

SUPERINTENDENT/PRESIDENT'S GOVERNING BOARD MONTHLY UPDATE



INSIDE...

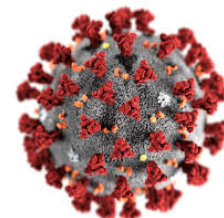
President's Office.....	1
Office of Instruction.....	2
Student Services.....	3
Finance And Administration....	5
Human Resource Services	6
Institutional Research and Planning	7
Public Affairs Office	8
Foundation.....	9

May 7, 2020

PRESIDENT'S OFFICE

Continuous Focus on Student Success

While movement on the FCMAT report and COVID-19 related issues remain the primary focus of the President's Office, we are still maintaining and driving forward new projects to help students succeed and generate new revenue opportunities for the college. Recently, discussions were held with Dr. Ellen Neufeldt, the new president of CSU San Marcos (CSUSM) to discuss and plan projects that will better align our wide depth of programs and offerings at Camp Pendleton with that of CSUSM. Discussions are also underway to explore leasing opportunities for the portables at the Fallbrook Education Center.



In related news, Tom Medel, Center Director of Education Centers in Escondido and Rancho Bernardo has moved forward a potential 'Microcenter' project with San Diego State University (SDSU). This project will provide for SDSU courses to be offered at the Rancho Bernardo Education Center and 2+2 opportunities for Palomar students within those programs. We will be discussing these opportunities more with our faculty partners in the next month and provide more details as available.

Finally, we have continued projects that connect our programs to other educational partners such as National University and Arizona State University. Our very own Boehm gallery has also presented an opportunity that is being actively researched.

Our work to address our fiscal crisis continues and the collaboration has increased among various groups including represented and unrepresented employee populations. In May, we hosted an inaugural State of the Budget meeting to present the data behind our fiscal situation and the required commitment necessary from all entities to aid in deficit reduction. Over 200 people attended this session including our fiscal monitor, Mr. Stoppenbrink.

Similar levels of interest have been shown during our weekly campus-wide COVID-19 updates. These sessions are designed to inform all employees of the work being done to support our students, faculty and staff during this unprecedented time. In addition, all Emergency Operations Center chiefs are able to update the campus on the work that is being done to impact our future whether it be a continued remote work environment, the return of our public safety and first responder training programs, technical support, professional development and other discussion items as requested by session attendees.

OFFICE OF INSTRUCTION

DBA 240 (TELEVISION NEWS/SPORTS) CLASS HAS A SPECIAL GUEST

On Thursday, April 16, 2020 DBA faculty member Serena Reid hosted special guest David Pogue during a DBA 240 (Television News/Sports) class. Pogue is known for his work on CBS Sunday Morning and the NOVA specials on PBS. He spent over an hour with the class, talking about the industry, news writing, and how television correspondents are adjusting to working remotely during COVID-19. The link of the class discussion is available [here](#).



PCTV Emmy Award Nominations

The following Pacific Southwest Emmy nominations were received by Palomar staff and students on May 2. We are extremely proud of the staff at PCTV for another outstanding showing for Palomar College. The ten nominations received by PCTV are the most we have ever had in one year!

Category	Program	Nominees
Documentary	The Roads Most Traveled	Bill Wisneski, Chad Richmond
Short Format Program	The World is a Skatepark	Bill Wisneski, Chad Richmond
Audio	The Roads Most Traveled	Luke Bisagna, Stephanie Gonzalez
Audio	The World is a Skatepark	Luke Bisagna, Stephanie Gonzalez
Musical Composition	The World is a Skatepark	Luke Bisagna
Musical Composition	The Roads Most Traveled	Luke Bisagna
Director - Non Live (Post Produced)	The Roads Most Traveled	Bill Wisneski
Director - Non Live (Post Produced)	The World is a Skatepark	Bill Wisneski
Editor (No Time Limit) - Program (News)	The World is a Skatepark	Chad Richmond
Editor (No Time Limit) - Program (News)	The Roads Most Traveled	Chad Richmond
Student Craft - Photographer		Maximillian Newhan
Student Craft – Talent		Kyle Dyer
Student Craft - Talent		Brad Gonzalez



Stephanie Gonzalez is an intern from sound design program at CSU San Marcos. She has been working with Luke Bisagna this semester. It is great that her work with Luke and Palomar garnered her an Emmy nomination! The two short documentaries by PCTV both highlight the work of award-winning Palomar photography alums - Grant Brittain and Don Bartletti. The awards ceremony will be an online affair this year. More details will be forthcoming.

