

## INSIDE...

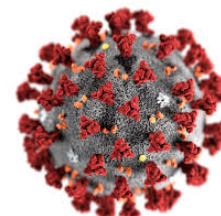
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April 10, 2020

## PRESIDENT'S OFFICE

### Coronavirus (COVID-19)

On March 5, the Emergency Operations Center (EOC) was activated to address the threat of COVID-19 at the main campus and education centers. Within a very short time period administrators, directors and managers came together to design and implement a plan that focused on the mitigation and minimization of exposure to our students, faculty and staff. Looking back, our proactive approach in designating the week of March 16 as a non-instructional week and the use of time during spring break (the week of March 23), enabled us to focus on the health and safety of all concerned and launch remote learning on March 30.



With a District our size and the massive reach of our alumni, we have been impacted by COVID-19. It is the extent of the impact that we have been able to minimize. The financial impact of our EOC plan is currently underway and the Finance and Administrative Services teams are analyzing expenditures and determining the most productive strategy to regain those funds.

### FCMAT Update

While we have been focused on the COVID-19 crisis, we have also been addressing the recommendations within the FCMAT report. On March 5, the campus gathered onsite and via Zoom and received an update on progress achieved for each of the eight recommendations. Since that time, the FCMAT team leads have met weekly and provided detailed updates to the Strategic Planning Council and our Fiscal Monitor, Ken Stoppenbrink. Mr. Stoppenbrink has been copied on all correspondence concerning fiscal matters at the college.

Our progress to date includes: fiscal policy initiatives submitted to the board for review and a plan for completion by September; the initiation of a fiscal audit of financial aid processes; continued progress on reorganization plans; enrollment management planning with goals consistent with the new funding formula; initiation of unrestricted funds budget development; preliminary database and process for position control; through our RFP process, two firms are being interviewed about our need for an integrated technology infrastructure; a data integration plan is complete; several trainings have been provided to the board and additional financial information, as requested will be provided along with Ed Code training; and a major overhaul of staff training will be published by the end of the year.

A more formal summary will be provided to Mr. Stoppenbrink, the Board of Trustees and campus community during the week of April 13.



## OFFICE OF INSTRUCTION

### HWY 78 Math Fields Day

Palomar launched the Inaugural HWY 78 Math Fields Day competition on March 7. Math enthusiasts from CSU San Marcos, MiraCosta College, Palomar and local high schools, took part in one of two tests. The first focused on Pre-calculus and below, and the second, a Calculus I test. We are proud to announce that a Palomar Calculus 2 student earned first place in the Calculus I test. Eleven year old Nicholas Pasetto won this top prize! He is also a member of the math club and we are so proud of his achievement. Our school is enriched by Nicholas' hard work and passion for math. We know he serves as an inspiration to all to do our best no matter our age or place in life.



CSUSM | MiraCosta | Palomar



### Student Outcomes in Service Learning

Palomar College Institutional Research and Planning recently completed a report analyzing the student outcomes of those involved in service learning compared to those not involved. Service Learning refers to the integration of active community-based experiences into the educational process. Service learning implementation has been done in many forms in terms of hours and activities involved. Faculty choose whether or not their classes will engage in service learning, and for those classes that have engaged in service learning, student participation may have been required or optional. A summary of Fall 2015 – Summer 2019 data is below.

*Note: Success Rate is defined as students who earned a grade C or better. Retention Rate is defined as students who completed the course without a Withdrawal.*

Demographic	Service Learning (None)	Service Learning (Optional)	Service Learning (Required)
<b>African American</b>	Success Rate: 50.4% Retention Rate: 66.7%	Success Rate: 50.4% Retention Rate: 66.7%	Success Rate: 50.4% Retention Rate: 66.7%
<b>Hispanic</b>	Success Rate: 50.4% Retention Rate: 66.7%	Success Rate: 50.4% Retention Rate: 66.7%	Success Rate: 50.4% Retention Rate: 66.7%
<b>First Generation</b>	Success Rate: 50.4% Retention Rate: 66.7%	Success Rate: 50.4% Retention Rate: 66.7%	Success Rate: 50.4% Retention Rate: 66.7%
<b>Foster Youth</b>	Success Rate: 50.4% Retention Rate: 66.7%	Success Rate: 50.4% Retention Rate: 66.7%	Success Rate: 50.4% Retention Rate: 66.7%





### Persistence Rates of First-time Students Fall 2015 to Fall 2019

	Service Learning (None)	Service Learning (Optional)	Service Learning (Required)
<b>Persisted to First Spring</b>	70.8%	92.5%	81.2%
<b>Persisted to Second Fall</b>	53.6%	72.7%	64.2%

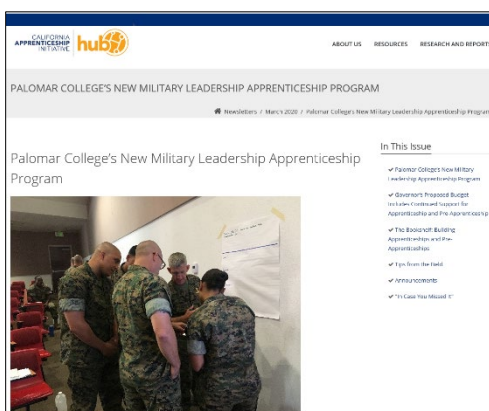
Congratulations to the Service Learning Coordinator, Faculty Advisor, and faculty members who continually strive to help our students succeed.

