



STRATEGIC PLANNING COUNCIL AGENDA

Date: November 3, 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 20, 2015		
B. <u>ACTION ITEMS/SECOND READING</u>		
1. Naming Rights for Arboretum	Exhibit B1	10 min
2. Board Policy 3570-Smoking and/or Other Tobacco Use	Exhibit B2	5 min
3. Administrative Procedures AP3560-Alcoholic Beverages; AP 7600-Palomar College Police Department	Exhibit B3	5 min
C. <u>INTEGRATED PLANNING MODEL</u>		
1. Review of 2015-2016SPC Timeline		
2. Strategic Plan Action Plan	Exhibit C3	
3. SPPF 1: \$50,000 Allocation and Timeline		
4. SPPF 2 - \$150,000 Allocation, Discussion and Timeline		
D. <u>INFORMATION/DISCUSSION</u>		
1. South Center Update		15 min
E. <u>ACCREDITATION</u>		5 min
1. Accrediting Commission Actions and Policy Updates		
2. Palomar Accreditation Update		
F. <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		
G. <u>REPORTS OF CONSTITUENCIES</u>		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		
H. <u>OTHER ITEMS</u>		



STRATEGIC PLANNING COUNCIL MEETING MINUTES November 3, 2015

A regular meeting of the Palomar College Strategic Planning Council scheduled November 3, 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, Larson, Laughlin, Lienhart, Nagtalon, Navarro, Perez, Popielski, San Juan, Sivert, Sourbeer, Stockert, Talmo, Titus, Wick
Absent: Holmes, Magnuson, Moore, Smiley
Recorder: Cheryl Ashour

A. MINUTES

1. Approve Minutes of October 20, 2015

MSC (Stockert/Barton) to approve the Minutes of October 20, 2015 as amended.

B. ACTION ITEMS/SECOND READING

1. Naming Rights for Arboretum (Exhibit B1)

MSC (Lienhart/Stockert) to approve the agreement with the Hunter family/company for the Naming Rights for the Arboretum, as presented

2. Board Policy 3570-Smoking and/or Other Tobacco Use (Exhibit B2)

MSC (Stockert/Popielski) to approve Board Policy 3570-Smoking and/or Other Tobacco Use, as presented

3. Administrative Procedures 3560-Alcoholic Beverages; 7600-Palomar College Police Department (Exhibit B3)

There was discussion regarding students drinking alcohol at Foundation events held on campus. There was consensus that AP 3560 is clear that the student is subject to the Student Code of Conduct regarding alcohol if he/she is attending a Foundation event as a student or entertainer and is not allowed to drink alcohol. However, if a student buys a ticket to the event and is attending as a community member and is over 21, he/she will not be subject to the Student Code of Conduct regarding alcohol.

MSC (Stockert/Dryden) (One Nay-Sivert) to approve Administrative Procedure 3560-Alcoholic Beverages, as presented

MSC (Titus/Stockert) to approve Administrative Procedure 7600-Palomar College Police Department, as presented

C. INTEGRATED PLANNING MODEL

1. Review of 2015-2016 SPC Timeline

Michelle Barton reviewed the timeline for the SPPF allocation for smaller projects and the Enrollment Strategies Task Force. Mr. Gonzales reminded members that, except for the Faculty Senate, constituent groups still need to let him know the names of their representatives for the task force.

2. Strategic Plan Action Plan Year 3 (Exhibit C2)

There were no questions regarding the final Strategic Plan Action Plan Year 3.

3. SPPF 1: \$50,000 Allocation and Timeline

Ms. Barton reviewed the timeline for the SPPF \$50,000 allocation.

4. SPPF 2: \$150,000 Allocation, Discussion and Timeline

Ms. Barton led a discussion on objectives SPC could focus on regarding the \$150,000 SPPF allocation. There was consensus to use the money toward Objective 2.1: Marketing and Outreach. Mr. Gonzales asked everyone to go back to their constituent groups for their feedback. At the next SPC meeting members will review the feedback and discuss specific actions they want to take. Laura Gropen will be asked to present

what the College presently does in marketing and Kendyl Magnuson will speak about outreach. Members would like to know if there are activities Palomar College is not doing that are successful at other colleges.