First Responder and Public Safety Programs Re-Start in May

Responding to guidance from state officials directing crucial first-responder training programs to continue, the Police and Fire Academies will recommence face-to-face instruction in May, following strict precautions, as will the Paramedic Training and Emergency Medical Technician (EMT) programs. All protocols set forth by the Centers for Disease Control and Prevention (CDC), state and county health officials to prevent the spread of COVID-19 will be closely followed.

The State Fire Marshal and the Commission on Peace Officer Standards and Training (POST), the accrediting agencies for the fire and police programs, have affirmed the college's plans to continue face-to-face instruction. The California Emergency Medical Authority recently issued several revised policy changes that approve the use of fidelity simulation, scenarios, and other innovative educational environments as substitutes for the clinical and field internship training for paramedic and EMT training programs. This will allow the two Palomar programs to complete their training-in-progress this spring and summer.

Enrollment Management Task Force Update

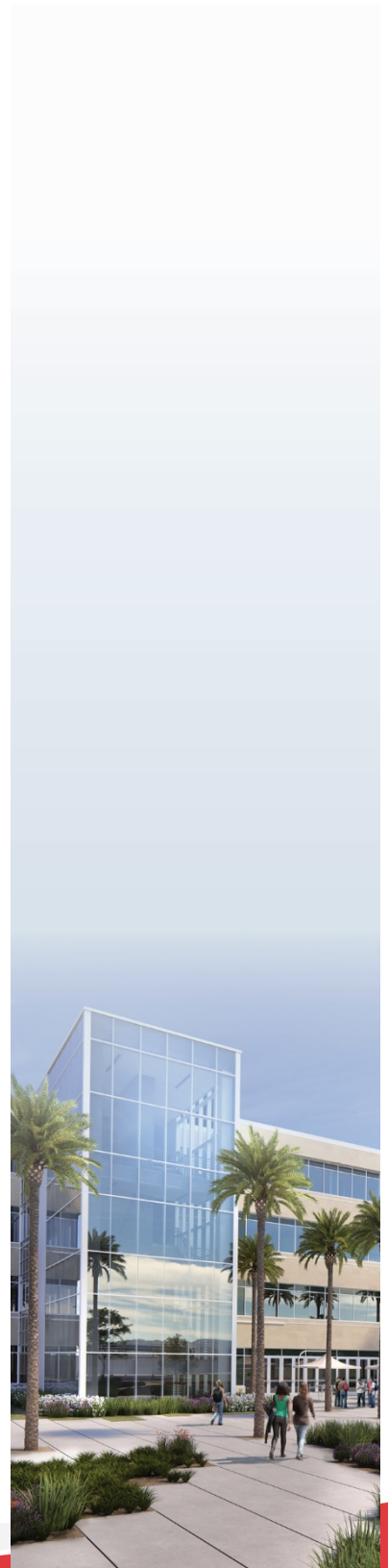
The Enrollment Management Task Force was created in December 2019 and has met weekly since February; represented in the discussions and work meetings are Institutional Research & Planning (IR&P), Fiscal Services, Instruction, Student Services, Marketing and Communications, and, two faculty members appointed by our Faculty Senate. Thus far this semester, we have:

- Set FTES/FTEF and efficiency targets for Spring 2021;
- Built a Student Centered Funding Formula (SCFF) “calculator”, thanks to our IR&P and budget subgroups; we are currently using this tool to explore targets for enrollment and completions, and to inform our outreach and retention activities for the next 5 years;
- Agreed upon structure for a college-wide enrollment management timeline;
- Collected data and feedback from the Promise program and outreach;
- Created a database for data/reports desired through the enrollment management cycle; this database will continue to grow as a part of our planning process; and
- Tied data/reports into the Data Integrity conversation.

STUDENT SERVICES

Student Health Centers

Student contact and response for assistance are continuing in our remote work environment. The website has been updated with portal information, a HIPAA



compliant Zoom platform, and tele-portal appointments. Medical services are still available via telehealth. Emails have been sent out to all students with information about available services. Behavioral Health counselors are working to start online mental health support groups.

