



STRATEGIC PLANNING COUNCIL AGENDA

Date: October 20, 2015
Starting Time: 2:00 p.m.
Ending Time: 3:45 p.m.
Place: **AA-140**

CHAIR: Gonzales

MEMBERS: Barton, Dryden, Falcone, Furch, Gonzales, Holmes/Schoneman, Larson, Laughlin, Lienhart, Moore, Nagtalon, Navarro, Perez, Popielski, San Juan, Sivert, Smiley, Sourbeer, Spence, Stockert, Talmo, Titus, Wick

RECORDER: Ashour

	Attachments	Time
A. <u>MINUTES</u>		2 min
1. Approve Minutes of October 1, 2015		
B. <u>ACTION ITEMS/SECOND READING</u>		
1. Benefits Committee	Exhibit B1	5 min
2. Comet Information Exchange	Exhibit B2	5 min
3. Strategic Plan 2016 Year 3 Goals and Objectives	Exhibit B3	5 min
4. Enrollment Strategies Task Force	Exhibit B4	10 min
5. 2015-2016 SPPF Allocation		15 min
C. <u>ACTION ITEMS/FIRST READING</u>		
1. Accreditation Steering Committee	Exhibit C1	5 min
2. Naming Rights for Arboretum	Exhibit C2	10 min
3. Board Policy 3570-Smoking and/or Other Tobacco Use	Exhibit C3	5 min
4. Administrative Procedures AP3560-Alcoholic Beverages; AP 7600-Palomar College Police Department	Exhibit C4	5 min
D. <u>INTEGRATED PLANNING MODEL</u>		
1. Review of 2015-2016SPC Timeline		5 min
E. <u>INFORMATION/DISCUSSION</u>		
1. South Center		15 min
2. SSSP Update		15 min
F. <u>ACCREDITATION</u>		5 min
1. Accrediting Commission Actions and Policy Updates		
2. Palomar Accreditation Update		
G. <u>REPORTS OF PLANNING COUNCILS</u>		5 min
1. Finance & Administrative Services Planning Council – Ron Perez		
2. Human Resource Services Planning Council – Mike Popielski		
3. Instructional Planning Council – Dan Sourbeer		
4. Student Services Planning Council – Kendyl Magnuson		

H. REPORTS OF CONSTITUENCIES

5 min

1. Administrative Association – Justin Smiley
2. Associated Student Government – Malik Spence
3. CCE/AFT –Dan Dryden
4. Confidential/Supervisory Team – Zeb Navarro
5. Faculty Senate – Greg Larson
6. PFF/AFT – Shannon Lienhart/Teresa Laughlin

I. OTHER ITEMS



STRATEGIC PLANNING COUNCIL MEETING MINUTES October 20, 2015

A regular meeting of the Palomar College Strategic Planning Council scheduled October 1, 2015, was held in AA-140. Interim President Adrian Gonzales called the meeting to order at 2:00 p.m.

ROLL CALL

Present: Barton, Dryden, Falcone, Furch, Gonzales, Holmes, Larson, Laughlin, Lienhart, Magnuson, Moore, Nagtalon, Popielski, San Juan, Sivert, Smiley, Sourbeer, Stockert, Talmo, Titus, Wick
Absent: Navarro, Perez
Guest: Olga Diaz
Recorder: Cheryl Ashour

A. MINUTES

1. Approve Minutes of October 1, 2015

MSC (Sivert/Stockert) to approve the Minutes of October 1, 2015 as presented.

B. ACTION ITEMS/SECOND READING

1. Benefits Committee (Exhibit B1)

MSC (Larson/Barton) to approve the Benefits Committee Governance Structure as presented

2. Comet Information Exchange (Exhibit B2)

MSC (Laughlin/Popielski) to approve the Comet Information Exchange as presented

3. Strategic Plan 2016 Year 3 Goals and Objectives (Exhibit B3)

Discussion ensued on the deletion of *Objective 1.3: Place SLOACs and SAOACs at the center of Program Review and Planning, strategic planning, and resource allocation processes*. After discussion it was decided that when Strategic Plan 2019 is written, this objective will be considered for inclusion.

MSC (Larson/Sourbeer) to approve the Strategic Plan 2016 Year 3 Goals and Objectives as presented

4. Enrollment Strategies Task Force (Exhibit B4)

MSC (Titus/Magnuson) to approve the Enrollment Strategies Task Force as presented.

Adrian Gonzales encouraged everyone to provide the names of their representatives as soon as possible.

5. 2015-2016 SPPF Allocation

MSC (Furch/Stockert) to amend proposal to state that the 75/25 ratio is subject to change

MSC (Titus/Lienhart) to approve the amended 2015-2016 SPPF Allocation of \$200,000, with a ratio of 75/25: \$150,000 to support one or two objectives in the Strategic Plan 2016 that relate to enrollment and \$50,000 for smaller projects with the 75/25 ratio subject to change

C. ACTION ITEMS/FIRST READING

1. Accreditation Steering Committee

This item was pulled from the agenda.

2. Naming Rights for Arboretum (Exhibit C2)

Rich Talmo discussed the Hunter family/company gift of \$500,000 over a five-year period (\$100,000 per year) for naming rights for the Arboretum. The money will be used solely for maintenance and upkeep of the Arboretum. The fund will be managed by the Palomar College Foundation; the agreement and all records will be open to the public. This item will return for action/second reading at the next meeting.

3. Board Policy 3570-Smoking and/or Other Tobacco Use (Exhibit C3)

Adrian Gonzales discussed the revisions to Board Policy 3570. This item will return for action/second reading at the next meeting.

There was discussion on the progress of revising the smoking procedure to include implementation of fines. Michael Nagtalon reported that the ASG is in favor of fines, as long as faculty and staff are included; if not, they would not support fines.