D. INFORMATION/DISCUSSION

1. South Center

Adrian Gonzales reported that the College hosted a South Center Education forum on October 28. He discussed the input from the community.

E. ACCREDITATION

1. Accrediting Commission Actions and Policy Updates

There was no report.

2. Palomar Accreditation Update

Greg Larson reported that the Faculty Senate passed a resolution in support of the Accreditation Task Force Recommendations.

F. REPORTS OF PLANNING COUNCILS

1. Finance and Administrative Services Planning Council

Ron Perez reported that FASPC discussed SPPF and the division staffing plan for the south center at its last meeting.

2. Human Resource Services Planning Council

There was no report.

3. Instructional Planning Council

There was no report.

4. Student Services Planning Council

Adrian Gonzales reported that SSPC discussed SPPF and PRPs at its last meeting.

G. REPORTS OF CONSTITUENCIES

1. Administrative Association

There was no report.

2. Associated Student Government

There was no report.

3. CCE/AFT

Dan Dryden reported that the Classification Study should be complete by the end of November. CCE will then negotiate with the District regarding implementation of the recommendations.

4. Confidential/Supervisory Team

There was no report.

5. Faculty Senate

There was no report.

6. PFF/AFT

Shannon Lienhart reported that PFF also adopted the same language as the Faculty Senate regarding the Accreditation Task Force.

H. OTHER

1. Arboretum and Giving Tuesday

Rich Talmo reported that the Hunter family is very excited to name the arboretum. He reminded members that Giving Tuesday will be held the second Tuesday after Thanksgiving, focusing on student scholarships and the book fund.

2. Stock the Bank Food Drive

Sherry Titus announced that the annual Stock the Bank Food Drive will be held tomorrow. She encouraged everyone to donate nonperishable food.

3. Presidential Finalists

Adrian Gonzales reported that the Governing Board will be interviewing the two presidential finalists tomorrow and their forums will be on Friday.

I. ADJOURNMENT

There being no remaining items, the meeting was adjourned at 3:51 p.m.

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:

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- B. \$10,000 shall be payable by Donor to Foundation in _____ 2016;
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- 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

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Date Approved:

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

Goal 1: Student Learning: Support excellence in teaching 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.

Person Responsible	Group	Project Steps	Timeline	Objective Measurable Outcome
VPI	Dept Chairs – English, ESL, Math, Reading, Counseling, Basic Skills Comm. STEM Workgroup	<ol style="list-style-type: none"> 1. Evaluate current strategies designed to increase student completion of remediation. 2. Discuss results. 3. Determine additional data desired. 4. Discuss any changes to be made to achieve desired outcomes. 5. Determine support needed 6. Determine goals regarding the scaling up of successful strategies. 7. Define any new strategies 8. Develop a timetable for check-ins. 9. Develop ongoing reports/research for continued evaluation. 	Steps will be completed through Spring 2016.	<ul style="list-style-type: none"> • The following outcomes will be completed within the departments: <ul style="list-style-type: none"> - Assessments of strategies completed and discussed. - Plans established for regular data collections and review. - Options/Needs for scaling successful strategies discussed. - New strategies identified. - Timetable established for check-ins.

Goal 1: Student Learning: Support excellence in teaching and academic programs and services to improve student learning.

Student Direction and Progress

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

Person Responsible	Group	Project Steps	Timeline	Objective Measurable Outcome
VPI	CTE Transitions Coordinator, VPI, Director Enrollment Svcs, Dean Counseling, Faculty, Dir Occ & Noncredit, Counselors	<ol style="list-style-type: none"> 1. Develop Palomar College Dual Enrollment policies and implementation plan. 2. Inventory high school and adult education programs of study within the Palomar service area. 3. Engage faculty in the creation of programs of study within their discipline. 4. Develop a common program of study template. 	<ol style="list-style-type: none"> 1. Spr 2016 2. Spr 2016 3. Spr 2016 4. Spr 2016 	<ol style="list-style-type: none"> 1. Dual enrollment policies and procedures defined 2. Dual enrollment courses schedule Sp 16 & F17 3. MOU's developed w/HS's 4. Inventory of high school and adult education programs 5. Discipline LMI data produced for faculty 6. Faculty meet with HS and AE faculty 7. Program of Study Template

Goal 1: Student Learning: Support excellence in teaching and academic programs and services to improve student learning.

