APPROVED 2/2/2021
GOVERNING BOARD MINUTES
MEETING OF THE GOVERNING BOARD
TUESDAY, JANUARY 5, 2021, 4:00 P.M.
PALOMAR COMMUNITY COLLEGE DISTRICT
SAN MARCOS, CALIFORNIA
Via Zoom

A. Opening Items

1. **Call meeting to Order**
   Board Vice President Evilsizer called the meeting to order at 4:03 p.m. via teleconference.

2. **Roll Call**

   PRESENT
   BRIAN E. OLSON, BOARD PRESIDENT (Joined at 4:07)
   MARK EVILSIZER, BOARD VICE PRESIDENT
   ROBERTO RODRIGUEZ, TRUSTEE
   CHRISTIAN GARCIA, TRUSTEE
   RACHEL ALAZAR, STUDENT TRUSTEE (Joined at 5:05)

   ABSENT
   NORMA MIYAMOTO, BOARD SECRETARY

3. **Public Comment on Closed Session items** There were no Public Comment speakers.

B. **Recess to Closed Session** The Board recessed to Closed Session at 4:04 p.m.

C. **Reconvene to Open Session** The Board reconvened to Open Session at 5:05 p.m. Board Vice President Evilsizer affirmed via roll call, that all trustees present (except Miyamoto), including Student Trustee Alazar.

1. **Actions Taken in Closed Session**
   Board Vice President Evilsizer reported that no reportable actions were taken in Closed Session.

2. **Meeting Reminders** Board Vice President Evilsizer encouraged good meeting etiquette and announced he would be facilitating the meeting tonight at Board President Olson's request.

3. **Public Comment** There were no speakers.

4. **Call for Removal of items - or changes to - the agenda** The agenda was adopted by unanimous consent.

D. Reports
Trustee Olson had no report.

Trustee Evilsizer welcomed everyone "back" to campus.

Trustee Rodriguez encouraged everyone to stay safe.

Trustee Garcia had no report.

Student Trustee Alazar encouraged everyone to work on increasing enrollments.

Interim Superintendent/President Kahn expressed hope for better things in 2021.

Acting Vice President Sivert updated the Board on intersession enrollments, talked about the CTE face-to-face classes, and reported that all faculty who are scheduled to teach online in the Spring have been certified and all courses being offered have been approved for distance education or for emergency distance education offerings.

Vice President Lakhani provided an update on the "Student Success Call Campaign".

Acting Vice President Beam provided a summary overview of the hires on tonight's agenda.

Acting Vice President Ligioso had no report.

E. Reports from College Groups

Report of the Faculty Senate
Rocco Versaci, Faculty Senate President, reported that the Senate approved curriculum and appointed faculty volunteers to the Presidential Search Committee.

Reports of the Palomar Faculty Federation
Barbara Baer, PFF Co-President, acknowledged everyone's efforts to get faculty certified to teach online. She shared that efforts are underway to set food distribution events in 2021.

Report of the Administrative Association
Jim Odom, AA President, had no report.

Report of the Confidential and Supervisory Team
Marti Snyder, CAST President, had no report.

Report of the Council of Classified Employees
Anel Gonzalez, CCE President, reported on the COVID MOU extension. She thanked everyone who participated on the interview teams for the hires on tonight's agenda.

Report of the Associated Student Government
Rachel Alazar, speaking on behalf of Kateri Mouawad, ASG President, reported that ASG is forming an hoc committees to work on the ASG budget and the ASG bylaws. She also shared that they are working on the summary of findings for a student survey done in collaboration with the Faculty Senate.

F. Presentations

1. **Actuarial study, required bi-annually under GASB, performed by Total Compensation Systems, Inc., Luis Murillo, Consulting Actuary, presenting.** Mr. Murillo discussed the purpose of the actuarial evaluation and using a PowerPoint (on file), reviewed the current benefit structure, the purpose of valuation, the valuation results and discussed next fiscal year. Trustee Evilsizer asked for clarification on the assumptions; Dr. Kahn responded.

2. **Vision Resource Center, an online learning and collaboration platform for all professionals in the California Community Colleges - Kelly Falcone, Professional Development Coordinator, and Matt Grills, Program Coordinator**. Matt shared that the Professional Development Program at Palomar is for all employees and reviewed how the trustees can utilize the resources available to learn about the important rules and regulations that govern the District. Kelly shared that the Vision Resource Center (VRC) is also known at Palomar as the "Palomar Powered Professional Development Portal" ("3PD" or 3PD Portal"). She explained that an email would be sent to the trustees with specifics on logging into the system and that the entire curriculum will be viewable.