4. Administrative Procedures 3560-Alcoholic Beverages; 7600-Palomar College Police Department (Exhibit C4)

Adrian Gonzales discussed the revisions to AP 3560-Alcoholic Beverages and AP 7600-Palomar College Police Department. This item will return for action/second reading at the next SPC meeting.

D. INTEGRATED PLANNING MODEL**1. Review of 2015-2016 SPC Timeline**

Michelle Barton reviewed the timeline for the Action Plan and SPPF allocation.

E. INFORMATION/DISCUSSION**1. South Center**

Adrian Gonzales led a discussion of important topics regarding the South Center: the progress of the EIR process and concerns of those living in the neighborhood; and the opportunities and challenges of opening the South Center at this time.

2. SSSP Update

Olga Diaz, Director of Student Support and Student Equity, discussed the progress of the Student Success and Support Program Plan, which is due to the Chancellor's Office next week. Ms. Diaz will provide a copy of the Plan to SPC members.

F. ACCREDITATION**1. Accrediting Commission Actions and Policy Updates**

Dan Sourbeer reported that the Accrediting Commission responded aggressively to the Task Force recommendations.

2. Palomar Accreditation Update

Dan Sourbeer reported that both the Nursing and Firefighting programs were reaffirmed.

F. REPORTS OF PLANNING COUNCILS**1. Finance and Administrative Services Planning Council**

There was no report.

2. Human Resource Services Planning Council

Mike Popielski reported that HRSPC reviewed the Staffing Plan.

3. Instructional Planning Council

Dan Sourbeer reported that IPC discussed enrollment management.

4. Student Services Planning Council

Adrian Gonzales reported that SSPC discussed enrollment management.

G. REPORTS OF CONSTITUENCIES**1. Administrative Association**

Justin Smiley reported that the Administrative Association would like representatives on all the Councils; they are in the process of becoming a member of SSPC and will begin the process for FASPC.

2. Associated Student Government

Michael Nagtalon reported that the ASG is polling students regarding the smoking policy, they recently had a retreat for the full ASG membership, and the leadership retreat is planned for this weekend.

3. CCE/AFT

There was no report.

4. Confidential/Supervisory Team

There was no report.

5. Faculty Senate

Greg Larson stated that the Faculty Senate members for the Enrollment Task Force may not be appointed by this Monday, but will be appointed as soon as possible.

6. PFF/AFT

There was no report.

H. OTHER**1. Giving Tuesday**

It was announced that the Foundation will promote Giving Tuesday this year, held the second Tuesday after Thanksgiving, focusing on student scholarships and the book fund. An ice cream social will be held on December 1.

2. Presidential Finalists

Adrian Gonzales announced that there are two finalists for the President position; information on both can be found on the website.

I. ADJOURNMENT

There being no remaining items, the meeting was adjourned at 3:38 p.m.

Request submitted by: Mike Popielski					Date: September 2, 2015		
Proposed Name of Requested Group: Benefits Committee							
	Council		Committee	X	Subcommittee		Task Force
Action Requested:		Add		Delete	X	Change	
<p>Role, Products, Reporting Relationships:</p> <p><u>Role:</u> The Benefits Committee reviews current benefits and makes recommendations for additions and changes to employee and retiree health and welfare benefits. It reviews benefits changes in light of federal and state laws, as well as District planning and policy decisions. The Committee seeks input from employees and retirees for benefits needs, considers costs of benefits, and advises employee and retiree groups and the administration as necessary.</p> <p><u>Products:</u> The Committee makes recommendations to the appropriate representative group.</p> <p><u>Reporting Relationship:</u> Palomar Faculty Federation, Administrative Association, CAST, CCE/AFT, and the President's Cabinet.</p>							
<p>Meeting Schedule: 1st Wednesday 3:00 – 5:00 pm, and 3rd Wednesday 3:00 – 5:00 pm as needed</p>							
<p>Chair: Vice President, Human Resource Services</p> <p>Members:</p> <ul style="list-style-type: none"> • Manager, Human Resource Services • Four Faculty members (appointed by PFF) • Four Classified Unit employees (appointed by CCE) • Two Administrative Association members • Two Confidential/Supervisory Team members • Four Retirees (appointed by PCRA) • Vice President, Finance & Administrative Services or designee • Benefits Specialist (Ex Officio) 							

Reviewed by Strategic Planning Council:
09-20-05 Approved
09-28-10 Revised

CIE Proposal:

A group of faculty, staff, and administration has created CIE, or Comet Information Exchange, a one-stop shop where we connect you with summaries of Palomar's planning council meetings and other Palomar committee meetings, links to full minutes, and tags for keyword and topic searches. Our goal is to see summaries from all of our college's planning councils and numerous committee meetings represented in this one site so that a person could sit down for an hour or so once every couple of weeks to catch up on what's been happening in our campus' shared governance. Palomar College employees will...receive a reduced number of emails from committees/councils, start to make connections among committees/councils/groups who are working with specific initiatives and funding sources, such as STEM, 3SP, SB 1070, CCPT, Perkins IV, AB 86, Doing What Matters, Basic Skills, and Student Equity, see a reduction in duplicate work being done by multiple groups, and be on the same page (or at least in the same book) with respect to shared governance. For this semester, bulleted highlights from the minutes of the council meetings may be sent to Shayla Sivert for inclusion on the site.

Below are a few of the comments gathered from a Fall 2014 Faculty Senate survey to our faculty on the topic of communication and committee work:

- "It is hard to keep up with what is going on."
- "Communication doesn't always get from one committee to another."
- "Too much duplication and bureaucracy. Lack of communication"
- "I would like a weekly governance report—what is going on when and where. In that way everyday teachers like me would be aware of and able to participate in important discussions. Right now I have to go read many minutes hoping the minutes genuinely reflect what is REALLY happening."
- "I've heard that one of the big complaints is that some larger initiatives must be presented to multiple bodies, with each having its own separate say. Since many people serve on multiple committees, some individuals have to hear the same summaries many times."
- "There seems to be so many committees and a lot doing the same things. Maybe a revamp and review of making sure there isn't overlap."
- "Committees need to link to one another. There is a bit of a "silo" effect that has emerged from having so many committees with their own charges. Would it be helpful to have some mechanism in place that would refresh the mission of each and the connections among each of them?"
- "Creating an easy-to-understand platform – blog, newsletter, etc – which informs the faculty of the major issues being discussed, and have a way for all faculty to send in their opinions on issues/topics under discussion."