### Enrollment Management Task Force Update

The Enrollment Management Task Force has met weekly throughout March and will continue to do so in order to establish the most advantageous strategy for increased enrollment and retention. Our current focus centers on the identification of reports needed throughout the planning, scheduling, and updating phases of enrollment related tasks as we work to create a 2-year schedule.

### New Military Leadership Apprenticeship Program Featured in California Apprenticeship Initiative Newsletter

Faculty and staff collaborated with the California Apprenticeship Initiative (CAI) Hub, to feature the new Military Leadership Apprenticeship program in the CIA hub online newsletter. The CAI hub, is administered by the Foundation for California Community Colleges is a unique 501(c)(3) nonprofit that supports the Community College system. They do so through diverse and far-reaching programs that touch on key issues in California and throughout the nation; including workforce development, student success, air quality, technology, healthcare, and learning programs for at-risk students.



*Click the image to view the feature article*

## STUDENT SERVICES

### Campus Police

Effective April 13, the campus will close daily at 11:00pm. Officers have transitioned their schedules to provide 7 days per week coverage from 5:00am to 11:00pm.

### Student Health Centers

The Student Health Centers are focused on rapidly transitioning all services to Telehealth platforms. This is a multi-faceted undertaking and includes updating consent forms, assurance of HIPAA compliant video capabilities, and remote accessibility to electronic medical records. We have initiated the transition our students to telephone appointments (both Telemedicine and Telemental Health) and we will be providing video appointments as soon as possible. In addition, we are working with a partner to





provide free after hours telemedicine appointments for students. During the month of April, the service will be offered for free to our students. This is a cost savings to students of \$10/session.

## **Student Services**

### **Counseling Division**

Grant Funded Student Programs-Educational Talent Search (ETS) and Educational Opportunity Center (EOC) staff are moving forward with serving program participants remotely. ETS will not be able to access targeted K-12 campuses due to closures for the remainder of the school year. EOC will be looking for student referrals from College departments to continue to support adult students related to admissions and financial aid services. The Department of Education has not yet issued specific announcements in regards to TRiO programming or objectives in lieu of the COVID-19 pandemic.

### **Career Center**

The Job Expo has been canceled and the 62 registered companies have been notified. Sixteen different companies were hosted on campus in February and early March to meet and recruit students. High School career workshop presentations were facilitated during spring high school visits. Classroom presentations and Career Center orientations were provided to instructors as requested. The career search course transitioned to online. *StudentLingo* will continue to be a source for workshop delivery as it is available on-demand 24/7. Student appointments will be delivered via Zoom or telephone depending on student preference.

### **Gear Up**

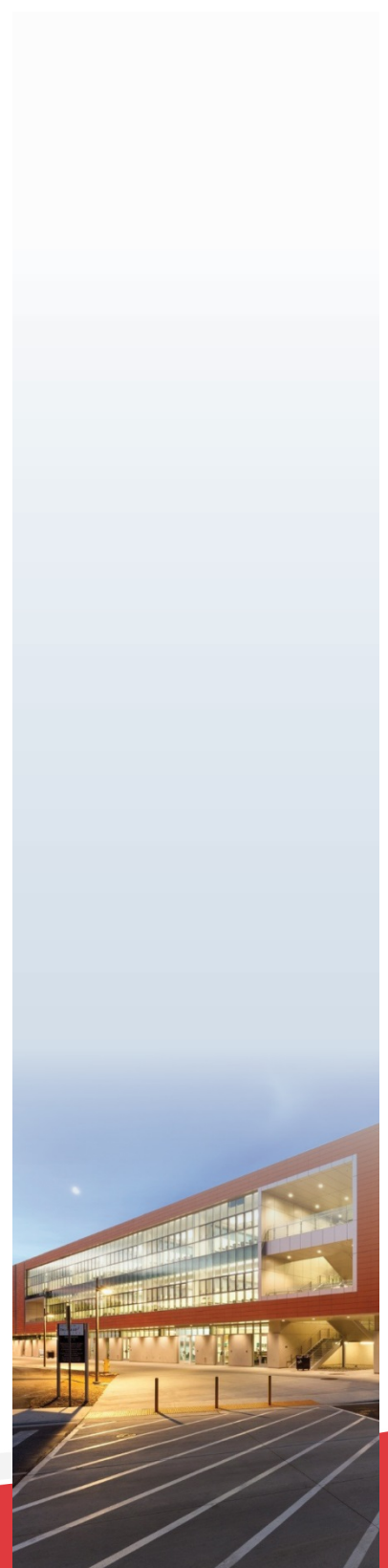
Staff is collaborating with the Vista, Fallbrook, Rancho Buena Vista and Valley Center high schools to continue to support our students, parents, teachers, and administrators as they move to a distance learning environment. We are working on supporting virtual classrooms through the end of the semester and collaborating with community partners in creating virtual summer programming for our students and parents, inclusive of exam preparation, career and college preparation, and life readiness skills.

