



APPROVED 3/13/2018
GOVERNING BOARD MINUTES
MEETING OF THE GOVERNING BOARD
TUESDAY, JANUARY 9, 2018
PALOMAR COMMUNITY COLLEGE DISTRICT
ROOM SSC-1, SAN MARCOS CAMPUS
1140 W. MISSION RD., SAN MARCOS, CALIFORNIA

A. CALL MEETING TO ORDER

Board President Paul McNamara called the meeting to order at 4:00 p.m.

B. ROLL CALL

PRESENT

PAUL P. MCNAMARA, PRESIDENT
JOHN HALCÓN, VICE PRESIDENT
MARK R. EVILSIZER, SECRETARY
NINA DEERFIELD, TRUSTEE
NANCY ANN HENSCH, TRUSTEE
CHRIS HOPP, STUDENT TRUSTEE (arrived 5:00 pm)

ABSENT

NONE

C. PUBLIC COMMENTS There were none.

D. RECESS TO CLOSED SESSION The Board recessed to closed session at 4:00 p.m.

E. RECONVENE TO OPEN SESSION The Board reconvened to open session at 5:00 p.m. All trustees present. Board President McNamara reported that there were no reportable actions taken in closed session.

Following the Pledge of Allegiance the meeting continued.

F. CALL FOR REMOVAL OF ITEMS FROM – OR CHANGES TO – THE AGENDA The Board removed item J-6: RATIFY RECLASSIFICATION OF ADMINISTRATIVE POSITIONS AND CONTRACTS, from the consent calendar.

G. PUBLIC COMMENTS Lydia Keaty, a Palomar student, introduced herself and spoke in support of physics and engineering professors, Nakajima and Gerwig. She presented several letters in support of Nakajima and Gerwig to the Board (on file in the Governing Board Office in accordance with AP 3310.)

H. APPROVAL OF MINUTES

MSC Deerfield/Halcón

The Governing Board approved the December 12, 2017 as written.

The vote was unanimous. Student Trustee aye.

I. REPORTS

Audit Report – Ron Ballesteros-Perez, Vice President for Fiscal and Administrative Services discussed the District audit and the Measure M General Obligation Bond audit. He reviewed the 2016-17 financial highlights including an upgrade of the District's credit rating and provided a broad overview of the audit reports noting the District's statements were unmodified and there were no material weaknesses or significant deficiencies noted. VP Ballesteros-Perez then introduced Mr. Brandon Harrison from the firm Vivrinek, Trine, Day & Co., LLP. Mr. Harrison reviewed some key points in the reports and described the opinions provided. Trustees asked for clarification regarding the context comment noted on page 112 of the audit. Vice President Gonzales responded that Student Services is working closely with Instruction to insure that census reports are turned in timely. Trustees asked for an explanation of the recommendation

on page 5 of the bond audit related to the Citizens' Oversight Committee (ICOC) membership. Vice President Ballesteros-Perez reported that when the audit was conducted the ICOC was short two members and that those positions have since been filled.

Board President McNamara reported on the SDICCCA meeting. He also encouraged anyone contacted by the Union Tribune newspaper to connect reporters to Laura Gropen in the Public Affairs Office. In closing, he reported that the Redevelopment Oversight Committees throughout the County will be consolidated into a single oversight agency.

Trustee Halcón had no report.

Trustee Evilsizer reported on his attendance at the Fire Academy graduation, commented on the audit findings, and encouraged everyone to attend the upcoming Emergency Medical Education graduation event.

Trustee Deerfield reported that Rancho Bernardo residents contacted her regarding signage for the South Education site. Superintendent/President Blake agreed to connect with Trustee Deerfield on that matter.

Trustee Hensch reported she attended the Fire Academy and was pleased to see a female graduate. She briefly discussed that she would be attending upcoming conference to complete her Excellence in Trusteeship program.

Student Trustee Chris Hopp reported he is looking forward to the opening of the new parking structure.