CIE

CIE: Who and Why

How

Planning Councils

Faculty Senate Committees

Contact

FASPC (

Posted on

Information about CIE and instructions for reporter

Finance & Administrative Services Planning Council

The follow

the Finance

List of councils/committees. Here viewers can look at only posts from specific councils/committees

ACTION/SE

- MS (M
- pledged

support of the Palomar College Arboretum. A motion was made to accept the donation and advance it to SPC. The motion carried unanimously.

INFORMATI

- VP Pe
- Conig

List of all recent posts

- VP Perez reported a subcommittee of the Budget Committee will meet on the fourth Tuesday of each month for an in depth discussion and analysis of the District's budget.

- VP Pe
- anticip

View posts by common topic

- VP Pe

/staffing of the South Education Center, opening Fall 2017.

- VP Perez reported the new California Coast Credit Union ATM machine was installed near the Bookstore.

- Chris Miller reported Palomar College won two awards at the Community College Facility Coalition (CCFC); an Award of Excellence for the Humanities Building and an Award of Merit for the Learning Resource Center.

Additional information can be found at the Finance & Administrative Services Planning Council Website:

<http://www2>

Subscribe to the blog with your email: receive email updates when information is posted.

Posted in E

SSPC (09/23/15)

Posted on [September 25, 2015](#) by [Shayla Sivert](#)

Student Services Planning Council

The follow

Services Pl

View posts by month.

the Student

INFORMATION/DISCUSSION:

Search ...

RECENT POSTS

- [FASPC \(09/24/15\)](#)
- [SSPC \(09/23/15\)](#)
- [IPC \(09/23/15\)](#)
- [SSPC \(09/09/15\)](#)
- [SSEC \(09/11/15\)](#)

TAGS

[SSP/Student Equity](#) [AB 85](#) [AB540](#)

[AEBG 104 awards](#) [Calendar](#) [Career](#)

[Pathways diversity](#) [Enrollment](#)

[faculty advising](#) [faculty hiring](#) [Faculty Hiring](#)

[Procedures](#) [Foundation](#) [goals & planning](#)

[Governance Structure](#) [LEP](#)

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[Cycles](#) [PRP](#) [SEP](#) [South Center](#) [SSSP](#) [Staffing Plan](#)

[Strategic Plan](#)

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MONTHLY ARCHIVE

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PALOMAR COLLEGE

Strategic Plan 2016

Vision

Learning for Success

Mission

Our mission is to provide an engaging teaching and learning environment for students of diverse origins, experiences, needs, abilities, and goals. As a comprehensive community college, we support and encourage students who are pursuing transfer-readiness, general education, basic skills, career and technical training, aesthetic and cultural enrichment, and lifelong education. We are committed to helping our students achieve the learning outcomes necessary to contribute as individuals and global citizens living responsibly, effectively, and creatively in an interdependent and ever-changing world.

Values

Palomar College is dedicated to empowering students to succeed and cultivating an appreciation of learning. Through ongoing planning and self-evaluation we strive for continual improvement in our endeavors. In creating the learning and cultural experiences that fulfill our mission and ensure the public's trust, we are guided by our core values of

- **Excellence** in teaching, learning, and service
- **Integrity** as the foundation for all we do
- **Access** to our programs and services
- **Equity** and the fair treatment of all in our policies and procedures
- **Diversity** in learning environments, philosophies, cultures, beliefs, and people
- **Inclusiveness** of individual and collective viewpoints in collegial decision-making processes
- **Mutual respect** and **trust** through transparency, civility, and open communications
- **Creativity** and **innovation** in engaging students, faculty, staff, and administrators
- **Physical presence** and **participation** in the community

Strategic Plan 2016 Year 3

Goal 1: Student Learning

Support excellence in instruction and academic programs and services to improve student learning.

Student Direction and Progress

Objective 1.1: Increase the percentage of students beginning remediation in their first year at the college and completing their remediation within three years.

Objective 1.2: Develop and implement model for establishing career pathways for all disciplines and programs.

Objective 1.3: Ensure adequate tutorial support for distance education. (ACCJC recommendation)

Objective 1.4: Provide students at Camp Pendleton accessible student services commensurate with the offerings at the San Marcos and Escondido sites. (ACCJC recommendation)

Assessment, Analysis, and Planning/Decision-making

~~Objective 1.3: Place SLOACS and SAOACS at the center of Program Review and Planning, strategic planning, and resource allocation processes.~~

Objective 1.5: Improve the understanding of the role and value of Institutional Learning Outcomes among faculty, staff, administration and students.

Objective 1.6: Increase faculty to exceed FON by at least one per year if the budget allows.

Goal 2 Student Support and Success

Implement effective pathways that support student access, progress, and completion.

Student Direction and Progress

Objective 2.1: Implement a coordinated outreach plan that employs internal and external outreach strategies.

Student Connections and Support (Palomar Access to Student Success or PASS)

Objective 2.2: Evaluate and refine the College's intake and orientation process including the Early Acceptance Program.

Objective 2.3: Increase student awareness and use of appropriate support services by expanding the First Year Experience program so that it is available to all incoming students.

Objective 2.4: Develop and implement enhanced technologies (student portal, an online education planning tool, and an electronic degree audit system) to support student success.

Objective 2.5: Modify the College's website to improve student access to support services.