## **Student Affairs**

### **Student Activities**

In March, the Associated Student Government (ASG) hosted Women's History Month with over 15 community partners present to provide resources such as wellness and support to victims of domestic violence. In addition, ASG hosted Comet Hour to promote the importance of participating in the U.S. Census. A representative from the US Census Bureau provided an informational session during the event.

Due to COVID-19, the ASG canceled a trip to Washington D.C. for the National Student Advocacy Conference in March. The upcoming ASG elections will be held virtually. Election packets have been submitted via email to all students to participate and are due April 14 to the Office of Student Life & Leadership. All candidates will be able to upload a biography, profile picture and information on why they are running. In addition, there will be an online zoom meeting for voters to listen to candidates during a question and answer forum. In a similar approach, the Inter-Club Council (ICC) is developing virtual activities hosted online to encourage student engagement. The ASG and student clubs will meet via Zoom while the Stay at Home order remains in place.





### **Anita and Stan Maag Food & Nutrition Center**

In an effort to serve our students as much as possible, the Anita and Stan Maag Food & Nutrition Center provided an online food ordering system. The system enabled students to schedule a pick up their pre-packed bags of food for three days leading up to the Stay at Home order. In result, 700 pounds of food was distributed. All remaining pre-packed bags were provided to students and staff in need.

### **Athletics**

All athletic competitions were canceled for the remainder of the spring 2020 season. Our athletes will be granted eligibility relief and able to compete for another year at Palomar.

Our coaches have been doing a wonderful job monitoring student athletes and ensuring their experience with distance learning is going as smooth as possible. Our athletic counselor, Amber Slivick has been working remotely with student athletes who have required assistance with their online classes. She has also set up an electronic grade check system that can be utilized not only for this spring but going forward. It identifies student athletes who are falling behind and may require assistance to help them be successful.

The men's basketball program finished the season with a 20-9 record. They advanced to the first round of the playoffs and had several players receive all conference honors. The Women's Basketball team finished the season with an incredible record of 27-3. They advanced to the elite eight of the California Community College basketball tournament. The team was peaking at the right time and had a great chance of winning the state until the cancellation of the tournament. Five players received all Pacific Coast Athletic Conference honors and three of them have received full scholarship offers to 4-year institutions. In addition, the following Palomar athletes have been awarded scholarships: Nikki Mayoral full-scholarship to Cal State San Bernardino; Aaliyah Taylor full-scholarship to Cal State Los Angeles; and Melena Bland full-scholarship to Cal State Los Angeles.

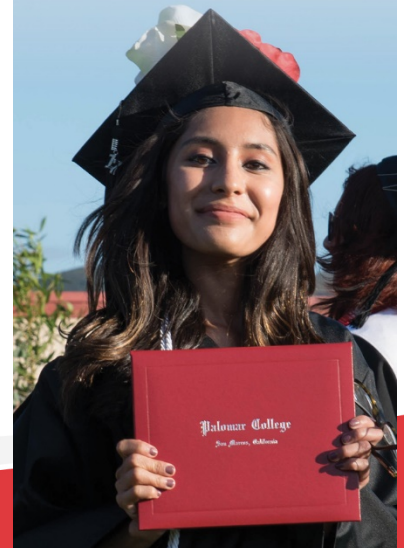
## **FINANCE AND ADMINISTRATION**

### **COVID-19**

In response to the COVID-19 pandemic and the Governor's Stay at Home order the campus accomplished an incredible amount of work through the early invoking of our Emergency Operations Center (EOC) on March 5. Initiatives include transition of instruction to remote delivery formats, moving staff and faculty to remote work, and maintaining essential campus operations.

### **Information Services**

- Configured infrastructure services to support secure remote access for all employees using VMware Horizon Client software.
- Configured laptops/computers and other devices, such as headsets and HotSpots, for remote employee use based on their requirements; distributed this equipment to employees, while continuing weekly on-campus support by appointment to address configuration and support issues that cannot be handled remotely.





- Quickly licensed and configured an appointment system to facilitate social distance protocols for technical support provided in-person on-campus, such as laptop checkout to employees.
- Established college switchboard and IS Help Desk services through the use of software-based phones and virtual machines.
- Established phone system configuration and provided instructions to all employees for remote use of the District's phone system so they can continue to represent the College (and protect their private phone numbers) when calling students or communicating with our community by phone.
- Provisioned several specialized computer labs for remote access by students based on course requirements.