Student Services

Counseling Division

CalWorks and Care students have been participating in weekly Zoom meetings. EOPS Connect - students can access resources, read posts and motivational quotes. There are self-help tool kits and resources for parents who are teaching their children at home. The team is making a concerted effort to reach out to students that they have not heard from and offering online workshops. The Early Alert system is being used to ensure that students are being contacted. The assessment team has been reaching out based on the list of students generated by Starfish.

Enrollment Services

Registration appointments were distributed during the week of April 27. Also, as of April 27, students who withdrew due to COVID-19 related causes began to receive refunds. Email communication was distributed to students, faculty and staff regarding the drop/withdrawal timelines. Students may withdraw by May 1 with no questions asked. From May 2 to May 15, there is a petition process in place. No drops will be permitted after May 15.

Student Equity

Equity office is looking into the possibility of using equity funds to assist students of "DI" populations. Potentially \$100,000 that can be used to support students. Working the logistics on how to support students while not on campus. Researching which grants will work with this type of situation in the hope of being able to offer more assistance.

Student Life and Leadership

A plan to host a virtual commencement celebration was designed and approved. The team is diligently working to activate all aspects of the plan.

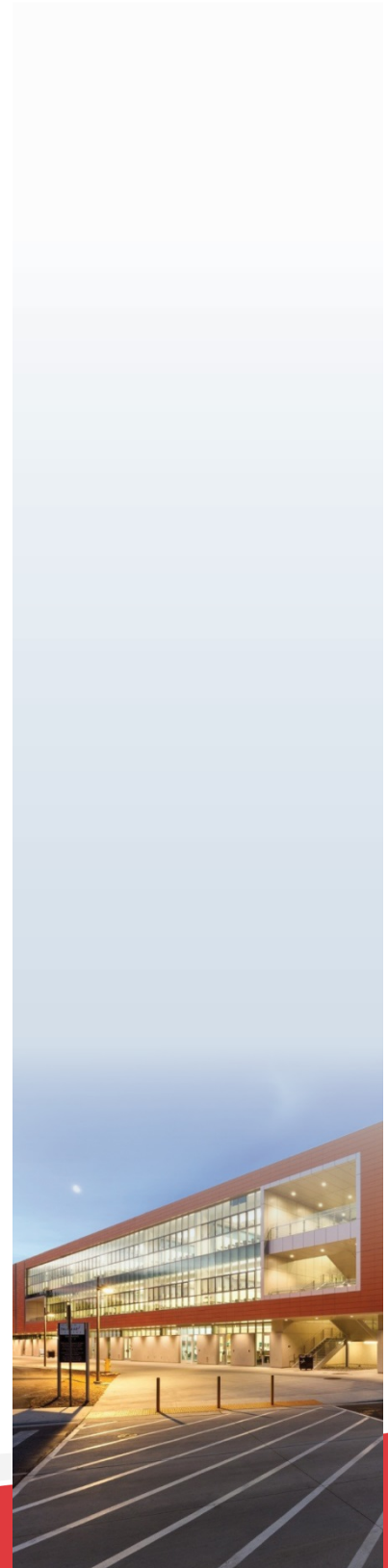
Student Activities

The Associated Student Government held their first virtual annual election. The results are in and the new Student Trustee is Rachel Alazar and the new Associated Student Government (ASG) President is Remy Arnold.

The Inter-Club Council is planning on celebrating Mental Health Awareness Month in May. Each club will be coordinating an activity to spread awareness on how students can better serve their Mental Health. The Student Life & Leadership office will also be collaborating with the Student Health Centers to assist students with stress relievers while they prep for finals week. Additionally, all of our activities are being held virtually from TikTok dance offs, riddle trivia's, student talent shout outs, etc.

Anita and Stan Maag Food & Nutrition Center

Received 93 requests for assistance for food and other basic needs, all 93 students were called and sent an email with link to the quick guide to student resources, 32 have been successfully connected to resources in their area. Food & Nutrition Center recipe webpage has received more than 65 views in the first week.



Athletics

Athletics has focused on communication to make sure that student-athletes stay in contact with coaches. This includes ZOOM workouts, meetings, watch games and identify plays/elements of the games. Staff is working with blood banks in the area to see if the athletes can organize/take part in a blood/plasma drive.