Goal 3: Partnerships

Strengthen educational, business, and community partnerships to increase college connections and student learning experiences.

Objective 3.1: Establish faculty councils with high school partners to improve alignment of curriculum and student transition.

Objective 3.2: Establish an advisory council made up of business and community members in order to learn how the college's programs and services can best serve the community.

Objective 3.2: Increase external funding through grants and partnerships within the community.

Goal 4: Human Resources and Professional Development

Recruit, hire, and support a diverse faculty and staff who are committed to student learning and achievement.

Objective 4.1: ~~Rebuild staffing levels to support priorities identified in Staffing Plan 2016, if the budget allows.~~

Objective 4.1: Assess the effectiveness of the faculty and staff hiring processes, and identify recommendations to strengthen the college's ability to attract and recruit diverse candidates for employment.

Objective 4.2: Increase professional development opportunities to strengthen the technological knowledge and skills of faculty and staff.

Objective 4.3: Implement professional development opportunities that support faculty innovation in teaching and learning. (removed research-based language per SPCs request)

Objective 4.4: Create an environment that includes the participation of all employees in participatory governance and appropriate councils, committees, subcommittees, task forces, and workgroups. (ACCJC Recommendation)

Goal 5: Facilities and Infrastructure

Ensure that existing and future facilities and infrastructure support student learning, programs, and services.

Objective 5.1: Develop operational plans for opening the South Education center.

Objective 5.2: As identified in Master Plan 2022, carry out the next three years of planned facilities projects on the San Marcos campus.

ENROLLMENT STRATEGIES TASK FORCE

Fall 2015

The purpose of the Enrollment Strategies Task Force is to seek and gather input from the broader campus community as to how the College can strengthen enrollment and retention among students.

The Task Force will solicit input from as many constituent groups as soon as possible through attending standing meetings, conducting focus groups, and/or distributing on-line surveys. The Task Force will organize the gathered information around recurring themes and make specific strategy recommendations to the Strategic Planning Council (SPC) at its December meeting.

SPC will take into consideration the Task Force recommendations, along with recommendations from the Planning Councils, to formulate an action plan to strengthen enrollment and retention.

Membership:

One (1) Faculty Member appointed by the Faculty Senate

One (1) Faculty Member appointed by the PFF

Two (2) Classified Unit Employees appointed by CCE/AFT

Two (2) Administrators appointed by AA

Two (2) Confidential and Supervisory Team appointed by CAST

Two (2) Students appointed by ASG

GENERAL INSTITUTION**AP 3830 NAMING OF FACILITIES****References:**

No references

Requests for Naming of District Facilities

Requests for the naming of District buildings, facilities and areas, and requests for erecting memorials or publically-displayed donations on District property shall be submitted to the Superintendent/President. The Superintendent/President shall submit these requests through the District's governance process to make a recommendation on the request. Specifically, the Facilities Review Committee shall make a recommendation to the Finance and Administrative Services Planning Council which shall make a recommendation to the Strategic Planning Council regarding the proposed naming of buildings, facilities or areas.

The Superintendent/President shall forward the requests and recommendations to the Governing Board for final review and decision.

Requests for naming facilities buildings and areas shall be in writing and shall include:

- A brief description of the facility being named and the proposed name
- A complete biographical summary of the individual whose name has been forwarded, or in cases in which a name is proposed for an entity other than an individual, a complete profile of the organization, business or entity
- A statement of rationale articulating the distinctive contributions the individual, corporation, foundation or other entity has made to the District that merits the naming opportunity

The following criteria shall be used in evaluating the request:

- When no gift is involved, recognition by the naming of a building, facility or area may be recommended to honor any person who has:
 1. Served the District in an academic capacity and earned a national or international reputation in the individual's field(s) of specialization and also has rendered a minimum of five years' service to the District
 2. Served in an administrative capacity, and rendered a minimum of five years' distinguished services to the District warranting recognition of the individual's exceptional contributions to the welfare of the District
 3. Contributed in truly exceptional ways to the welfare of the institution or achieving such unique distinction as to warrant recognition

- When a gift is involved, the District will consider the significance and amount of the gift as it relates to the building, facility or area. While each gift may be judged on its own merits, the expectation is that the gift amount for naming a building, facility or area will adhere to the following guidelines:

<u>Gift Amount</u>	<u>Naming Opportunity</u>
\$1,000,000 or more	Existing or new buildings may be named for the donor.
\$100,000 - \$999,999	Part of a building (e.g., laboratory, classroom, lecture hall, courtyard, hallway, etc.) may be named for the donor (negotiated upon the size and visibility of space).
\$10,001 - \$99,999	Recognition plaques may be placed in appropriate locations (e.g., in a classroom, division office, etc.) in honor of the donor.
\$10,000 or less	Given for a named endowment account, donor name may be listed on a plaque (or included in a group plaque) in a prominent location on campus.

When an area or building is proposed to be named for individuals associated with the District, a period of not less than five years shall lapse between the end of the individual's service to the District and consideration by the Governing Board.

Gifts donated for the naming of District buildings, facilities and areas shall be placed in an endowment account with the Palomar College Foundation. The endowment account shall be used to fund District activities based upon the wishes of the donor and/or the needs of the District, consistent with the mission of the California Community Colleges and the District's mission, vision, and values. District needs include, but are not limited to, programmatic and facilities maintenance and replacement needs. Use of designated endowment funds shall be recommended by the Superintendent/President and approved by the Governing Board.

District buildings, facilities and areas shall be named after individuals and organizations that exemplify integrity, civic leadership and maintain a good standing in the community. Should an individual or organization for whom a District building, facility or area has been named violate these standards, the Governing Board may elect to remove the donor's name from the building, facility or area.