The college community has embraced MS Teams for meetings and collaboration work, including its use by our Emergency Operations Center for daily incident response meetings. We are using Zoom for larger informational meetings such as District-wide updates.

### **Fiscal Services**

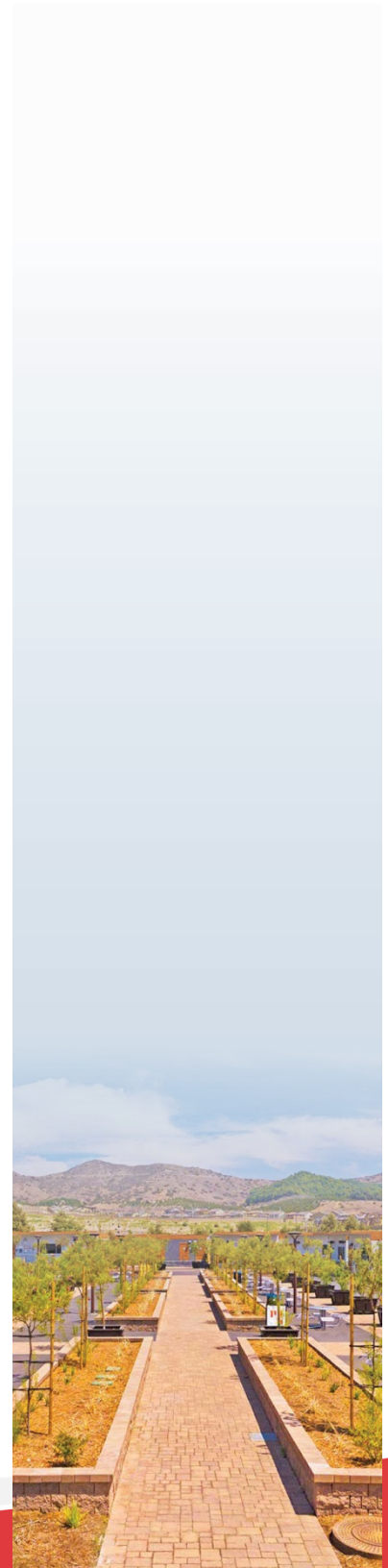
The team continues to process financial aid, payroll, accounts payable disbursements and developed a process for mail pick-up and distribution. The process minimizes onsite presence and strict observance of social distancing guidelines. Several improvements have been made in PeopleSoft Financials including the configuration of the system's payment request, budget transfer, and general ledger journal functionalities. Additionally, accounts payable has fully transitioned to paperless documentation. These improvements have contributed to helping the College transition to a virtual environment during this COVID-19 crisis. Most recently, fiscal services is focused on preparing the FEMA application for the College.

### **Facilities**

The planning and preparedness provided by Environmental Health & Safety was put to use as the EOC was activated on March 5 due to COVID-19. The Custodial department provided a special disinfecting effort to keep facilities as sanitized as possible, while the College prepared for distance learning. Maintenance physically secured all three Centers, powering down as many utilities as possible, and scheduling weekly Center welfare checks to identify and repair any damage or vandalism. Maintenance physically secured all non-occupied facilities on the San Marcos campus, and reduced utility usage to a bare minimum at the facilities that are not currently occupied. Developed and implemented a facilities staff rotation schedule to provide the minimum required critical services, and thereby maximizing social distancing for those essential staff that are reporting to the San Marcos campus.

### **Chancellor's March 2019-20 First Principal PIApportionment Update**

There is a projected General Fund revenue shortfall of \$250 million statewide. The Chancellor's Office is addressing the estimated deficit by applying a proportional reduction of funding to the Total Computational Revenue in 2019-20 for all districts. Palomar's estimated share of the revenue shortfall is \$4,247,804, reducing our total apportionment from \$115,124,684 as budgeted to \$110,876,880. At PI, it is not uncommon to see lower revenue estimates than are ultimately reflected at the final report. However, due to the current COVID-19 situation, there are many unknown economic factors that could impact the current budget.





## HUMAN RESOURCE SERVICES

### General Operations

Human Resources has been working on transitioning employees to a remote work environment in coordination with other campus groups. Additionally, we have been working on streamlining our forms for remote use and electronic transmission. A webpage with employee resources and FAQs as they pertain to COVID-19 was developed to assist employees in answering concerns and questions. We have also addressed more unemployment claims. This is a result of the COVID-19 Stay At Home order, which resulted in a reduction of our short-term hourly and student employees. The Federal Work Study employees continue to be paid for hours under the Federal Work Study provisions.

Human Resources continues to work collaboratively with Finance, Payroll, and Information Services to work on a process and a project scope for position control. This process will be used to help ensure that position and staffing costs are projected and incorporated within the District budget. At this time, we are working on cleaning up the position data within PeopleSoft and developing a process to ensure accuracy of positions going forward.