Student Direction and Progress

Objective 1.3: Ensure adequate tutorial support for distance education.

Person Responsible	Group	Project Steps	Timeline	Objective Measurable Outcome
VPI	Dean of LL Tutoring Committee ATG Coordinator PD Coordinator	<ol style="list-style-type: none"> 1. Pilot online tutoring process with English and Math with online and Camp Pendleton classes. 2. Expand online tutoring to more disciplines in Spring / Summer terms. 3. Evaluate, modify, and expand in Fall. 4. Explore additional approaches to provided tutorial (or academic) support for distance education students. 	<ol style="list-style-type: none"> 1. Fall 2015 2. Spr 2016 3. Fall 2016 4. Fall 2015 	<ol style="list-style-type: none"> 1. Online tutoring is in place with a minimum of five disciplines participating. 2. Additional approaches to providing academic support for distance education students are implemented and serving students.

Goal 1: Student Learning: Support excellence in teaching and academic programs and services to improve student learning.				
Student Direction and Progress <i>Objective 1.4: Provide students at Camp Pendleton accessible student services commensurate with the offerings at the San Marcos and Escondido site.</i>				
Person Responsible	Group	Project Steps	Timeline	Objective Measurable Outcome
VPI	Dean of CTE / Dean LL, CPPEN Site Mgr Counseling, Tutoring, Enrollment Services	<ol style="list-style-type: none"> 1. Identify services that need strengthening. 2. Attempt to influence facilities renovations to provide space for improved student support. 3. Increase counseling presence on site. 4. Increase access to financial aid. 5. Increase student access to DRC services. 6. Establish tutoring services on site and through online access. 	<ol style="list-style-type: none"> 1. Fall 2015 2. Fall/Spr 2015-16 3. Fall/Spr 2015-16 4. Fall/Spr 2015-16 5. Spr 2016 6. Spr 2016 	<ol style="list-style-type: none"> 1. Appropriate services identified. 2. Attempt to influence Facilities plans to provide improved student support services. 3. Minimum of one counselor present during CPPEN site operating times. 4. Delivery of Financial Aid services and workshops scheduled and completed. 5. Improved access to DRC services. 6. Onsite and online tutoring services established and available to students.

Goal 1: Student Learning: Support excellence in teaching and academic programs and services to improve student learning.				
Objective 1.5: Improve the understanding of the role and value of Institutional Learning Outcomes among faculty, staff, administration and students.				
Person Responsible	Group	Project Steps	Timeline	Objective Measurable Outcome
VPI / SLOAC Coordinators	LOC	<ol style="list-style-type: none"> 1. Present information at Faculty Plenary in Fall 2015. 2. Attend department and division meetings to discuss ILOs and assessment. 3. PD workshops. 4. Write annual GE/ILO Assessment report - present to Faculty Senate, Curriculum, Strategic Planning Council, and post online. 5. Continue to assess GE/ILOs and recruit & train faculty. 6. Schedule an annual presentation to ASG and Governing Board. 7. Examine resources that can provide PC student graduation data from 4-year institutions, as well as employment information; provide a pathway to disseminate information to departments and divisions. 	<ol style="list-style-type: none"> 1. Fall 2015 2. Fall 2015, Spr 2016 3. Fall 2015, Spr 2016 4. Fall 2015, Spr 2016 5. Spr 2015, Spr 2016 6. Spr 2015, Fall 2015, Spr 2016 7. Fall 2015, Spr 2016 	<ol style="list-style-type: none"> 1. Provide information to faculty 2. Provide information to faculty and administrators and encourage discussion. 3. Provide information and resources to faculty. 4. Report for college community, stimulate dialog for planning and resource allocation. 5. Continue to assess each GE/ILO. 6. Provide information to students and Governing Board. 7. Inform faculty and administration in order to support program review and improve student academic and employment success.