Date Approved: SPC 5/7/2013

(Replaces former Palomar College Policy AP 7.135)

Signage

All buildings named should bear the name of the individual or organization and the building name in a typeface and style consistent with District signage and with standards developed by the Facilities Review Committee. For example: Paul Hayden Memorial Library, Vaniman Physical Science Building, Cynthia Jones Building.

Buildings may also bear a bronze plaque permanently affixed to the outside of the wall nearest to the main entrance of the building. The plaque should list the name of the individual or organization for whom the building is named and, if the building is newly constructed, the builder, the architect, the Governing Board, the Superintendent/ President, and the date the building was dedicated. Relevant information about the donor shall be prominently displayed.

Lecture halls, classrooms, and labs to be named should also be identified with a bronze plaque mounted on the wall directly outside the main entrance to the facility.

All areas where students, staff, and the public gather, including walkways, benches, and gardens should be identified with a bronze plaque or appropriate acknowledgment. The plaque or acknowledgment shall be consistent with District signage and with the standards developed by the Facilities Review Committee.

Office of Primary Responsibility: Finance and Administrative Services

August 28, 2015

Ms. Ann Hunter-Welborn

Address

Dear Ann:

On behalf of Palomar College I want to thank you and the Hunter Family for this wonderful opportunity to provide much needed support to our beautiful greenbelt on the eastern end of the College's San Marcos campus, The Arboretum.

Your five-year pledge of \$450,000 matched by a five-year pledge from Hunter Industries of \$50,000 will establish an endowment of \$500,000 in support of the Palomar College Arboretum. This endowment will be managed by the Finance Committee of the Palomar College Foundation with investment proceeds annually earmarked for the purpose of maintenance and general upkeep of this pristine 6 acre garden.

As agreed, your annual gift of \$90,000 will be matched by Hunter Industries annual gift of \$10,000 annually over the next five-years. The pledge will be completed in the fall of 2020.

The following are the general understanding that will secure our agreement and begin the approval process by the Palomar Community College District:

1. Palomar College agrees to begin the planned renovation of the Arboretum during the 2016 calendar year and complete the renovation early 2017.
2. Within the process of completing this project the College must gain approval from the Division of State Architects.
 - a. Enhanced walking paths that will be ADA compliant.
 - b. Upgraded irrigation systems throughout the Arboretum
 - c. Appropriate signage
3. Palomar College Foundation agrees to solicit key donors for large and small gifts toward the goal of securing additional funding of \$250,000 to be completed by the fall of 2020.
4. Pending approval by Palomar College's shared governance (required by Policy AP 3830), Palomar College will change the name of the Arboretum to the "Edward J. & Frances Hunter Gardens at Palomar College."
5. Palomar College will make the announcement of the gift and pledge after the approval process is completed. We hope the Hunter Family will participate in the announcement ceremony.

Ann, with your agreement to the aforementioned overview, we can begin the process for approval through the Palomar College shared governance process. Concurrently, we will be

preparing formal pledge agreements for each of you and Hunter Industries. (That documentation will be required for final approval, but I will start the approval process now and note that the pledge agreements are being finalized for signature.)

Sincerely:

Richard Talmo
Executive Director
Palomar College Foundation

PLEDGE AGREEMENT

This Pledge Agreement made this ____ day of _____, 2015, between Ann Hunter-Welborn ("Donor"), in favor of the Palomar College Foundation, a California nonprofit public benefit corporation (the "Foundation").

1. Donor hereby irrevocably pledges and agrees to give, donate, contribute, transfer and deliver to Foundation, the sum of Four Hundred and Fifty Thousand Dollars (\$450,000) (the "Gift Amount"), payable over a five year period, to be used in support of renovation of the greenbelt on the eastern end of Palomar College's San Marcos campus (the "Arboretum Project"). This Gift Amount will be managed by the Foundation's Finance Committee, with pledge proceeds (including all earnings thereon) earmarked for the purpose of renovating and maintaining the Arboretum. The Gift Amount, which is fully spendable and is not an endowment, will be paid by Donor in US Dollars or immediately tradable securities in accordance with the following time schedule:

- A. \$90,000 shall be payable by Donor to Foundation in _____ 2015;
- B. \$90,000 shall be payable by Donor to Foundation in _____ 2016;
- C. \$90,000 shall be payable by Donor to Foundation in _____ 2017;
- D. \$90,000 shall be payable by Donor to Foundation in _____ 2018; and
- E. \$90,000 shall be payable by Donor to Foundation in _____ 2019.

2. Donor's pledge is being matched by Hunter Industries Incorporated in the amount of Fifty Thousand Dollars (\$50,000), such amount payable over a five year period in annual increments of Ten Thousand Dollars (\$10,000).

3. Foundation agrees to solicit key donors for large and small gifts toward the goal of securing additional funding of \$250,000 for the Arboretum Project.

4. This pledge is a binding legal obligation of Donor. Donor acknowledges that Foundation is relying on this pledge. Specifically, Foundation will (i) diligently pursue vendors to perform the necessary improvements related to the Arboretum Project, and (ii) incur liabilities in arranging for such Arboretum Project. Donor acknowledges that Foundation will suffer material detriment if this pledge is not honored by Donor. This pledge is valid and enforceable and may not be amended, revoked or rescinded without Foundation's written consent.

5. Pending approval by Palomar College's shared governance (required by Palomar Community College District's Policy AP 3830), Palomar College will change the name of the Arboretum to the "Edward J. & Frances Hunter Gardens at Palomar College." Upon approval of the name change by Palomar College's shared governance, the Foundation will announce the gift and schedule a dedication ceremony of the Arboretum. Donor recognizes that all aspects of naming must be consistent with the standards of the Palomar Community College District's Policy AP 3830.

6. If for any reason the Arboretum Project is not built and dedicated prior to Fall 2020, all portions of the Gift Amount received from Donor that have not been expended or invested in

furtherance of the Arboretum Project shall be refunded to Donor. This pledge is governed by the laws of California.