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

The Benefits Office is working to convert to a digital format of standard processes and practices for insurance benefits, workers compensation, leave of absence, orientation, accommodations, fiscal activities, and functional oversight. This includes the creation of digital documents for automated signature routing, mastering the use of MicroSoft Teams and Zoom for video conferencing.

Due to the shift to the telework environment the Benefits Office has been working with members of the EOC to determine best practices in the area of ergonomics, accommodation, and workers compensation. The goal of these efforts is to minimize the District's liability in these areas while the employees perform their assigned duties while at home.

### Recruitment/Vacancies

Below are the recruitment figures to date:

13 permanent recruitments in progress

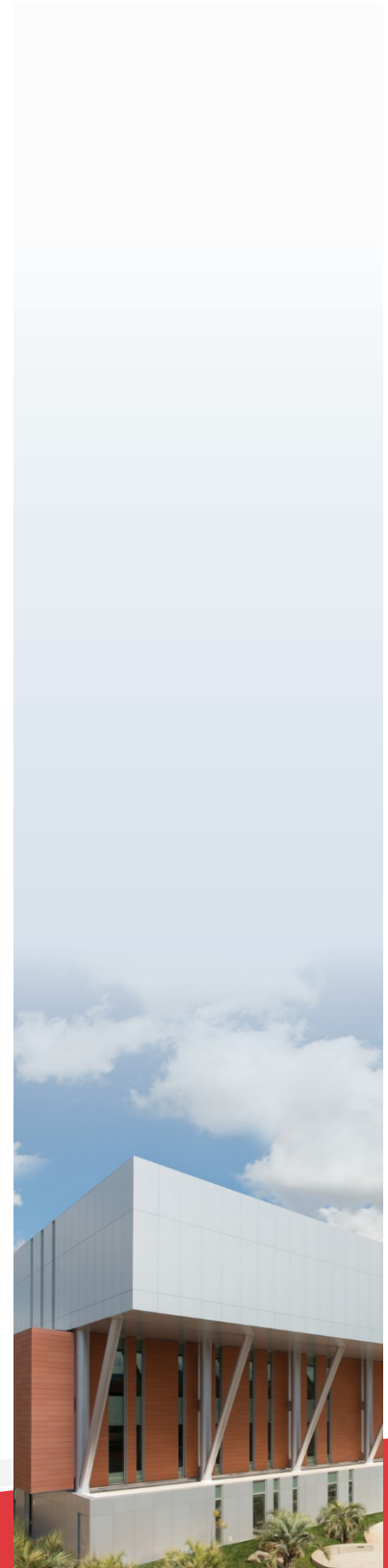
8 – Admin/CAST

4 – Classified

1 – Certificated/ECE

60 part-time faculty recruitments in progress

25 additional part-time faculty postings have closed and departments are still hiring from those application pools





## INSTITUTIONAL RESEARCH AND PLANNING

### Accreditation

Per ACCJC's request, the College submitted notification to the Commission of its move to offer the remainder of the spring semester via remote learning.

### Integrated Planning

The Participatory Governance Task Force (GTF) met in early March to review feedback provided by the campus community on the proposed new governance structure. Refinements to the handbook were made based on feedback received and the work was to move forward to the Strategic Planning Council for review and acceptance. Given the COVID-19 pandemic, this work has been paused and the current governance structure will remain in place while the college navigates the Governor's Stay at Home order. Once on-campus operations resume, the GTF will continue to move the proposal forward.

### Institutional Research and Planning

All staff have successfully established remote workspace and IR&P is up and running. The office is in the process of releasing a COVID-19 Student Technology Access and Basic Needs survey. IR&P has included questions regarding adequate student access to technology (hardware, software, internet), students' primary tool for accessing their coursework, and comfort with their ability to complete their courses online. Questions also address challenges students may be facing as a result of COVID-19 such as a loss or change in employment and food and housing insecurity. At the end of the survey, students can provide contact information for follow-up. IR&P will provide requests for follow up to the appropriate services daily so outreach can be made to students needing support. IR&P released the first two waves of the survey on April 6. Within one day of release, 263 students completed the survey. Additional waves will be released on April 7. The survey will run through April 17.

The Data Integrity Work group as endorsed a proposal to develop a strategic enrollment management database and a set of standard reports. The database will include course and student enrollment data and reports on such items as FTES, FTES/FTEF, application conversion, and student progress and success will be created. A draft action plan has been created and the first set of standard data is being developed. This work directly addresses recommendations in the FCMAT report.

## PUBLIC AFFAIRS OFFICE

### Marketing/Advertising/Promotion

The *Palomar Makes It Possible* advertising campaign continued to include outdoor, Facebook advertising and an integrated digital marketing strategy. Results indicate increased traffic to our website, click-thru actions to the campaign landing pages and phone calls to our enrollment team. The digital advertising strategy designed to increase awareness of our online programs and courses and drive enrollments for fall, was launched in early March. Categorical funds are covering the cost of this strategy.