Goal 1: Student Learning: Support excellence in teaching and academic programs and services to improve student learning.				
Assessment, Analysis, and Planning/Decision-making				
Objective 1.6: Increase faculty to exceed FON by at least one per year if the budget allows.				
Person Responsible	Group	Project Steps	Timeline	Objective Measurable Outcome
Supt/Pres	VPs	<ol style="list-style-type: none"> 1. Review 2015-16 Approved Budget and identify available funding 2. Compute FON requirements for 2016-17 3. Select positions from faculty hiring priority list to exceed the 2016-17 FON by at least one position 4. Repeat cycle each year, exceeding the previous year's target hiring by at least one faculty position if allowed by the budget. 	<ol style="list-style-type: none"> 1. Fall 2015 2. Fall 2015 3. Fall 2015 4. Fall 2016 & ongoing 	Faculty hiring exceeds FON by at least one position for Fall 2016, and by one additional position in subsequent years 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 and retention plan that employs internal and external outreach and retention strategies.

Person Responsible	Group	Project Steps	Timeline	Objective Measurable Outcome
VPSS	Division of Student Services, Instructional Deans SSPC	<p>Outreach and Retention</p> <ol style="list-style-type: none"> 1. Hire Outreach Manager and establish outreach budget 2. Establish outreach and retention team to review and coordinate outreach activities. 3. Improve reporting, tracking, and communication systems for perspective and current students. 4. Revamp outreach to increase engagement and follow-up. 5. Review college outreach strategies to provide for multiple targeted recruitment and retention activities. 6. Implement strategic outreach and retention strategies. 7. Evaluate new outreach and retention strategies. <p>Marketing and Messaging</p> <ol style="list-style-type: none"> 1. Identify what makes Palomar “unique” (Marketing Needs Assessment). 2. Evaluate current marketing and messaging strategies for alignment with Step 1. 3. Develop and implement marketing and messagin plan. 4. Evaluate current branding to ensure consistency of use and presentation. 	<ol style="list-style-type: none"> 1. Spr 2016 2. Spr 2016 3. Fall 2016 4. Fall 2016 5. Fall 2016 6. Spr 2017 7. Sum 2017 <ol style="list-style-type: none"> 1. Spr 2016 2. Spr 2016 3. Fall 2017 4. Fall 2017 	<p>Outreach and Retention</p> <ol style="list-style-type: none"> 1. Team established. 2. Ambassador program established and goals for program developed. 3. Current outreach activities revamped. 4. Review completed and coordinated plan established. 5. Plan implemented and evaluated 6. Increased enrollment and retention. <p>Marketing and Messaging</p> <ol style="list-style-type: none"> 1. Comprehensive evaluation of Palomar College’s current and potential marketing/messaging strategies 2. Marketing plan developed, strategies identified and implemented. 3. Increased enrollment and retention.

Goal 2: Student Support and Success: Implement effective pathways that support student access, progress, and completion.

Student Connections and Support (Palomar Access to Student Success or PASS) – KENDYL AND BRIAN HAVE

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

Person Responsible	Group	Project Steps	Timeline	Objective Measurable Outcome
VPSS	Division of Student Services, Instructional Deans	<ol style="list-style-type: none"> 1. Utilize 3SP plan to develop new strategies for orientation. 2. Establish work group that includes student services and instruction. 3. Design/revise orientation model. 4. Implement model. 5. Evaluate new model. 	<ol style="list-style-type: none"> 1. Spr 2016 2. Spr 2016 3. Spr 2016 4. Sum 2017 5. Sum 2017 	<ol style="list-style-type: none"> 1. 3SP plan orientation strategies reviewed. 2. Workgroup established. 3. Revised orientation model designed. 4. Model implemented.

Palomar College Strategic Plan 2016 – Action Plan Year Three

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Goal 2: Student Support and Success: Implement effective pathways that support student access, progress, and completion.

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.