3. **Review of Board Goals/Mid-Year Report – virtual live presentation facilitated by Senior Director, Institutional Research and Planning, Michelle Barton.** Director Barton reviewed the Board's Institutional Effectiveness and Review Cycle and talked about the purpose of monitoring institutional effectiveness. She explained how all the different plans and goals help us work towards achieving our institutional goals, reviewed the Board's established 2020/2021 goals, and discussed next steps which includes an in-depth workshop with Dr. Helen Benjamin to review the Mid-Year Report.

4. **Overview of the Community College System & Palomar College- facilitated by Interim Superintendent/President, Dr. Jack Kahn, and Senior Director, Institutional Research and Planning, Michelle Barton**

Interim Superintendent/President Kahn explained that tonight's presentation will provide a broad, high-level, review of the California Community College (CCC) system and that going forward, additional training sessions will delve deeper into subjects specific to Palomar. Michelle Barton provided an overview of the California Community College system and explained the difference between single and multi-college districts. She talked about the important role community colleges play in workforce training, including firefighting, policing, and nursing. Director Barton explained how the Governing Board (local board) differs from Chancellor's Office Governing Board. She shared the CCC system's two primary missions: 1) to provide academic and vocational instruction at the lower division level for younger and older students, and 2) to advance California's economic growth and global competitiveness through education. Director Barton discussed the six (6) Vision for Success goals that were established by the Chancellor's office in 2017 and she invited trustees to review the State of the System Report on the Chancellor's Office website.

Interim Superintendent/President Kahn gave a brief overview of Palomar's early history, discussed the size, geography and makeup of the District, which includes nine tribal communities. He discussed the different locations within the District that provide education, discussed the role of the Foundation, and explained "participatory governance". Dr. Kahn reviewed ethnic, age, military, and gender data that makes up Palomar's student population. He reviewed the top five majors, and in closing, talked about the economic impact the college has on the region.

Dennis Astl, Manager, Construction and Facilities Planning, provided an overview of Proposition M ("Prop M"). He shared that the District has conducted three bond refunding efforts, thereby saving taxpayers approximately $73M. Dennis discussed the three projects that were Board authorized to proceed with the remaining $155.5M. In closing, he shared that the District will be undertaking a new Education Master Plan in 2021, followed by a new Facilities Master Plan.

Dr. Rocco Versaci, Faculty Senate President, discussed a section of Title V and highlighted the role of the Faculty Senate on academic and professional matters. He reviewed the "10+1+1" which are detailed in Board Policy 2510.

Anel Gonzalez, CCE President, introduced the Council of Classified Employees (CCE); the exclusive representation of the Classified Unit. She reviewed a list of many of the jobs held by CCE members and the support services CCE provides to its members. In closing, she shared that Palomar does not have a Classified Senate; therefore, CCE functions in participatory governance.

Teresa Laughlin, Co-President PFF, discussed the PFF union's role at the college and talked about the importance of trust in working to resolve issues internally. She highlighted the importance of part-time faculty and some of the disparities between full- and part-time faculty; she noted this problem is not unique to Palomar.

At 6:30 p.m. the Board recessed for a short break; the meeting reconvened at 6:35 p.m. with Board members Olson, Evilsizer, Rodriguez, Garcia and Student Trustee Alazar present.

G. Consent Calendar

Approval of Consent Calendar, items H-J, except item H.4. which was pulled from the Consent Calendar.

Motion: Rodriguez to approve the Consent Calendar; second by Evilsizer.
Student Trustee vote: Aye
Vote: Aye: Olson, Evilsizer, Rodriguez, and Garcia. **Absent**: Miyamoto
Final Resolution: Approved

H. Human Resource Services (Consent)

1. Ratify discipline Faculty Service Areas (FSAs) for academic disciplines pursuant to Education Code.

2. Ratify two (2) Memoranda of Understanding and one (1) Tentative Agreement between the District and the Palomar Faculty Federation, PFF/AFT Local 6161.

3. Ratify one (1) Memorandum of Understanding between the District and the Council of Classified Employees, CCE/AFT Local 4522.

4. ~~Ratify Personnel Action Report which may include hiring/rehiring (all employee groups except Executive Administrators) leaves, retirements/separations, etc. as detailed in the exhibit(s).~~ This item was removed from Consent.

I. Finance and Administrative Services (Consent)

1. Ratify all contracts and agreements made December 1, 2020, through December 31, 2020, on behalf of the District, as detailed in the exhibit.