The web-streaming advertising campaign designed to increase awareness of our financial aid program continued. This campaign is intended to engage students in spring and begin to drive enrollments for the summer and fall semesters.

Our paid ad campaign on Facebook featured video advertising of our graphic communications and journalism programs. Combined, the ads generated nearly 13,000 video views, a reach of 81,552 and ultimately new traffic to our website.

The “like” campaign launched in February, continued into March. The tactics were specifically focused on increasing our Facebook fans and Instagram followers. Our page likes on Facebook increased 4.5% compared to 1.2% in February. We now have over 12,100 likes on Facebook. In addition, our organic reach for our Facebook page increased 11%. Our Instagram followers increased 18% compared to 2.3% in February. Our Twitter page showed engagement as well with over 135,000 impressions during the month and 218 new followers. The content on all of the social media posts in March were largely informative to the audiences and some related to COVID-19 and the College’s activities related to the pandemic.

In support of the second 8-week fast track courses (Fast Track 2) that were re-scheduled to 7-week courses due to the revised academic calendar, the digital billboards on display at the Westfield Mall in Escondido were redesigned to alert the community. These are shown below.

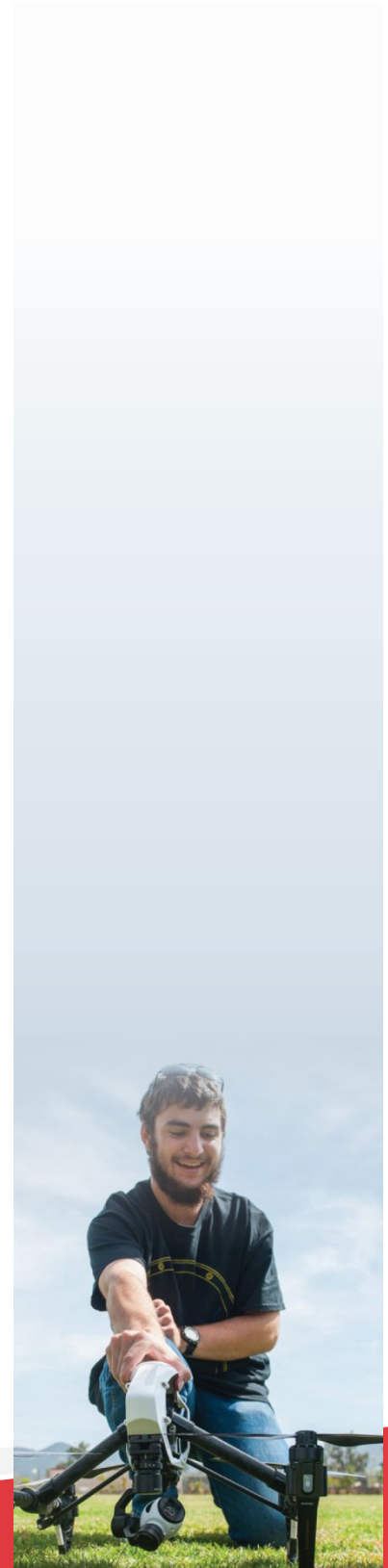


### Community and Media Relations

In the month of March we issued three press releases and included our transition of moving classes to remote delivery; our announcement of a non-instructional week to prepare for the remote format of our coursework, and a notification to the region on the Foundation’s computer distribution to students and the Anita and Stan Maag Food and Nutrition Center food distribution. In total, we generated a 56% increase in new mentions for a total of 36 news stories on various media platforms.

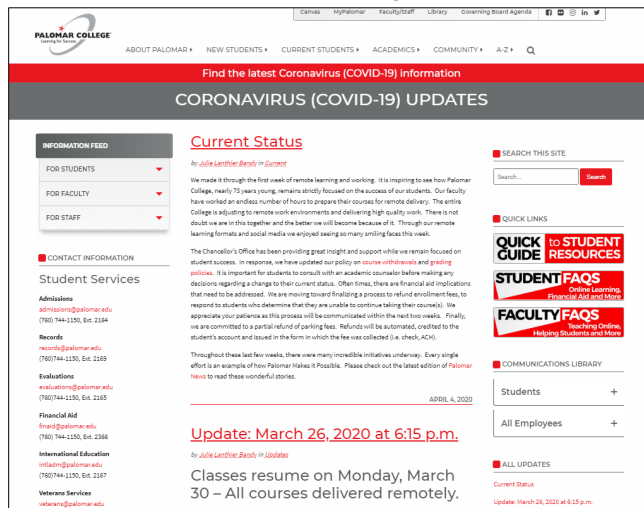
### Internal/External Communications and Public Affairs

In March, the team issued one edition of “3 Minutes of News” to the campus and produced one feature story recognizing two award-winning math instructors. During the first week of April three additional feature stories were developed and focused on the proactive COVID-19 initiatives of the College. The April edition of Palomar News e-newsletter published on April 3.