Superintendent/President Blake reported that she met with the new Superintendent of the San Diego County Office of Education. She then asked Director Laura Gropen to the podium. Director Gropen acknowledged the many accomplishments of retiree Mea Daum and thanked her for her many achievements over the past twenty-three years at Palomar.

Vice President Jack Kahn mentioned that winter intersession is well underway and that course offerings are full. He also commented on the two new deans listed on the consent calendar for approval.

Vice President Adrian Gonzales talked about the undefeated women's basketball team.

Vice President Ron Perez invited everyone to attend the grand opening of the new parking structure.

Vice President Lisa Norman discussed recruitment fairs Human Resource Services is attending and promotional items in development to help increase applicant pools.

J. APPROVAL OF CONSENT CALENDAR ITEMS

Action:	On a motion by Trustee Evilsizer, seconded by Trustee Deerfield, the Board approved items 1-5 and 7-24. Trustee Halcón commented on item 3. Item 6 was removed from the agenda.
Ayes:	McNamara, Halcón (items 1, 2, 4, 5 and 7-24), Evilsizer, Deerfield, and Hensch
Noes:	Halcón (item 3 only)
Absent:	None
Student Trustee:	Aye

1. **GRANT EQUIVALENCY FOR DISCIPLINES**

Upon the recommendation of the Faculty Senate Equivalency Committee, the Governing Board granted the following individuals equivalency to minimum qualifications for the disciplines listed:

- a. Name: Smallwood, Syndi
Discipline: American Indian Studies
- b. Name: De Anda, Carly
Discipline: Coaching
- c. Name: Asem, Judith
Discipline: Psychology

2. **RATIFY ACADEMIC EMPLOYMENT**

The Governing Board ratified the recommendation of the Superintendent/President regarding the employment of the following academic employees:

- a. Name: Lakshmi Paranthaman
Position: Assistant Professor, Real Estate/Law
Department: Business Administration
Degrees: B.B.A., Marketing
J.D., Law
M.B.A., Management
Position #: 5330
New?: Yes
Remarks: Position approved 9/22/15.
Sal Grade/Stp: H/8
Salary: \$9,276.46/month
% of Position: 100%
of Mos: 10
Effective: January 25, 2018
Account #(s): A-111000-357100-05110-0000000/60%
A-111000-357100-14010-0000000/40%
- b. Name: Ashley Wolters
Position: Assistant Professor, Welding
Department: Trade & Industry
Degrees: A.A., Business - General
B.S., Business Administration
M.A., Education - Career & Technology Education
2+ Years Experience
Position #: 6664
New?: Yes
Remarks: Position approved 6/13/17.
Sal Grade/Stp: C/3
Salary: \$6,638.66/month
% of Position: 100%
of Mos: 10
Effective: January 25, 2018
Account #(s): A-122100-348200-12300-0000000/100%

3. RATIFY PART-TIME FACULTY EMPLOYMENT

Trustee Halcón expressed concern that not enough information is presented to the Board to make an informed decision on faculty hiring matters that involve qualifications that are satisfied via equivalency. The Governing Board ratified the recommendation of the Superintendent/President regarding the employment of the following part-time faculty, at the hourly rates indicated for Spring 2018 (day and/or evening); said part-time faculty are not scheduled to teach more than a 67 percent load in a single semester:

Spring 2018

- | | |
|----------------|---|
| Department: | Athletics |
| a. Name: | De Anda, Carly |
| Discipline: | Coaching |
| Degrees: | M.A., Communication
B.A., Strategic Communications
Minimum qualifications satisfied via equivalency |
| Sal Grade/Stp: | B/1 |
| Salary: | \$58.87 |
| | |
| Department: | Behavioral Sciences |
| a. Name: | Asem, Judith |
| Discipline: | Psychology |
| Degrees: | Psychological & Brain Sciences
B.A., Behavioral Neurosci Psych
Minimum qualifications satisfied via equivalency |
| Sal Grade/Stp: | D/1 |
| Salary: | \$62.51 |
| | |
| b. Name: | Shepler, Tracy |
| Discipline: | Psychology |
| Degrees: | Ph.D., Clinical Psychology (APA)
B.A., Psychology, General |
| Sal Grade/Stp: | D/1 |
| Salary: | \$62.51 |
| | |
| Department: | Counseling |
| a. Name: | Watt, Deborah |
| Discipline: | Counseling |
| Degrees: | M.A., Counseling Psychology/Marriage & Family Therapy |
| Sal Grade/Stp: | B/1 |
| Salary: | \$58.87 |
| | |
| Department: | Behavioral Sciences |
| a. Name: | Shepler, Tracy |
| Discipline: | Psychology |
| Degrees: | Ph.D., Clinical Psychology (APA)
B.A., Psychology, General |
| Sal Grade/Stp: | D/1 |
| Salary: | \$62.51 |
| | |
| Department: | Chemistry |
| a. Name: | Buyanin, Alexander |
| Discipline: | Chemistry |
| Degrees: | Ph.D., Chemistry
B.S., Chemistry |
| Sal Grade/Stp: | D/1 |
| Salary: | \$62.51 |

Department: Occupational and Noncredit Programs
a. Name: Bandick, Bret
Discipline: Vocational: Noncredit (to teach Community Emergency Response Team courses)
Degrees: B.A., Social and Criminal Justice
2+ years of experience
Sal Grade/Stp: A/1
Salary: \$57.47

Unassigned Hiring Pool

Department: American Indian Studies
a. Name: Smallwood, Syndi
Discipline: American Indian Studies
Degrees: M.S., Environmental Policy & Mgmt
B.A., Anthropology
A.A., Liberal Arts and Sciences
Minimum qualifications satisfied via equivalency
Sal Grade/Stp: B/1
Salary: \$58.87

Department: Behavioral Sciences
a. Name: Hawkins, Whitney
Discipline: Psychology
Degrees: B.A., Psychological Sciences (formerly titled Psychology)
Sal Grade/Stp: B/1
Salary: \$58.87

4. RATIFY MEMORANDA OF UNDERSTANDING BETWEEN THE DISTRICT AND THE PALOMAR FACULTY FEDERATION/AFT LOCAL 6161

The Governing Board ratified two (2) Memoranda of Understanding (MOUs) between the District and the Palomar Faculty Federation/AFT Local 6161. The MOUs are with respect to Article 9 – Leaves and a classification and compensation study for athletic coaches' stipends.

EXHIBIT J-4

5. RATIFY ADMINISTRATIVE EMPLOYMENT AND CONTRACTS

The Governing Board ratified the recommendation of the Superintendent/President regarding the employment and contracts of the following administrative employees:

a. Name: Pearl Ly
Position: Dean, Instructional
Department: Social and Behavioral Sciences
Position #: 5694
New?: No
Remarks: Replacement for Jack Kahn.
Sal Grade/Stp: 75/5
Salary: \$12,617.61/month plus an annual doctoral stipend of \$1,411.88.
% of Position: 100%
of Mos: 12
Effective: January 10, 2018
Account #(s): A-123100-361000-60110-0000000/100%

b. Name: Justin D. Smiley
Position: Dean, Instructional
Department: Arts, Media and Business Administration
Position #: 5308
New?: No
Remarks: Replacement for Syed Hussain; promotion for Mr. Smiley.
Sal Grade/Stp: 75/1
Salary: \$10,357.13/month
% of Position: 100%
of Mos: 12
Effective: January 10, 2018
Account #(s): A-123100-351100-60110-0000000/100%

EXHIBIT J-5

6. **This item pulled.**

7. **RATIFY RECLASSIFICATION OF CONFIDENTIAL AND SUPERVISORY TEAM POSITION AND CONTRACT**

The Governing Board ratified the recommendation of the Superintendent/President regarding the reclassification of the following Confidential and Supervisory Team position and employment contract:

a. Position: Manager, Environmental Health and Safety
Department: Environmental Health and Safety
Name: Derrick Johnson
Position #: 6543
New?: No
Remarks: Classification was formerly Supervisor, Environmental Health and Safety, grade 52. New classification is a classified administrator.
Sal Grade/Step:: 56/5
Salary: \$7,896.17/month
% of Position: 100%
Effective: July 1, 2017
Account #(s): A-212600-545100-67740-0000000/100%