Person Responsible	Group	Project Steps	Timeline	Objective Measurable Outcome
VPSS / VPI	Dean L&L, FYE Coord, Dean Counseling	<ol style="list-style-type: none"> Discuss continued expansion of FYE. <ul style="list-style-type: none"> Who to focus efforts on in accordance with student equity plan Strategies for expansion Implications for expansion (staffing, space, tracking, follow up, evaluation) Identify resources needed Increase student awareness of appropriate support services. <ul style="list-style-type: none"> Define appropriate support services Define groups to identify for marketing FYE Identify resources needed Increase student use of appropriate services <ul style="list-style-type: none"> Develop strategies Identify implications for increasing use (staffing, space, tracking, follow up, evaluation). 	Activities will be completed through Spring 2016.	<ol style="list-style-type: none"> Targets for FYE program <ul style="list-style-type: none"> 2015-16 – 300 students 2016-17 – 400 students List of student groups for focus; presentation of possible strategies with implications and resources needed included List of services by student group; report on implications and resources needed. List of strategies; report on implications and resources needed.

Goal 2: Student Support and Success: Implement effective pathways that support student access, progress, and completion.

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

Person Responsible	Group	Project Steps	Timeline	Objective Measurable Outcome
VPSS	Division of Student Services, Instructional Deans, Information Services	<ol style="list-style-type: none"> Rebuild IS resources Develop and implement technology project plan to bring the College's ERP to current version and functionality. Align 3SP and SE plans to establish priorities. Develop a technology project plan that prioritizes and lists institutional technology needs (new and old) Develop timelines for implementation Begin implementation 	<ol style="list-style-type: none"> Spr 2016 (ongoing) Spr 2016 (ongoing) Spr/Sum 2016 Spr 2016 Spr 2016 Sum 2016 	Enhanced technology implemented and available to all students.

Goal 2: Student Support and Success: Implement effective pathways that support student access, progress, and completion.

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

Person Responsible	Group	Project Steps	Timeline	Objective Measurable Outcome
VPI	Dean SBS, PIO ATG	<ol style="list-style-type: none"> 1. Hire webmaster 2. Assess the updated website (e.g., the website developed in 2015 as a bridge until webmaster could be hired) 3. Review Content Management Software (CMS) options 4. Identify optimal CMS 5. Modify website 6. Identify oversight management of website 	<ol style="list-style-type: none"> 1. Spr 2016 2. Spr 2016 3. Spr 2016 4. Spr 2016 5. Fall 2016 tent. 	<ol style="list-style-type: none"> 1. Webmaster hired 2. Website developed/updated and launched.

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.

Person Responsible	Group	Project Steps	Timeline	Objective Measurable Outcome
VPI	Chairs and Directors, Counseling	<ol style="list-style-type: none"> 1. Meet with Superintendent/Presidents of feeder districts. 2. Identify faculty and counselor liaisons for high schools. 3. Define role of liaisons. 4. Establish a dual enrollment council to build and promote dual enrollment programs at high schools where appropriate. 5. Promote professional development and connection opportunities available through membership in the North County Professional Development Federation. 	<ol style="list-style-type: none"> 1. Fall 2015/ Spr 2016 2. Spr 2016 3. Spr 2016 	<ol style="list-style-type: none"> 1. Partnerships established between Palomar and High School districts. 2. Active partnerships between K-12 faculty and counselors established. 3. Dual enrollment programs developed and implemented in a min of three high schools

Palomar College Strategic Plan 2016 – Action Plan Year Three

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Goal 3: Partnerships: Strengthen educational, business, and community partnerships to increase college connections and student learning experiences.

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.

Person Responsible	Group	Project Steps	Timeline	Objective Measurable Outcome
Sup / Pres.	Reps from Deans, Chairs and Directors, and Dir Foundation	<ol style="list-style-type: none"> 1. Establish objectives of council. 2. Identify and invite participants. 3. Hold initial meeting. 	<ol style="list-style-type: none"> 1. Spr 2016 2. Spr 2016 3. Spr 2016 	<ol style="list-style-type: none"> 1. Purpose of council clearly defined. 2. Council established and meeting by end of academic year.

Goal 3: Partnerships: Strengthen educational, business, and community partnerships to increase college connections and student learning experiences.

Objective 3.3: Increase external funding through grants and partnerships within the community.- Mollie has edited the Adult Education section. I have edited the others.