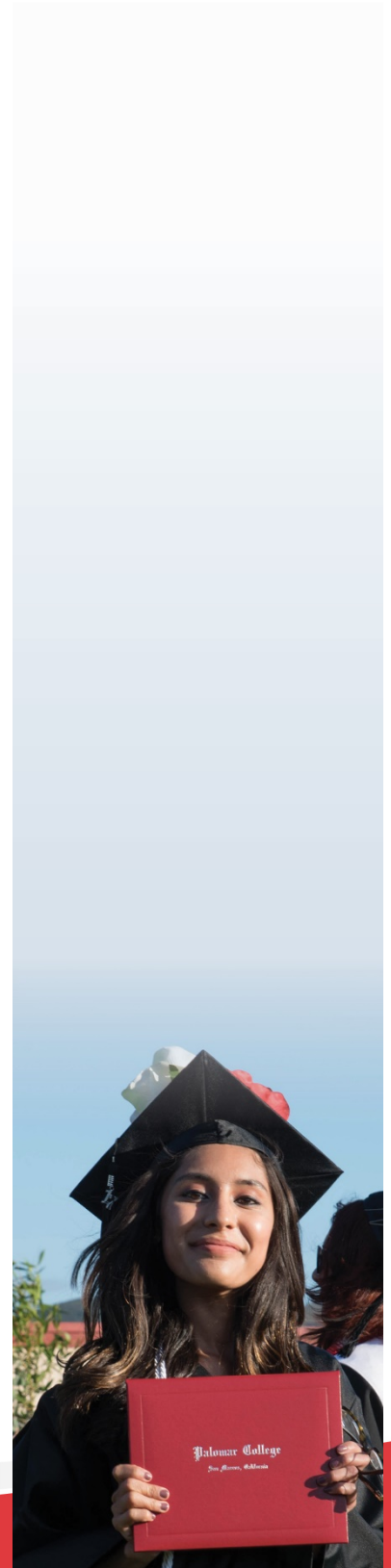
FINANCE AND ADMINISTRATION

Focused on the Budget

Finance and Administrative Services is expecting the May Revision, a statutorily required action by the Administration every year to recast the Governor's January Budget proposals in view of a revised revenue outlook and stakeholder feedback. The Governor is scheduled to release the May Revision no later than May 14 and will do so without the knowledge of the full impact of COVID-19 on tax receipts and rapidly changing world, national, and California economies. We anticipate that Proposition 98 will be significantly impacted by the extension of personal income tax filings and related payments from April 15 to July 15. The Department of Commerce is estimating COLA at 2.31% however, districts are cautioned from incorporating the calculated statutory COLA into their multiyear projections at this time. Because the impact of COVID-19 pandemic on the economy occurred late in the final quarter of the calculation, the March downturn did not have as much of an immediate impact on the final statutory COLA. We will see more dramatic negative impacts next year as state and local governments address massive deficits. We are discussing various revenue scenarios with the budget committee and other shared governance groups, including a best case scenario (Tentative Budget with COLA), middle case scenario (Tentative budget without COLA), and a worst case scenario (Tentative Budget without COLA and with a deficit factor). The results of the budget discussions will be folded into our revenue assumptions that will be incorporated in the FY2020-21 Tentative Budget and out-year estimates for the Student-Centered Funding Formula (SCFF) funding for multi-year projections.

On April 21, the CalPERS Board set the FY2020-21 employer contribution rate at 22.68%. This is a slight decrease from the previous estimate of 22.80%. The new rate increases the district's costs by 2.96% of payroll from the current year.

Round two of the CARES Act grant earmarked in the Higher Education Emergency Relief Fund is slated to be released to allow districts to apply for reimbursements. This second round of funding is separate from the funding previously made available for "emergency student financial aid grants." These institutional funds may only be used to cover costs associated with "significant changes to the delivery of instruction due to coronavirus."



HUMAN RESOURCE SERVICES

General Operations

EEO Trainings

In May 2020, Human Resource Services will introduce a District-wide compliance training program to all permanent and hourly employees. These trainings are mandated by federal and state law, and will cover the following topics relevant to equal employment opportunity:

- Sexual harassment prevention (required by A.B. 1825 and S.B. 1343)
- Title IX - sexual misconduct recognition and reporting (required by Title IX of the Higher Education Act of 1972)
- Nondiscrimination and cultural competency (an add-on to the brief nondiscrimination segment of the sexual harassment prevention training)

The trainings will be offered online in the 3PD Portal, the District's professional development system, and are available at no cost to the District by Keenan Safe Colleges, the District's risk management administrator. Two versions of each training are available to ensure a more tailored training experience to each employee group: one for faculty and staff, and the other for supervisors and administrators.