EXHIBIT J-7

8. **RATIFY CONFIDENTIAL AND SUPERVISORY TEAM EMPLOYMENT**

The Governing Board ratified the recommendation of the Superintendent/President regarding the employment of the following Confidential and Supervisory Team employees:

a. Name: Jill D'Errico
Position: Executive Assistant
Department: Student Services
Position #: 5456
New?: No
Remarks: Replacement for Michelle LaVigueur.
Sal Grade/Stp: 48/1
Salary: \$5,321.16/month
% of Position: 100%
of Mos: 12
Effective: January 22, 2018
Account #(s): A-211000-411100-66400-0000000/100%

- b. Name: Jennie P. Vastola
Position: Executive Assistant
Department: Finance and Administrative Services
Position #: 5575
New?: No
Remarks: Replacement for Suzanne Sebring; transfer for Ms. Vastola
Sal Grade/Stp: 48/9
Salary: \$6,745.19/month
% of Position: 100%
of Mos: 12
Effective: January 16, 2018
Account #(s): A-211000-511100-66500-0000000/100%

9. RATIFY RESCINDMENT OF CLASSIFIED EMPLOYMENT OFFER

The Governing Board ratified the recommendation of the Superintendent/President regarding rescinding an offer of employment in a classified position to the following individual:

- a. Name: Nelly Gomez Vasquez
Position: Teaching and Learning Center Specialist
Department: Languages and Literature
Position #: 6663
New?: Yes
Remarks: Board approved employment 12/12/2017; employment start date was scheduled for 1/4/2018; never worked.
Sal Grade/Stp: 23/1
Salary: \$4,098.93/month
% of Position: 100%
of Mos: 12
Effective: January 4, 2018
Account #(s): A-212200-321110-61100-0000000/100%
Normal Work Schedule: Monday - Thursday, 10:00 a.m. - 7:00 p.m. and Friday, 7:30 a.m. - 4:00 p.m. A 3% shift differential will be paid for hours worked between 6:00 p.m. and 10:00 p.m.

10. RATIFY RECLASSIFICATION OF CLASSIFIED POSITION

The Governing Board ratified the recommendation of the Superintendent/President regarding the reclassification of the following classified position:

- a. Position: Budget Technician
Department: Budgeting
Name: Mary Vorhis
Position #: 5591
New?: No
Remarks: Classification was formerly Budget Technician, grade 24.
Sal Grade/Step: 26/16
Salary: \$6,031.98/month
% of Position: 100%
Effective: September 1, 2016
Account #(s): A-212200-551100-67200-0000000/100%

11. RATIFY CHANGE TO CLASSIFIED POSITION

The Governing Board ratified the recommendation of the Superintendent/President regarding the change to the following classified position:

- a. Position: Senior HVAC/BAS Controls Technician
Department: Building Services
Name: Eugenio Tactay
Position #: 6183
New?: No
Remarks: Title change; previous title was Senior HVAC Technician.
Sal Grade/Stp: 29/17
Salary: \$6,555.49/month
% of Position: 100%
of Mos: 12
Effective: January 10, 2018
Account #(s): A-212200-542100-65100-0000000/100%

12. RATIFY CLASSIFIED EMPLOYMENT

The Governing Board ratified the recommendation of the Superintendent/President regarding the employment of the following classified employee(s):

- a. Name: Nick S. Brizeno
Position: Contracts Administrator
Department: Business and Contract Services
Position #: 5774
New?: No
Remarks: Replacement for Debra Claypool.
Sal Grade/Stp: 32/1
Salary: \$5,109.22/month
% of Position: 100%
of Mos: 12
Effective: January 16, 2018
Account #(s): A-212200-53110-67760-0000000/100%
- b. Name: Jason Alvarado
Position: Assistant Electrician
Department: Building Services
Position #: 5755
New?: No
Remarks: Replacement for Richard Gallagher.
Sal Grade/Stp: 24/1
Salary: \$4,200.48/month
% of Position: 100%
of Mos: 12
Effective: January 16, 2018
Account #(s): A-212200-54210-65100-0000000/100%

13. APPROVE PERSONNEL ACTIONS/HISTORY

The Governing Board approved the Personnel Actions/History report, which includes student employee hires for the month of December 2017 and short-term employee hires for the month of January 2018.