Person Responsible	Group	Project Steps	Timeline	Objective Measurable Outcome
Sup / Pres.	Deans CTE and LL (Adult Ed Planning Grant/ Dept Labor grant) Dir. Foundation (community partnerships) Dean MNHS/LL & Dir. Research (HSI /STEM)	<p><u>Adult Education</u></p> <ol style="list-style-type: none"> 1. Establish governance structure 2. Designate Palomar representative 3. Develop year-one and three year planning documents 4. Develop year one budget 5. Receive AE Block Grant funding 6. Implement year-one activities <p><u>Community Partnerships</u></p> <ol style="list-style-type: none"> 1. Increase the number of community partnerships. <p><u>HSI / STEM / NSF</u></p> <ol style="list-style-type: none"> 1. Assess and evaluate need and purpose of new HSI and/or STEM / NSF grants. 2. Submit grant applications if determined appropriate. <p><u>DOL</u></p> <ol style="list-style-type: none"> 1. Assess and evaluate need and purpose of a DOL grant. 2. Submit grant application if determined appropriate. 	<p>Timelines dependent on Federal and State established timelines. Planning should occur prior to release of the RFP.</p>	<p><u>Adult Education</u></p> <ol style="list-style-type: none"> 1. Governance Structure established 2. Board assigned designee 3. One-year and three-year planning documents completed and submitted to CCCCCO 4. Budget developed and submitted to CCCCCO 5. Year-one planning activities implemented <p><u>Community Partnerships</u></p> <ol style="list-style-type: none"> 1. Community partnerships increased by X% <p><u>HSI / STEM / NSF</u></p> <ol style="list-style-type: none"> 1. Grant proposal developed and submitted Spring 2016. <p><u>DOL</u></p> <ol style="list-style-type: none"> 1. Need and purpose of DOL grant identified.

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: 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.

Person Responsible	Group	Project Steps	Timeline	Objective Measurable Outcome
VPHRS, Faculty Senate President	HRSPC, Faculty Senate, EEO Advisory Committee	<ol style="list-style-type: none"> 1. Collect and analyze data on applicant and hiring demographics. 2. Identify correlation between hiring policies and procedures and hiring demographics. 3. Revise hiring processes as indicated by analysis. 4. Implement revised hiring processes and monitor results. 	<ol style="list-style-type: none"> 1. Fall 2015- Spr 2016 2. Fall 2015 – Spr 2016 3. Fall 2015- Spr 2016 4. Fall 2015 and ongoing 	<ol style="list-style-type: none"> 1. Changes in employee demographics over time that reflect increased diversity, as compared to the employee diversity in Fall 2013.

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

Person Responsible	Group	Project Steps	Timeline	Objective Measurable Outcome
VPHRS, VPI / Prof. Development Coordinator	Staff Dev. Comm. PD Comm.	<ol style="list-style-type: none"> 1. Conduct a needs assessment to identify training needs of staff. 2. Review existing data on technology training interests of faculty. 3. Review current technology training offered by the college that aligns with the results of the completed needs assessment. 4. Identify and develop programs and training to address training needs. 5. Schedule and implement training schedule. 6. Re-assess training needs 	<ol style="list-style-type: none"> 1. Completed 2. Completed 3. Completed 4. Fall 2015 5. Spr 2016 6. Spr/Sum 2016 	<ol style="list-style-type: none"> 1. Set of programs and training identified to address training needs in technology. 2. Programs and training offered and deliver. 3. Satisfaction of programs and training delivered will be at or greater than 80%.

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 4.3: Implement professional development opportunities that support faculty innovation in teaching and learning. SENT to Kelly Falcone

Person Responsible	Group	Project Steps	Timeline	Objective Measurable Outcome
VPI/VPSS/ Prof Development Coordinator	IPC, SSPC PD Comm.	<u>Action Plan Strategy 1</u> 1. Implement IPC's and SSPC's processes for funding innovative projects with Strategic Planning Priority Funds (SPPF)	<u>Strategy 1</u> 1. Fall 2015	<u>Strategy 1</u> 1. Evaluation of innovative ideas completed and funded, If approved, through IPC and SSPC <u>Strategy 2</u> 1. PD offered and assessed.