Posters throughout the main campus were redesigned to educate students, faculty and staff on the mitigation of the spread of COVID-19. A new COVID-19 webpage was designed to provide students, staff, faculty and the community at-large with updates on the College's proactive COVID-19 initiatives. The page was designed as a blog and was updated every 2-3 days throughout the month of March. In early April, this page was redesigned to contain comprehensive information inclusive of FAQs for students, faculty and staff and a communication library that houses all COVID-19 related student and employee related communications from the College.

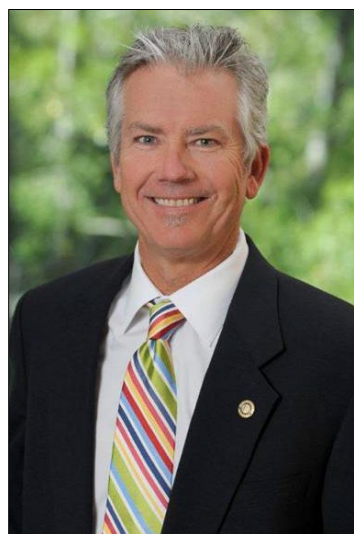


Screenshot of COVID-19 website

## FOUNDATION

### In Memory of John Masson, Foundation Board Chair

John Masson passed away on March 2, after a long battle with cancer. He served on the Foundation Board for more than a decade and was currently the Chair of the Board. John also served on the City Council of Escondido and many other civic organizations. He was a proud Palomar alumnus and awarded the Alumni of the Year in 2019. He is survived by his wife Trisha, son Nicholas (17) and daughter Taryn (13).



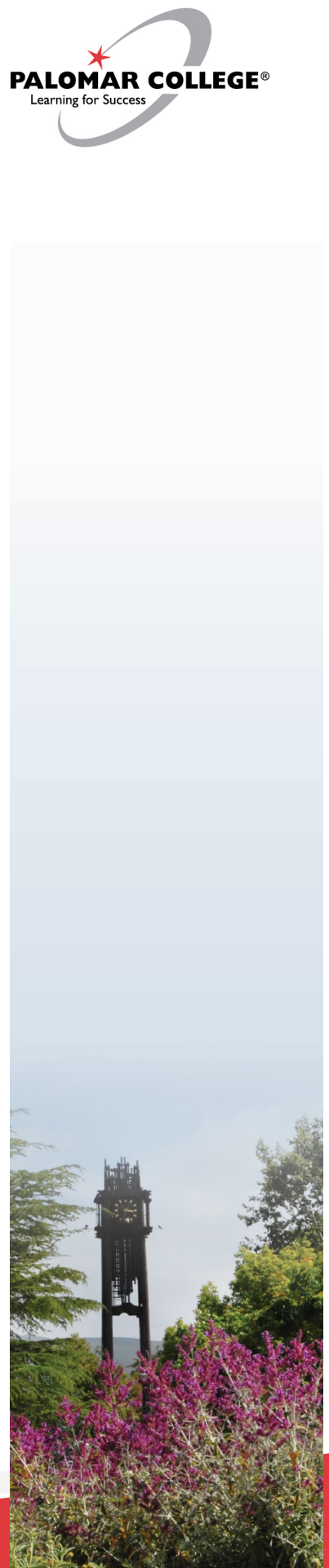
A LIFE THAT TOUCHES OTHERS  
WILL GO ON FOREVER.

The Palomar College Foundation is deeply saddened by the passing of our dedicated and beloved Board Chair, John Masson.

We will always remember John's tremendous passion for the students of Palomar College and his incredible support in our community. His giving and generous spirit was an inspiration to all of us at the Palomar College Foundation. He will be greatly missed.



*Tribute to John Masson as shared on the Foundation's social media pages.*





## **Fundraising Activities**

### **President's Associates – Mamma Mia Event – March 6, 2020**

The Palomar College Foundation President's Associates quarterly event featured the opening night of Palomar's production of Mamma Mia! Over 200 attendees including President's Associate members and prospective members gathered at a pre-show reception. The production was spectacular with attendees dancing in their seats. Governing Board President, Nancy Ann Hensch, Acting Superintendent/President Dr. Jack Kahn and wife Jackie Denmon, along with nine of the eleven Foundation Board members attended this special evening.



*Foundation President's Associates Reception*

## **Grants**

The Palomar College Foundation submitted a request for funding to the San Diego Foundation COVID-19 Response campaign for \$75,000. Dr. Jack Kahn is working directly with Dr. Constance Carroll of the San Diego Community College District, as she is the Chair of the San Diego Foundation Board, in order to secure funding for each of the community colleges in the region. In addition, a funding request for \$50,000 was submitted to the Cushman Foundation – Make a Difference grant. The request is in support of an extensive library and technology reserve program in the Veteran Resource Center.

### **President's Invitational Golf Classic - Postponed**

The President's Invitational Golf Classic, scheduled for May 11 is postponed. The Foundation staff and volunteer committee has raised \$49,000 to date. Our team has reached out to these amazing sponsors and not one has cancelled their commitment!