IN WITNESS WHEREOF, Donor and Foundation have signed this pledge on the date set forth below.

DONOR

Ann Hunter-Welborn

Date: _____, 2015

ACCEPTANCE OF PLEDGE

Foundation hereby accepts the foregoing pledge and agrees to use the contributions from the Donor in accordance with the purpose set forth above.

Palomar College Foundation,
a California nonprofit public benefit corporation

Richard Talmo, Executive Director

Date: _____, 2015

724863.1



1140 West Mission Road, San Marcos, California 92069-1487

760 744-1150, ext. 3103 • www.palomar.edu/foundation

April 1, 2015

Hunter Industries, Inc.
Attn: Noemi Rivera
1940 Diamond Street
San Marcos, CA 92078

Dear Ms. Rivera:

We are pleased to know that you share our excitement at the prospect of doing something that will have a lasting impact on our campus and its students as well as our community. We appreciate the opportunity to provide the additional information you requested regarding our grant application to Hunter Industries. This is a unique endeavor that touches all three of Hunter Industries major philanthropic focus areas: education, community, and environment. It is my hope that we can finalize an agreement in the near term and begin putting the overall plan together.

In recognition of the Hunter family's philanthropic generosity, we would like to rename the Palomar College Arboretum in a way the honors the family's commitment.

Palomar College Foundation Mission

The Palomar College Foundation was established in 1956. We are an IRS-designated 501(c)(3) nonprofit organization. The Foundation's mission is to assist students and support the academic mission of the largest single-campus Community College District in the western United States. The Foundation manages approximately \$7 million in assets and raises nearly \$2 million annually. It fosters giving through several donor organizations and encourages alumni involvement.

The Foundation provides support for student success through a wide variety of scholarship and direct student aid program. Our Textbook Assistance Program assures students of modest means the access they need to textbooks for their courses. We have a suite of five programs—Bridge to Success—that targets students transitioning to the college environment who need academic, study skills and other assistance that improves their chances of staying in school. We provide support for crucial programs that provide specialized support for military veterans who are beginning or resuming their education. It assists the Early Acceptance Program in easing the transition to college.

The Foundation also provides crucial discretionary funds for the College's academic mission. Its funds have helped the internationally respected speech and debate team travel to China for competition. Foundation assistance allowed the nursing program to purchase instructional equipment. Faculty members are able to travel to professional conferences and meetings because of Foundation support. It is Foundation support that enables College President Robert P. Deegan to fund innovative, creative educational initiatives and special opportunities that may arise unexpectedly.

In summary, the Foundation nurtures Palomar College's success by allowing a creative, flexible approach to student support and academic enterprise. Funding support must be stabilized through endowments designated to key and ongoing needs for student and faculty support. With a projected growth to 45,000 students in the next decade, the Palomar College Foundation must ensure continued and growing financial support. The goal is to provide a hand up, not a handout.

Need Fulfilled by this Request

Colleges provide an education that engages, involves, and touches many aspects of a student's life. The Palomar College arboretum is a unique entity, because it is a learning site for a wide variety of specific disciplines and also a place of respite, relaxation, and contemplation for students, faculty, and staff as well as the communities of which we are an integral part.

There is a need for such a place—for many reasons. In addition to its value as a living laboratory for many of the sciences and as an *en plein air* environment for the arts, the arboretum is an opportunity for every visitor to re-engage with the natural environment, appreciate the remarkable diversity of nature, and better understand and appreciate the remarkable interdependence of plant and animal species that live within a given ecosystem.

There is a need to foster natural beauty, for its own worth and as an educational tool, and that is the role of the Palomar College Arboretum. This is consistent with Hunter Industries' stated focus on the environment and sustainability.

The Palomar College Arboretum has existed since its five-acre hillside site was established in 1973. The collection includes many trees, palms and bamboos from around the world. The arboretum is an active educational resource whose collections are maintained in as natural a state as possible, with little if any use of chemicals for pest control.

What does *not* exist is sufficient maintenance staff to maximize the arboretum's natural beauty. The Palomar College maintenance staff is responsible for the care of campus' entire 252 acres of space. Attention is focused on the athletic fields, main entrance and a variety of structures throughout the campus. Although the arboretum is a priority, it is not the *highest* priority.

In March 2016 Palomar College will utilize \$2.4 million from its Proposition M funding to upgrade the arboretum with trails that are accessible to those with disabilities, and improved

Hunter Industries Grant Proposal, Continued

irrigation that is far more water efficient. These improvements make it even more urgent and more desirable that the level of care for these resources be increased. Only regular, consistent care by people invested in the process will yield an arboretum that attains its full potential as a multifaceted resource for the community at large as well as the college community.

There is a need to fund dedicated maintenance support for the Arboretum. This would ensure not only more attention, but also the attention of someone whose primary responsibility would be arboretum maintenance and who thus had the intimate knowledge of the collection that can only come with an intense focus on one area. The gift from Hunter Industries, matched by community support, will provide annual financial resources that ensure the appropriate upkeep and care for this community treasure.

Impact on the Region

There are many aspects to the arboretum's impact, current and future, on the region. As a source of information and education, the arboretum is the training ground for Palomar College students who will go on to local careers in a wide range of jobs that are environmentally related, from landscape design to water reclamation. The lessons learned at the arboretum will be the foundation of their careers.

The arboretum is open without charge to the public, and has been a source of pleasure for thousands of people in all the communities surrounding our campus. It is a place of peace and education for everyone, an oasis of calm amidst a chaotic urban environment, and a reminder to all who visit it that there is enormous pleasure to be found in simply contemplating the nature of the botanical world. Hikers, birdwatchers, butterfly seekers, photographers and painters all have an unparalleled and unduplicated resource in the Palomar College arboretum—a resource worth nurturing and protecting.