2. Review and approve purchases made by purchase order November 30, 2020, through December 18, 2020, as detailed in the exhibit.

J. Action on Items Removed from Consent

H.4. Ratify Personnel Action Report, which may include hiring/rehiring (all employee groups except Executive Administrators), leaves, retirements/separations, etc. as detailed in the exhibit(s).

Acting Vice President for Human Resource Services, Linda Beam, reported that the start date for Michael Day needs to be corrected to reflect January 28,, 2021.

By unanimous consent the Board agreed to the change in start date and the vote was called.
Student Trustee vote: Aye
Vote: Aye: Olson, Evilsizer, Rodriguez, and Garcia. **Absent**: Miyamoto
Final Resolution: Approved

K. Procedural/Information/Discussion Items

1. Review and discuss proposed dates for workshops per the Onboarding Plan, as listed. Trustees discussed and agreed on the following three workshops with a 5:00 p.m. start time.

   - Tuesday, January 19th, Leadership, Communication and Roles - a virtual mini-retreat, facilitated by Dr. Helen Benjamin

   - Monday, February 15th, Brown Act Training – a virtual live presentation, facilitated by Sharon Ormond, Partner, at the law firm of Atkinson, Andelson, Loya, Ruud & Romo

   - Tuesday, March 16th, Overview of Common Legal Issues - a virtual live presentation, facilitated by Sharon Ormund, Partner, at the law firm of Atkinson, Andelson, Loya, Ruud & Romo

2. Board Reports and further discussions. The Board reviewed and Interim Superintendent/President Kahn discussed doing a pilot program at the main campus. Discussion ensued regarding hours-of-service and other logistics; potential costs were also reviewed. The topic of Wi-Fi hot spots was brought up, and Foundation Director Stacy Rungaitis talked about some of the issues the District encountered last year. Dr. Kahn agreed to develop a pilot program for the San Marcos campus that is well communicated to students, and the District will continue to explore the idea of providing Wi-Fi hot spots.

3. Review and discuss a timeline for Interim Superintendent/President Evaluation. Acting Vice President for Human Resource Services proposed holding quarterly check-in evaluations.

4. Review and discuss Presidential Search Committee community member nominees. Acting Vice President for Human Resource Services shared that there are five candidates who were nominated to join the search committee. Trustees discussed the nominees and agreed to send Acting Vice President Beam their top choices. She will tally the responses and bring back a recommendation for action to appoint the top two nominees at the meeting on the 19th.

5. Discussion and appointments to: 1) the Policies and Procedures Review Committee (a shared governance committee of the District) and, 2) the SDICCCA Alliance (a regional association of SDICCCA). Trustee Roberto Rodriguez volunteered to serve on the Policies and Procedures Review Committee. The Board asked to re-agendize the discussion regarding the SDICCCA Alliance.

6. Discuss the establishment of any advisory committees the Board determines are necessary to assist the Board in its responsibilities. The Board, by unanimous consent, agreed to postpone this item to the next Regular Meeting of the Board.

L. New Business (Action Items)

M. Human Resource Services (New Business)

1. Review and approve an employment contract for one (1) Executive Administrator: Assistant Superintendent/Vice President, Human Resources. (David Montoya)

   Motion: Rodriguez to approve; second by Olson.
   Student Trustee vote: Aye
   Vote: Aye: Olson, Evilsizer, Rodriguez, and Garcia. **Absent**: Miyamoto
   Final Resolution: Approved

2. Review and approve an employment contract for one (1) Executive Administrator: Assistant Superintendent/Vice President, Finance and Administrative Services. (Ambur Borth)

   Motion: Olson to approve; second by Rodriguez.
   Student Trustee vote: Aye
   Vote: Aye: Olson, Evilsizer, Rodriguez, and Garcia. **Absent**: Miyamoto
   Final Resolution: Approved

3. Review and approve an amendment to an Acting Assistant Superintendent/Vice President, Finance and Administrative Services employment contract for one (1) Acting Executive Administrator.

   Motion: Evilsizer to approve; second by Olson.
   Student Trustee vote: Aye
   Vote: Aye: Olson, Evilsizer, Rodriguez, and Garcia. **Absent**: Miyamoto
   Final Resolution: Approved

N. Finance and Administrative Services (New Business)

1. Approve two Grants with Grossmont-Cuyamaca Community College District Auxiliary Organization Dba Foundation for Grossmont and Cuyamaca Colleges.