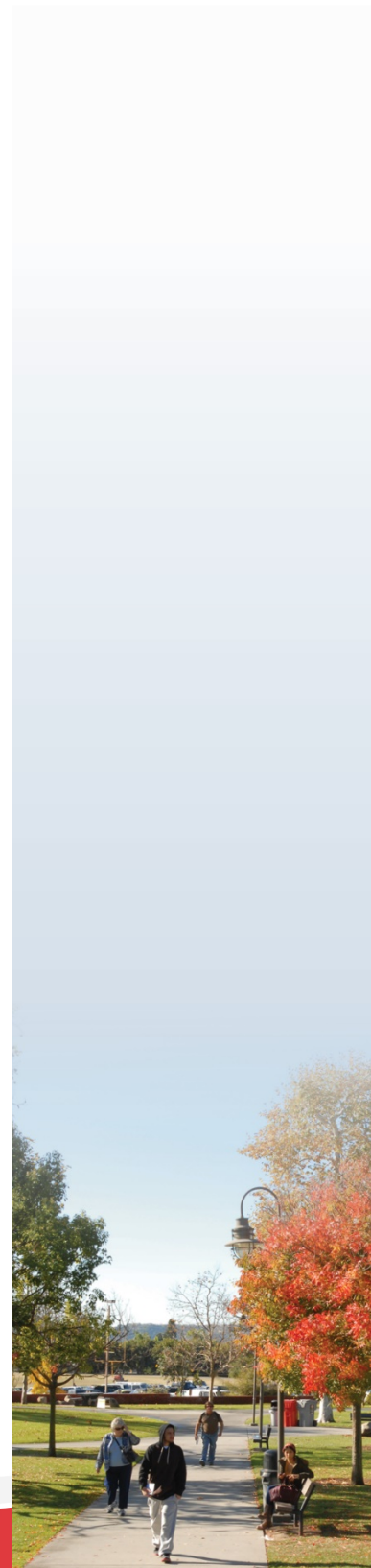
## **Scholarship Program**

The annual scholarship program is underway at Palomar College. The Foundation's generous donors continue to support students annually and our endowed scholarship funds through this vital program. Nearly 500 students submitted applications by the deadline of March 9. The scholarship selection committee is reviewing applications with plans to have decisions made by end of April. In related news, the Foundation recently received \$13,584 from the San Diego Foundation for the Matthew & Marion Dietschman Scholarship to support nursing, paramedic scholarships. Due to COVID-19, our annual Honors Night event scheduled for May 22 is cancelled.

## **COVID-19 Immediate Help to Students in Need**

### **Computer Distribution – Keeping Students in School with Remote Learning!**

The Foundation contacted and partnered with Computers 2 Kids, San Diego, to source 400 computers for students in need as Palomar transitioned to remote learning. A drive-through distribution of computers took place on March 18 with over 340 students participating. The Foundation continues to offer computers daily as students apply





through the Emergency Grant Program with 100 additional computers secured in partnership with Computers 2 Kids by the end of March, 500 students have received computers.



*Drive-thru computer distribution*



*Social distance high-five*

### **Emergency Grant Funds - \$28,210 awarded thus far!**

In addition to computers, hundreds of students have applied for emergency grant funding due to COVID-19. The heart breaking needs of our students include job loss in industries currently challenged, food and housing insecurity and lack of internet service. The Foundation served 214 students with \$28,210 funds granted. The grants included three unique requests made by the Disability Resource Center to provide laptop computers along with specialized equipment to students in order for them to be able to continue their studies.

### **Nursing Program Support - \$30,000**

As safety measures call for hospitals to discontinue clinical rotations and no in-person classes or simulations labs available on campus, all 147 nursing students are impacted. Thirty-six of these students, are just months away from graduating from this premier program. Our nursing faculty now have a solution! Three specific online classes have been developed and are ready for nursing students to continue their educational journey at Palomar College. These classes will allow their continued pursuit of their nursing degree, offered in a fast track format in April and again in the summer. In addition, all 147 students will receive a remote, virtual simulation program with four specific health programs. This will keep students engaged and hopeful until the program resumes.

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

At a special meeting of the Foundation Board Executive Committee, representing the Board of Directors on March 17, the Board approved the election of Pete Rogers as Chair of the Foundation Board. Pete will serve the remainder of John Masson's term through 2020 and then assume the role as planned for 2021-2022.

### **Marketing & Community Engagement**

#### **Palomar College Foundation in the News**

Palomar News – Foundation's COVID 19 efforts – link [here](#)

Palomar News – Foundation's assistance with donated PPE items to the community – link [here](#)





San Diego Tribune – Student Computer Distribution Article – link [here](#)

California Community College Chancellor's Office – COVID 19 Update – headline (see below)



March 20, 2020 - Update No. 6



*Students lined up in their cars to pick up their free computer from Palomar College during a limited-contact distribution on Wednesday, March 18.*