Human Resource Services is also developing a mandated reporter training program to educate employees about child abuse and neglect in accordance with California law. This training is scheduled to begin in fall 2020.

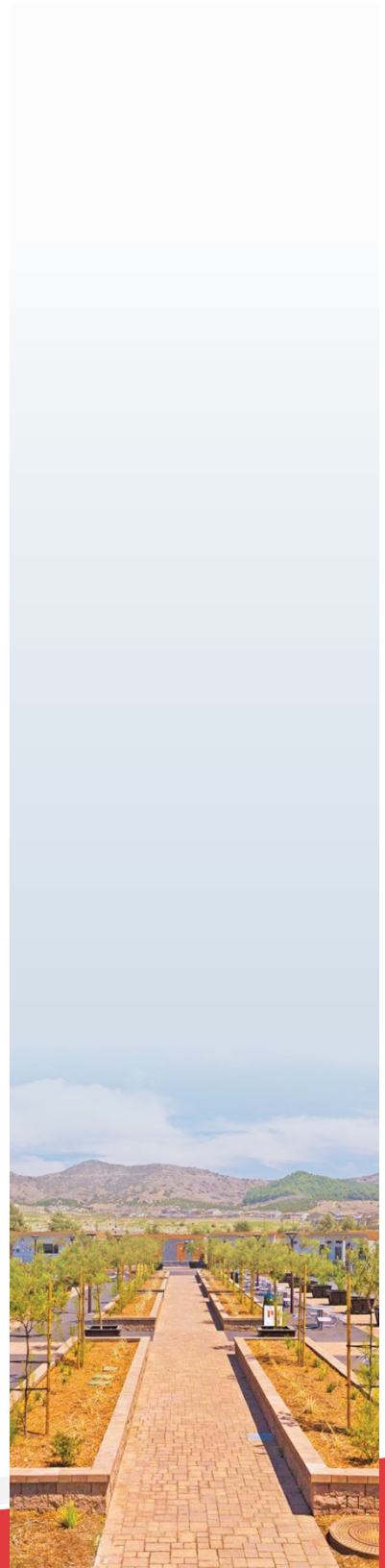
EEO Fund Multiple Method Allocation Certification Form, 2019-20

Each year, the California Community Colleges Chancellor's Office requires each district to demonstrate their commitment to equal employment opportunity as defined by Title 5, § 53000 et seq. through the EEO Multiple Method Allocation Certification. This certification allows districts to identify whether, and how, they meet each of nine "multiple methods" criteria as defined by the Chancellor's Office. These criteria include basic compliance, such as having an EEO Plan and an EEO Advisory Committee, and progress toward continuous program improvements. The District has included the 2019-20 certification form on the May 12, 2020 Governing Board meeting agenda for review and approval.

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 District has contracted with a vendor to perform a full-time employee and retiree dependent audit. The Benefits Office is working with the vendor and our Business Systems Analyst to provide the required data and resources. The vendor will perform all facets of the audit directly with the members.



In response to our remote work environment, we are working to convert frequently used forms into a format that can be completed digitally to ensure there is no delay in benefit related changes or requests. The volume of ergonomic related requests has increased. Human Resource Services and Environmental Health and Safety have coordinated to effectively support employees during this time of remote work. We continue to have employees experience a need for leave or accommodation. We have been utilizing Zoom to ensure there is no delay in support for these employees. There have been no new workers compensation claims filed since we have moved to the remote work format. We do have one employee who is off work recovering from an injury sustained prior to our move to remote work.

Recruitment/Vacancies

Below are the recruitment figures to date:

15 permanent recruitments in progress

8 – Admin/CAST

6 – Classified

1 – Certificated/ECE

55 part-time faculty recruitments in progress

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

INSTITUTIONAL RESEARCH AND PLANNING

Accreditation

The Accreditation Steering Committee met to discuss the status of the Institutional Self-Evaluation Report (ISER). Most writing team leads attended and provided reports on their progress. IR&P finalized the accreditation survey report and distributed it to the team leads. Due to COVID-19, the due date for submitting writing teams' first drafts is now May 30, 2020.