   Motion: Evilsizer to approve; second by Rodriguez.
   Student Trustee vote: Aye
   Vote: Aye: Olson, Evilsizer, Rodriguez, and Garcia. **Absent**: Miyamoto
   Final Resolution: Approved

2. Approve Agreement with Universal Personnel Services, Inc. to provide assistance with arbitration and grievance matters relative to contract negotiations January 6, 2021, through March 1, 2021.

   Motion: Evilsizer to approve; second by Garcia.
   Student Trustee vote: Aye
   Vote: Aye: Olson, Evilsizer, Rodriguez, and Garcia. **Absent**: Miyamoto
   Final Resolution: Approved

3. Approve Resolution No. 20-21585 for sole source vendor, Study Smart, Inc., as determined by Erickson Law Firm A.P.C. to contract for the training and workshop requirements under the Federal Grant Funded Special Programs.

   Motion: Evilsizer to approve; second by Olson.
   Student Trustee vote: Aye
   Vote: Aye: Olson, Evilsizer, Rodriguez, and Garcia. **Absent**: Miyamoto
   Final Resolution: Approved

4. Approve Signature authorizations for county business effective January 5, 2021, through June 30, 2021, as follows:

   Persons authorized, pursuant to the provisions of the Education Code Section 85232, to sign any and all school orders in the name of the District, drawn on the funds of the District: Ambur Borth, Assistant Superintendent/Vice President, Finance & Administrative Services.
   Persons authorized to receive mail from the Accounting Section of the San Diego County Office of Education: Ambur Borth, Assistant Superintendent/Vice President, Finance & Administrative Services.
   Persons authorized to designate employees who can initiate, authorize and process wire transfers with the County of San Diego: Ambur Borth, Assistant Superintendent/Vice President, Finance & Administrative Services.

   Motion: Olson to approve; second by Rodriguez.
   Student Trustee vote: Aye
   Vote: Aye: Olson, Evilsizer, Rodriguez, and Garcia. **Absent**: Miyamoto
   Final Resolution: Approved

5. Approve bank signature authorizations effective January 5, 2021, through June 30, 2021, as detailed in the exhibit. These authorizations supersede all previously granted signature authorizations.

   Motion: Garcia to approve; second by Rodriguez.
   Student Trustee vote: Aye
   Vote: Aye: Olson, Evilsizer, Rodriguez, and Garcia. **Absent**: Miyamoto
   Final Resolution: Approved

O. Superintendent/President (New Business)

1. Approve Palomar Community College District Board Policies as follows:

   BP 2350 Speakers
   BP 3000 Antiracism
   BP 3100 Organizational Structure
   BP 3260 Legal Opinions/Assistance
   BP 4021 Program Development, Revitalization, and Discontinuance

   Motion: Rodriguez to approve; second by Evilsizer.
   Student Trustee vote: Aye
   Vote: Aye: Olson, Evilsizer, and Rodriguez. Nay: Garcia. **Absent**: Miyamoto
   Final Resolution: Approved

2. Adopt Resolution 20-21586 authorizing the implementation of a COVID-19 Prevention Program (CCP) and continuation of temperature and symptom screening during the Coronavirus (COVID-19) pandemic.

   Motion: Evilsizer to approve; second by Rodriguez.
   Student Trustee vote: Aye
   Vote: Aye: Olson, Evilsizer, Rodriguez, and Garcia. **Absent**: Miyamoto
   Final Resolution: Approved

3. Call for a Special Meeting of the Governing Board on January 19, 2020, 5:00 – 7:00 p.m., to hold a virtual mini-retreat, facilitated by Dr. Helen Benjamin.

   Motion: Olson to approve; second by Evilsizer.
   Student Trustee vote: Aye
   Vote: Aye: Olson, Evilsizer, Rodriguez, and Garcia. **Absent**: Miyamoto
   Final Resolution: Approved

P. Board Requests for Reports

1. The Governing Board hereby requests that the search committee community members' names and the delineation of the co-chairs be brought back in February, as well as the topic of forming ad hoc committees. Trustee Rodriguez and Garcia also requested information about the processes surrounding Board Policies and Administrative Procedures.

2. Governing Board President - closing remarks, there were none.

Q. Continuation of Closed Session – No additional session needed.

R. Adjournment The meeting adjourned at 7:45 p.m.

Brian Olson (Feb 5, 2021 16:01 PST)
Brian E. Olson, Board President

Norma Miyamoto (Feb 5, 2021 17:20 PST)
Norma Miyamoto, Board Secretary

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Final Audit Report 2021-02-06

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