With the arboretum's expanded accessibility and rejuvenation, we expect to become a showcase that will be utilized as a teaching resource by K-12 classes from throughout the region. This opens up a range of exciting possibilities for collaboration between faculty and local school districts to create educational modules that utilize the arboretum as a science laboratory and an inspiration for students of the arts.

Funds Requested

Palomar College requests a \$50,000 gift from Hunter Industries to initiate creation of an endowment that will assure proper maintenance for this unique educational, botanical, and community resource. A community supporter has agreed to a 9:1 match if we can garner the initial \$50,000, which will bring the fund to \$500,000.

Your gift would be the lead gift that makes the match—and the endowment—a reality.

The Foundation is committed to raising an additional \$250,000, bringing the initial endowment to \$750,000. With sound investment strategies guided by the Palomar College Foundation Investment Policy, the endowment is expected to yield approximately \$40,000 annually.

Use of Funds

Initially the funds will be invested in the Palomar College investment portfolio. As the investment revenue grows, annual proceeds will be provided to the Palomar College maintenance operation to offset costs for staff and supplies for exclusive use for the arboretum. As the endowment grows, so will the annual gift for arboretum maintenance.

Included in this response is the Palomar College Foundation IRS Form 990 for fiscal years 2012 and 2013 and the Foundation's current operational budget for fiscal year 2015.

We look forward to your response. We hope to begin building the endowment in the summer of 2015 and hope to begin making contributions to the arboretum maintenance operation by the time the arboretum is renovated in 2016.

If you have questions feel free to contact me directly at (760) 744-1150 ext. 2733 or via e-mail at rtalmo@palomar.edu.

Sincerely

A handwritten signature in dark ink, appearing to read 'Richard Talmo', with a long horizontal line extending to the right.

Richard Talmo
Executive Director
Palomar College Foundation

PLEDGE AGREEMENT

This Pledge Agreement made this _____ day of _____, 2015, between Hunter Industries Incorporated, a Delaware corporation ("Donor"), in favor of the Palomar College Foundation, a California nonprofit public benefit corporation (the "Foundation").

1. Donor hereby irrevocably pledges and agrees to give, donate, contribute, transfer and deliver to Foundation, the sum of Fifty Thousand Dollars (\$50,000) to be used in support of renovation of the greenbelt on the eastern end of Palomar College's San Marcos campus (the "Arboretum Project"). This Gift Amount will be managed by the Foundation's Finance Committee, with pledge proceeds (including all earnings thereon) earmarked for the purpose of renovating and maintaining the Arboretum. The Gift Amount, which is fully spendable and is not an endowment, will be paid by Donor in US Dollars or immediately tradable securities in accordance with the following time schedule:

- A. \$10,000 shall be payable by Donor to Foundation in _____ 2015;
- B. \$10,000 shall be payable by Donor to Foundation in _____ 2016;
- C. \$10,000 shall be payable by Donor to Foundation in _____ 2017;
- D. \$10,000 shall be payable by Donor to Foundation in _____ 2018; and
- E. \$10,000 shall be payable by Donor to Foundation in _____ 2019.

2. Donor's pledge is being matched by that of Ann Hunter-Welborn, in the amount of Four Hundred and Fifty Thousand Dollars (\$450,000), such amount payable over a five year period in annual increments of Ninety Thousand Dollars (\$90,000).

3. Foundation agrees to solicit key donors for large and small gifts toward the goal of securing additional funding of \$250,000 for the Arboretum Project.

4. This pledge is a binding legal obligation of Donor. Donor acknowledges that Foundation is relying on this pledge. Specifically, Foundation will (i) diligently pursue vendors to perform the necessary improvements related to the Arboretum Project, and (ii) incur liabilities in arranging for such Arboretum Project. Donor acknowledges that Foundation will suffer material detriment if this pledge is not honored by Donor. This pledge is valid and enforceable and may not be amended, revoked or rescinded without Foundation's written consent.

5. Pending approval by Palomar College's shared governance (required by Palomar Community College District's Policy AP 3830), Palomar College will change the name of the Arboretum to the "Edward J. & Frances Hunter Gardens at Palomar College." Upon approval of the name change by Palomar College's shared governance, the Foundation will announce the gift and schedule a dedication ceremony of the Arboretum. Donor recognizes that all aspects of naming must be consistent with the standards of the Palomar Community College District's Policy AP 3830.

6. If for any reason the Arboretum Project is not built and dedicated prior to Fall 2020, all portions of the Gift Amount received from Donor that have not been expended or invested in furtherance of the Arboretum Project shall be refunded to Donor. This pledge is governed by the laws of California.

IN WITNESS WHEREOF, Donor and Foundation have signed this pledge on the date set forth below.

DONOR

Hunter Industries Incorporated,
a Delaware corporation

By: _____
Its: _____
Date: _____, 2015

ACCEPTANCE OF PLEDGE

Foundation hereby accepts the foregoing pledge and agrees to use the contributions from the Donor in accordance with the purpose set forth above.

Palomar College Foundation,
a California nonprofit public benefit corporation

Richard Talmo, Executive Director
Date: _____, 2015

724869.1

BP 3570 SMOKING AND/OR OTHER TOBACCO USE

References:

Government Code Sections 7596, 7597, 7597.1, and 7598;

Labor Code Section 6404.5;

Title 8 Section 5148

PFF Agreement Article 20 –Working Conditions

CCE MOU - Smoking as a Non-Discipline Matter

~~There shall be no smoking or use of tobacco-related products on Palomar Community College District property.~~

The District shall provide and maintain a workplace and learning environment that is smoke and tobacco-free to promote the safety and health of students, employees, and the public.

Smoking, vaping, and the use of tobacco products are prohibited on all indoor and outdoor property or in vehicles owned, leased, licensed or else otherwise controlled by the Palomar Community College District.