Integrated Planning

The Strategic Planning Council began discussing the need to update Palomar's Mission Statement. As part of the ISER development process, writing teams have expressed an interest in updating the College's mission. While the current statement "checks all the boxes" and meets accreditation standards, members of the College community seek to update the statement to better reflect our "why" and the students we serve.

Institutional Research and Planning

IR&P completed data collection on the COVID-19 Student Technology Access and Basic Needs survey and prepared preliminary survey results. Over 2,000 students responded to the survey. Below is a brief summary of the results:

- Nearly all survey respondents had access to either a personal computer, laptop computer or a tablet to engage with their coursework. However, one-fifth indicated they were sharing their computer and 12% indicated they mainly used their smart phone to access their course.
- Half of all respondents indicated they experienced technical difficulties with the transition to remote learning. Insufficient internet connectivity and lack of equipment such as printers and webcams were the most cited challenges.

- Two thirds of all respondents indicated they experienced non-technical challenges. Finding a quiet place to study and clear information or understanding on how to access course materials were the most cited obstacles.
- Sixty percent of respondents' job situations were affected by the COVID-19 pandemic and 40% indicated it was affecting their ability to do their coursework.
- While students responded to an array of circumstances affecting their lives at the moment, social isolation, concerns about the health of others, mental health, and own health were rated as the most stressful.
- 540 students requested follow-up from Palomar College. The most requested support included financial aid, advising, tutoring, and assistance with enrollment and registration issues.

Work continued on developing a Strategic Enrollment Management data warehouse and standard reports. As a feasibility test, IR&P utilized the Student-Centered Funding Formula calculator to test the impact of various scenarios on the College's Total Computational Revenue.

PUBLIC AFFAIRS OFFICE

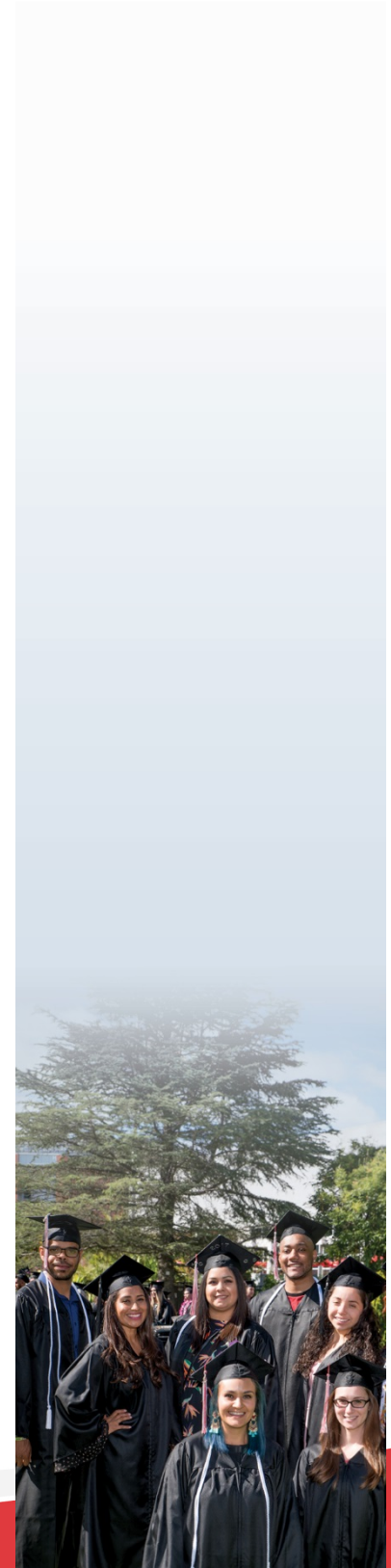
Marketing/Advertising/Promotion

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, that launched in early March was optimized in April and generating interactions on the landing page and calls to the enrollment services team. 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. The campaign ends during the week of May 11.

In the last ten months, all of our social media platforms have grown in fans and followers, respectively. Our fans ("likes") on Facebook increased 9%. We now have 12,200 likes on Facebook. Our Instagram followers continue to increase, with a month over month growth of 2.1% and 47% overall increase in the last ten months. Our Twitter page showed engagement as well with nearly 47,000 impressions during the month of April and an overall increase in followers of 43% in the last ten months. Also interesting, engagement on our LinkedIn page increased, with 16% more unique visitors than the previous month and 21% growth in page views.