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

Person Responsible	Group	Project Steps	Timeline	Objective Measurable Outcome
Supt/Pres, VPs	Planning Councils	<ol style="list-style-type: none"> VPs and Councils review accreditation recommendation related to this objective. Working within the current governance structure, improve communication and the flow of information to and from councils and committees. <ul style="list-style-type: none"> Integrate Comet Information Exchange into Council operations to establish a one-stop tool for communicating highlights and actions of all councils. Implement alternative ways to communicate and seek input into the work of the councils and college (e.g., Google hangouts) Emphasize the role of constituent groups in the governance process. Create an environment where individuals are encouraged to participate in governance councils, committees, task forces, and workgroups. <ul style="list-style-type: none"> Ensure managers and supervisors support and encourage staff participation in the governance process. Ensure part-time faculty and classified staff are provided the opportunity to participate in planning activities of the college (e.g., program review and planning, mid-range and long-range planning) Re-assess constituent group perception regarding their ability to participate in participatory governance. 	<ol style="list-style-type: none"> Fall 2015 Fall 2015 Fall 2015 Spr 2016 	Results of an end of year assessment will show improvements over the accreditation self-evaluation findings on participatory governance.

Goal 5: Facilities and Infrastructure: Ensure that existing and future facilities and infrastructure support student learning, programs, and services.				
<i>Objective 5.1: Develop operational plans for opening the South Education center.</i>				
Person Responsible	Group	Project Steps	Timeline	Objective Measurable Outcome
Sup/ Pres. & Vice Presidents	IPC, SSPC, FASPC, HRSPC, SPC	<ol style="list-style-type: none"> 1. Establish South Center implementation team. 2. Hold public forums to seek input from community regarding the educational services to be offered at the South Center. 3. Meet with educational partners regarding educational services to be offered at the South Center. 4. Develop organizational structure for the center. 5. Identify and prioritize faculty and staff positions to flesh out organizational structure. 6. Recruit faculty and staff for projected Fall 2017 center openings. 	<ol style="list-style-type: none"> 1. Fall 2015 2. Fall 2015 3. Spr 2016 4. Spr 2016 5. Spr 2016 6. Fall 2016- Spr 2017 	<ol style="list-style-type: none"> 1. Appropriately-staffed centers opening in Fall 2017

Goal 5: Facilities and Infrastructure: Ensure that existing and future facilities and infrastructure support student learning, programs, and services.				
<i>Objective 5.2: As identified in Master Plan 2022, carry out the next three years of planned facilities projects on the San Marcos campus.</i>				
Person Responsible	Group	Project Steps	Timeline	Objective Measurable Outcome
Sup /Pres. / VPFAS / Dir. Facilities	FRC, FASPC, SPC	<ol style="list-style-type: none"> 1. Construction Start STEM Renovation 2. Occupancy STEM Renovation 3. Construction Start A Building Renovation / Veteran's Center 4. Occupancy A Building Renovation / Veteran's Center 5. Occupancy Child Development Center (CDC) 6. Construction Start South Education Center 7. Construction Start Lot 12 Parking Structure & Police 8. Construction Start M & O Facility 9. Occupancy Library 10. Occupancy Lot 12 Parking Structure & Police 11. Occupancy M & O Facility 12. Construction Start LL Renovation 13. Construction Start Athletics Complex 14. Occupancy LL Renovation 15. Occupancy Athletics Complex 	<ol style="list-style-type: none"> 1. Spr 2016 2. Spr 2016 3. Spr 2016 4. Fall 2016 5. Spr 2016 6. Spr 2016 7. Sum 2016 8. Fall 2016 9. Fall 2017 10. Spr 2018 11. Spr 2018 12. Fall 2017 13. Spr 2018 14. Spr 2019 15. Fall 2019 	<ol style="list-style-type: none"> 1. Construction Start STEM Renovation 2. Occupancy STEM Renovation 3. Construction Start A Building Renovation / Veteran's Center 4. Occupancy A Building Renovation / Veteran's Center 5. Occupancy CDC 6. Construction Start South Education Center 7. Construction Start Lot 12 Parking Structure & police 8. Construction Start M & O Facility 9. Occupancy Library 10. Occupancy Parking Structure & Police 11. Occupancy M & O Facility 12. Construction Start LL Renovation 13. Construction Start Athletics Complex 14. Occupancy LL Renovation 15. Occupancy Athletics Complex