Products covered under this policy include, but are not limited to, cigarettes, cigars, pipes, hookahs, electronic smoking devices, chewing tobacco, spit tobacco, snus, snuff, and dissolvable tobacco products.

Note: the language in yellow s from Student Services. The language in red suggested by HRS.

Date Adopted: GB 7/8/2008; Revised: 7/12/2011; Revised
(Replaces current Palomar College Policy 6820)

GENERAL INSTITUTION

REV 5-1-15

This procedure was revised to reflect amendments to the Business and Professions Code regarding furnishing alcoholic beverages at special events on community college campuses, and was revised to clarify the necessary permit for special events. In addition, this procedure was revised to add Business and Professions Code Section 25658 to the legal references.

AP 3560 ALCOHOLIC BEVERAGES

References:

Business and Professions Code Sections 24045.4, 24045.6, and ~~25608~~ 25658;
34 Code of Federal Regulations Part 668.46(b)

The possession, sale, or the furnishing of alcohol on campus is governed by California state law and these procedures. The possession, sale, consumption, or furnishing of alcohol is controlled by the California Department of Alcohol and Beverage Control. However, the enforcement of alcohol laws on-campus is the primary responsibility of the Palomar College Police Department. The campus has been designated "drug free" and only under certain circumstances is the consumption of alcohol permitted. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the Palomar College Police Department. Violators are subject to disciplinary action, criminal prosecution, fine and imprisonment, subject to the provisions of BP 3560 titled Alcoholic Beverages, and/or the Student Code of Conduct (BP 5500.)

It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal.

It is also a violation of this policy for anyone to consume or possess alcohol in any public or private area of campus without prior District approval. Organizations or groups violating alcohol or substance policies or laws may be subject to sanctions by the District, subject to the provisions of BP 3560 titled Alcoholic Beverages.

Alcoholic beverages may **only** be permitted on District property ~~if~~ **in very specific situations:**

- ~~The alcoholic beverages are~~ **may be available** for use during a fundraiser held to benefit the Palomar College Foundation, a non-profit organization. The Palomar College Foundation shall be responsible for obtaining a license under the Business and Professions Code when required and for providing appropriate liability insurance for the event.

Or

- The alcoholic beverages ~~is~~ **may be** possessed, consumed, or sold, pursuant to a license or permit obtained for special events held at the facilities of a public community college during the special event. "Special event" means events that are held with the permission of the governing board of the community college district that are festivals, shows, private parties, concerts, theatrical productions, and other events held on the premises of the public community college and for which the principal attendees are members of the general public or invited guests. ~~and not students of the public community college.~~

See BP/AP 3550 titled Drug Free Environment and Drug Prevention Program

Office of Primary Responsibility: Superintendent/President's Office

HUMAN RESOURCES
REV 9/30/15

AP 7600 PALOMAR COLLEGE POLICE DEPARTMENT

Reference:

Education Code Section 72330

Palomar College Police Department

The Chief Human Resources Officer is delegated the responsibility to establish minimum qualifications of employment for the Palomar College Chief of Police including but not limited to the conditions contained in Board Policy (see BP 7600 titled Palomar College Police Department).

Every member of the police department first employed by the District before July 1, 1999, must, in order to retain his/her employment, meet the requirements of Education Code Section 72330.2, including but not limited to:

- Submission of one copy of his/her fingerprints which shall be forwarded to the Federal Bureau of Investigation
- A determination that the employee is not a person prohibited from employment by a California community college district and
- If the employee is required to carry a firearm, is not a person prohibited from possessing a firearm

Every member of the Palomar College Police Department shall be supplied with, and authorized to wear, a badge bearing words "Palomar College Police." Every member of the Department shall be issued a Police Department identification card.

In addition, the minimum qualifications and other requirements for full-time positions in the Police Department include:

- Equivalent to completion of the 12th grade
- Satisfactory passage of a physical examination
- Satisfactory passage of FBI and California Department of Justice fingerprint check
- Psychological evaluation
- Polygraph examination

NOTE: This procedure is legally advised. The text in red type is recommended from the CCLC. The text in blue type is additional language to consider. The text in green ink reflects revisions/additions made by HRS This item was reviewed on 4/18/08 & approved on 5/16/08 by P&P. On 3/17/09 at SPC the CCE requested the item be tabled for negotiations.

Date Approved:

- Passage of a background investigation
- Possession of a valid Class "C" California driver license
- Possession of, or ability to obtain, valid CPR/AED and First Aid Certification and/or EMT Certification

This procedure is subject to the provisions in the applicable collective bargaining agreement or employee handbooks.

Salaries and working conditions for Palomar College Police Department permanent and probationary full-time and part-employees shall be established after appropriate negotiations with their exclusive representative.

The Chief Human Resources Officer, in cooperation with the Chief of Police, shall issue other regulations as may be necessary for the administration of the Palomar College Police Department, including but not limited to:

- Schedules and shifts
- Call back procedures
- Less lethal weapons safety and practical application practices, especially drawing weapons
- Firearms safety and practical application
- Use of vehicles
- Pursuit policies practices
- Disciplinary procedures
- Lexipol police department policy and procedures
- Use of force
- Training

The Palomar College Police Department shall cooperate with local law enforcement in accordance with an agreement to be entered into in accordance with the requirements of Education Code Section 67381. The agreement shall address, but not be limited to, the following:

- Operational responsibilities for investigations of the following violent crimes: willful homicide, forcible rape, robbery, aggravated assault
- Geographical boundaries of the operational responsibilities and
- Mutual aid procedures

Office of Primary Responsibility: Human Resource Services

NOTE: This procedure is legally advised. The text in red type is recommended from the CCLC. The text in blue type is additional language to consider. The text in green ink reflects revisions/additions made by HRS This item was reviewed on 4/18/08 & approved on 5/16/08 by P&P. On 3/17/09 at SPC the CCE requested the item be tabled for negotiations.

Date Approved: