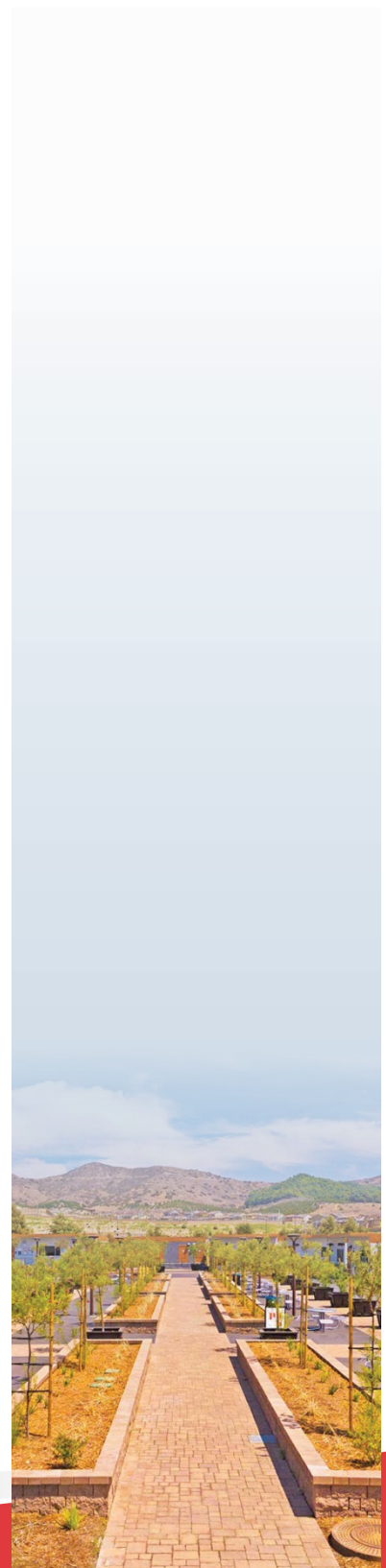
Recently, all employee email accounts were migrated from an on premise legacy Exchange server to cloud-based Microsoft Office 365. This project improves integration, security and reliability, and reduces infrastructure and support cost for providing email services to the District. Student email was migrated to Office 365 last summer.

HUMAN RESOURCE SERVICES

General Operations

Human Resource Services (HRS) is providing four opportunities in January for professional development through the Be Epic Workshop series. Workshops have been scheduled as follows:

- January 7 – 7 Habits of Highly Effective People
- January 14 – 5 Languages of Appreciation
- January 21 – Dealing with Difficult People
- January 23 – Diversity Awareness



Benefits

The Benefit Office is working to complete the transition of the Hyatt Legal benefits. This will be completed with the payroll that processes in January. Human Resources is working with Fiscal Services to establish a formal process to reimburse Group I over age 65 PPO retiree members for IRMAA Medicare Part D expenses. It is projected that the Quarter I (Oct. 2019 – Dec. 2019) reimbursement will be completed by February 29.

INSTITUTIONAL RESEARCH AND PLANNING

Accreditation

Almost all writing teams completed the fall 2019 writing assignments. The faculty senate appointed a new accreditation tri-chair, Adam Meehan, who currently teaches in the English department. The Accreditation Writing Leadership Team is excited to have him serve as tri-chair and looks forward to bringing him on board in January. The December meeting and training for accreditation to be conducted by the College's ACCJC liaison was canceled. A future date for this training and meeting will be scheduled.

Integrated Planning

IEPI Partnership Resource Team (PRT) Plan Implementation

The College's PRT conducted its visit on December 11. The team will provide a summary of their visit in January.

Participatory Governance Update

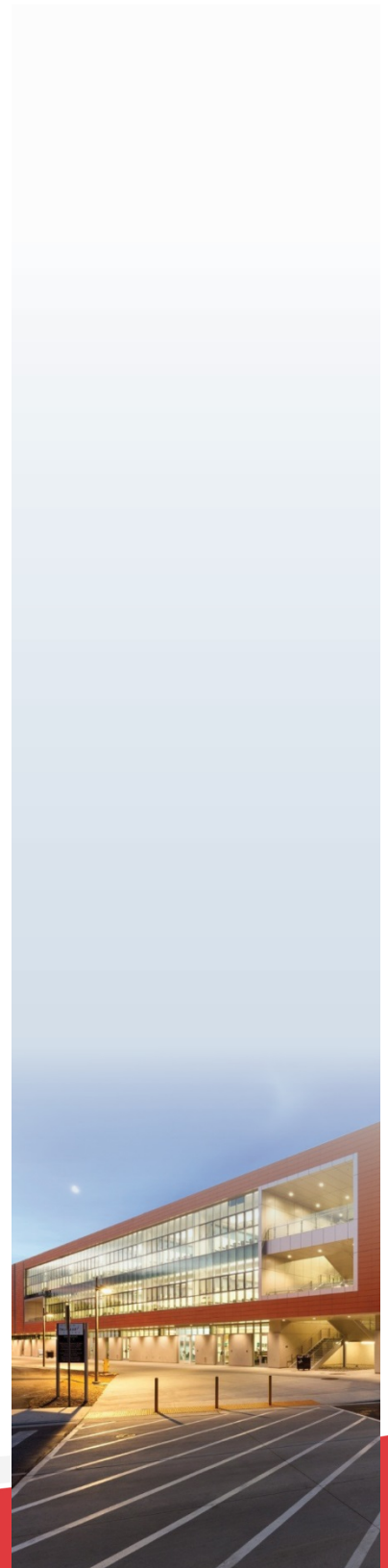
The Participatory Governance Task Force continues to work on evaluating and developing recommendations for revising the College's participatory governance structure. The task force has completed two 6-hour retreats and one 3-hour meeting. In between the retreats and meetings, task force members have been reviewing the governance structure at other colleges and developed ideas and recommendations for updating the Palomar College governance structure and handbook.

Student Centered Funding Formula

IR&P has developed a process for validating the Management Information System (MIS) data the Chancellor's office uses to populate the Student Centered Funding Formula (SCFF). In December IR&P met with the College's data integrity team to review findings of its data integrity review and validation.

Institutional Research and Planning

IR&P developed a new student cohort tracking system which allows the college to track incoming students through to completion. The Senior Director presented data from this system during the Division of Student Services planning meeting on December 9. The office is currently preparing the necessary data for the College's upcoming TRIO grant proposal. Finally, IR&P finalized and distributed the Palomar Promise evaluation report in December.



PUBLIC AFFAIRS OFFICE

Marketing/Advertising/Promotion

In support of spring 2020 enrollment goals, the media strategy for the *Palomar Makes It Possible* advertising campaign continued to include outdoor, Facebook advertising and a comprehensive digital marketing strategy. Posters throughout both the main campus and education centers also remain part of the campaign. Results indicate increased traffic to our website, click-thru actions to the landing pages that are integrated into the campaign and phone calls to our enrollment team. All digital campaign advertising is designed to support career education programs. In January, the campaign will be expanded to include online programs and courses. In alignment with the financial aid department's desire to increase awareness, a web-streaming advertising campaign will begin in mid-January and continue through the end of the semester. This campaign is designed to engage students in spring and begin to drive enrollments for the fall semester.

The billboard artwork was refreshed in December and includes images of our own students. The new artwork is displayed below.



Community and Media Relations

A press release containing highlights of the well-attended Community Showcase was distributed on December 12. This release garnered coverage for the College and a follow up story will be published in the Valley Center Roadrunner.

Additional releases were issued regarding the recent recognition gained by the Palomar College Transitions Program and most recently regarding the leadership transition of the College.



Palomar College-issued press releases and media advisories garnered 23 media mentions, articles and website stories. Publications included the San Diego Union Tribune, Village News, Coast News, Voice of San Diego and the online properties of Fox News San Diego and ABC Channel 10 news.

Internal/External Communications and Public Affairs

In the month of December, three feature stories were written and distributed regarding alumni success stories and a profile on Brian Cahill, the 2019 Comet Award winner.

Photography to align with all feature stories, highlights of the Community Showcase, and the Architecture and Interior Design student final presentations were also performed in the month of December.

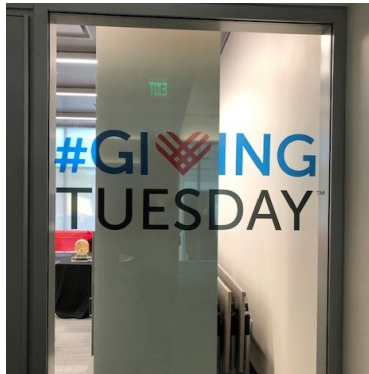
One edition of “3 Minutes of News” and Palomar News were issued in December.

The 2018-19 annual report was distributed at the Community Showcase on December 12.

FOUNDATION

Fundraising Activities

The Foundation had a great start to the month of December with #GivingTuesday – the annual day of giving on December 3. In addition to our wonderful students operating the phone bank, we hosted a luncheon for Palomar faculty and staff in the new Library/LRC. Both efforts were designed to encourage donations. Catered by Phil’s Bar-B-Q, we had our largest attendance to date with over 140 people. Through the generosity of three specific donors, each dollar raised was matched dollar-for-dollar, helping the Foundation raise nearly \$40,000 to help our students succeed!



At the end of the year, several generous donations came in to support our mission. Of note, the Christianson Foundation continues to support student scholarships at \$5,000; a dedicated group of residents at Lake San Marcos support student scholarships at \$3,000, and Wells Fargo granted \$5,000 for the Palomar Promise program. In addition, the Hunter Family’s last installment of the five year pledge agreement was paid for the naming of the Francis & Edwin Hunter Arboretum at Palomar College.

The Foundation received notification of a grant award coming in early 2020 from the County of San Diego – District 5 (Desmond) – Neighborhood Reinvestment Program for \$30,000. The funds are to support a shuttle bus to transport students at the Fallbrook Education Center. In order to obtain the last part of the funding for the shuttle bus, the Foundation submitted grant in December to Las Patronas. In addition, the Foundation requested grant funding from the Escondido Library Foundation to support renovations of the Escondido Education Center library. The Palomar



Community College District and the City of Escondido have entered into a joint agreement to allow community members to use the library.

Marketing & Community Engagement

Executive Director Stacy Rungaitis along with Development Officers Kim Hartwell and Linda Moynan, attended the North County Economic Development lunch on Thursday, December 12. In addition, several Palomar College representatives attended the San Diego/North County Food Bank Gala hosted on December 14.

Donor Relations & Stewardship



The Foundation is working hard to ensure our donors know we are grateful for their support through creative and consistent communication and stewardship. The 2019 Golf Sponsors and Committee members received a holiday candy gram. In addition, our President's Associates received a "thanks a latte" gift card to Starbucks (\$5) with thanks for their generous support of the Foundation!

Board and Staff Development / Infrastructure

Two committees of the Foundation Board of Directors met in December including the Finance & Investment Committee along with the Grant Review Committee. The annual meeting of the Foundation Board of Directors occurred on December 17. The Foundation operates on a calendar year so the 2020 operating budget was reviewed and approved.

UPCOMING EVENTS

Thursday, January 23, 8:00 a.m. – 4:00 p.m., Spring 2020 All-College Plenary, San Marcos Campus

Thursday, February 6, 6:00 p.m., SDICCCA Trustee Dinner, Stone Brewing World Bistro & Gardens, San Diego