To further promote our commitment to online delivery of our courses during the last half of the spring semester and on into the summer session, the digital billboards on display at the Westfield Mall in Escondido were refreshed with online messaging.



Community and Media Relations

In the month of April we issued two press releases and included our maintaining online course delivery for the summer session and the recommencement of our first responder and public safety training academies. We worked with a San Diego Business Journal reporter on a story regarding the impact of COVID-19 and our commitment to remote delivery of courses and the health and safety of our students, faculty and staff. While other colleges were also included in the story, our beautiful campus was featured in the headline image of the story. We also experienced over 540 press mentions due to the untimely passing of a former Palomar College football player Mr. Tom Dempsey.

Internal/External Communications and Public Affairs

In April, the team issued two editions of “3 Minutes of News” to the campus and produced four feature stories recognizing an award-winning faculty member and all of the work and incredible dedication of staff and faculty to continue to serve our students. The April edition of Palomar News e-newsletter published on May 1. The new COVID-19 webpage continues to be updated regularly, inclusive of new frequently asked questions and informational updates targeted to all employees and students.

FOUNDATION

Fundraising Activities

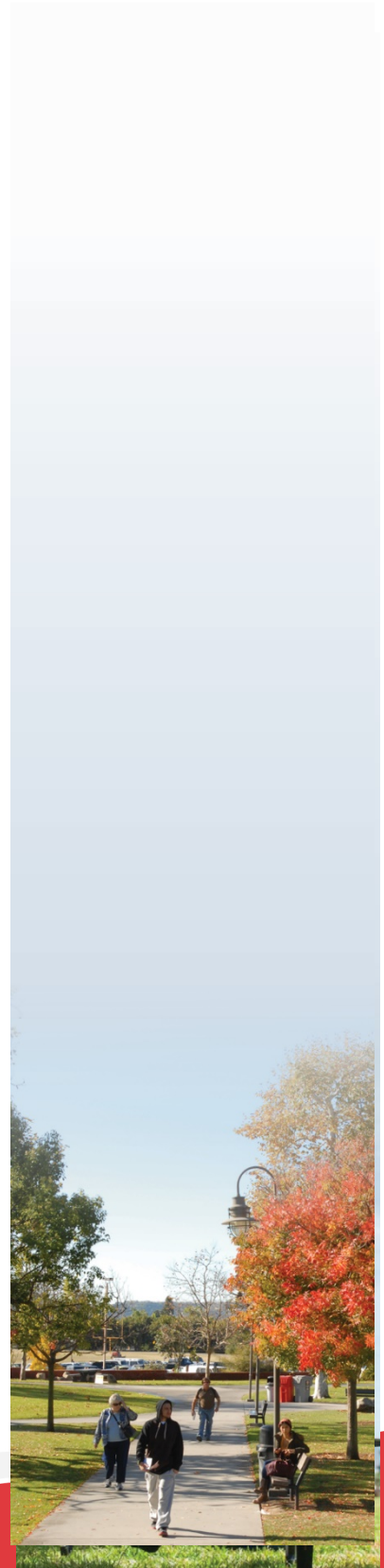
The Palomar College Foundation continues to fulfill its mission by removing barriers to education for our students during the COVID-19 crisis. Donations remain strong to the Darlene Shiley Challenge Emergency Fund Campaign, established on March 16, to support the needs of our students. The fund has exceeded \$200,000. Our own ASG and PACRA deserve recognition for donations to this fund in April.

The Foundation applied for and received \$4,545 from the Foundation for California Community Colleges to support nursing student’s impacted by COVID-19. Matthew and Marion Dietschmann continued their support for nurses and EME students by donating \$13,583.



Computers and Emergency Grants Awarded

Nearly 1,000 students have received either a computer or emergency funding from the Foundation. To date, over 500 computers are distributed and 381 students received emergency grant funds totaling \$45,500. Computers and emergency grant awards continue daily.



Board of Directors

The Foundation's Board of Directors met on April 27. Newly elected Chair Pete Rogers appointed two vacant officer positions including Vice Chair, Scotty Lombardi and Immediate Past Chair/Appointed, Rita Brandin. In addition, Aaron Byzak will step into the role of Chair of the Nominating & Board Development Committee.

Faculty Innovation Grant Awarded - \$19,200

The Foundation Board's Grant Review Committee recommended and the Board approved \$19,200 for the faculty innovation grant put forth by Dr. David Meske for the Cybersecurity Program.