EXHIBIT J-13

14. INFORMATION – RETIREMENT

On behalf of the Governing Board of the Palomar Community College District, the following retirement was accepted by the Superintendent/President, as authorized by the Governing Board, under Group II:

- a. Mea M. Daum, Marketing Communications Coordinator, Communications and Marketing Department, effective January 16, 2018. She has served Palomar College for over 23 years from August 11, 1994 to January 15, 2018.

15. RATIFY RESIGNATION

The Governing Board ratified the resignation, accepted by the Superintendent/President in accordance with Board Policy 7350, of the following employee:

- a. Carlos Huerta, Supervisor II, Custodial Services, effective January 13, 2018 (last day of employment will be January 12, 2018).

16. RATIFY LEAVES OF ABSENCE

- a. The Governing Board ratified the recommendation of the Superintendent/President granting the following employees a Family Medical Leave of Absence with no effect on benefits for a maximum of 480 hours for the 2017-18 fiscal year:

<u>Employee ID</u>	<u>Start Date</u>	<u>End Date</u>	<u>Percent</u>
007516987	12/01/2017	01/05/2018	100%
000062766	11/20/2017	01/12/2018	100%
001297745	11/29/2017	12/11/2017	100%
009479312	12/12/2017	04/29/2018	100%
009480859	12/29/2017	01/08/2018	100%
006981086	01/12/2018	02/26/2018	100%

- b. The Governing Board ratified the recommendation of the Superintendent/President granting the following employees an Intermittent Family Medical Leave of Absence with no effect on benefits for a maximum of 480 hours for the 2017-18 fiscal year:

<u>Employee ID</u>	<u>Start Date</u>	<u>End Date</u>
007516987	01/08/2018	06/30/2018
005510519	12/01/2017	06/30/2018

17. REVIEW AND APPROVE NON-RESIDENT TUITION AND CAPITAL OUTLAY FEES

The Governing Board reviewed and approved the adoption of \$258/unit for non-resident tuition and a capital outlay fee of \$5/unit for the fiscal year 2018-19.

EXHIBIT J-17

18. APPROVE REIMBURSEMENT OF TRUSTEE FOR MILEAGE EXPENSES

The Governing Board approved reimbursement of travel expenses to Trustee Nina Deerfield for mileage expenses incurred while on authorized school district business.

EXHIBIT J-18

19. APPROVE TRAVEL EXPENSES

The Governing Board approved travel expenses for the following:

- | | | |
|----|---|---|
| a. | Board Member
Advanced Funds?
For:
To attend:
Location/Date:
Estimated Amount:
Budget No.: | Nancy Ann Hensch
Yes
Transportation, lodging, registration, other approved expenses
CCLC Legislative Conference
Sacramento, CA / January 27-29, 2018
\$1,342.87
575200-11-111100-66100-10-2018-0000000 |
| b. | Board Member
Advanced Funds?
For:
To attend:
Location/Date:
Estimated Amount:
Budget No.: | Mark Evilsizer
Yes
Transportation, lodging, registration, other approved expenses
CCLC Legislative Conference
Sacramento, CA / January 27-29, 2018
\$1,337.94
575200-11-111100-66100-10-2018-0000000 |
| c. | Board Member
Advanced Funds?
For:
To attend:
Location/Date:
Estimated Amount:
Budget No.: | John Halcón
Yes
Transportation, lodging, registration, other approved expenses
CCLC Legislative Conference
Sacramento, CA / January 27-29, 2018
\$1,334.73
575200-11-111100-66100-10-2018-0000000 |
| d. | Board Member
Advanced Funds?
For:
To attend:
Location/Date:
Estimated Amount:
Budget No.: | John Halcón
Yes
Transportation, lodging, registration, other approved expenses
ACCT Legislative Summit
Washington, D.C. / February 10-12, 2018
\$2,881.73
575200-11-111100-66100-10-2018-0000000 |
| e. | Board Member
Advanced Funds?
For:
To attend:
Location/Date:
Estimated Amount:
Budget No.: | Nancy Ann Hensch
Yes
Transportation, lodging, registration, other approved expenses
ACCT Legislative Summit
Washington, D.C. / February 10-12, 2018
\$2,889.87
575200-11-111100-66100-10-2018-0000000 |
| f. | Board Member
Advanced Funds?
For:
To attend:
Location/Date:
Estimated Amount:
Budget No.: | Nina Deerfield
Yes
Transportation, lodging, registration, other approved expenses
ACCT Legislative Summit
Washington, D.C. / February 10-12, 2018
\$2,886.66
575200-11-111100-66100-10-2018-0000000 |
| g. | Board Member
Advanced Funds?
For:
To attend:
Location/Date:
Estimated Amount:
Budget No.: | Mark Evilsizer
Yes
Transportation, lodging, registration, other approved expenses
ACCT Legislative Summit
Washington, D.C. / February 10-12, 2018
\$2,884.94
575200-11-111100-66100-10-2018-0000000 |

20. REVIEW AND APPROVE CONTRACTS AND AGREEMENTS MADE FOR PRIOR SIXTY (60) DAYS

The Governing Board ratified and approved all contracts and agreements for the period November 1, 2017 through December 31, 2017 and entered into on behalf of the Palomar Community College District, as detailed in the exhibit.

EXHIBIT J-20

21. APPROVE AGREEMENTS WITH OCEAN INSTITUTE, DANA POINT FOR SINGLE DAY FIELD TRIPS FOR OCEANOGRAPHY LAB

The Governing Board approved program agreements with the Ocean Institute, 24200 Dana Point Harbor, Dana Point CA 92629 in the amount of \$1,700.00 for Fall 2018 per program agreement. These agreements reserve the Human Impacts Lab /Cruise on the following dates: November 7, 8, and 9, 2018.

EXHIBIT J-21

22. APPROVE EXTENDED FIELD TRIPS

The Governing Board approved the following extended optional field trip as detailed:

- a. Malibu Bluffs Park to Channel Islands National Park, California, on May 5 – 6, 2018 for students enrolled in GEOL 110.

EXHIBIT J-22

23. APPROVE CURRICULUM ACTION ITEMS FOR INCLUSION IN THE PALOMAR COLLEGE COURSE INVENTORY – EFFECTIVE 2018

The Governing Board approved Curriculum Action Items dated December 6, 2017 which have been examined by the Curriculum Committee and the Faculty Senate and are being recommended for inclusion in the Palomar College Curriculum Inventory, effective 2018 as detailed in the exhibit.

EXHIBIT J-23

24. APPROVE PALOMAR COMMUNITY COLLEGE DISTRICT BOARD POLICIES

The Governing Board of the Palomar Community College District reviewed and approved the following Board Policies. The Board, at the December 12, 2017 meeting, held a first reading of these items.

BP 1100 - The District	BP 2310 - Regular Meetings of the Governing Board
BP 1200 - District Mission	BP 2315 - Closed Sessions
BP 1300 - Educational Philosophy	BP 2320 - Special and Emergency Meetings
BP 2010 - Governing Board Membership	BP 2330 - Quorum and Voting
BP 2015 - Student Trustee	BP 2340 - Agendas
BP 2100 - Governing Board Elections	BP 2340 - Agendas
BP 2105 - Election of Student Trustee	BP 2345 - Right to Public Participation
BP 2110 - Vacancies on the Governing Board	BP 2350 - Speakers
BP 2200 - Board Duties and Responsibilities	BP 2355 - Decorum/Conduct
BP 2210 - Officers	BP 2360 - Minutes
BP 2220 - Committees of the Governing Board	BP 2365 - Recording
BP 2305 - Annual Organizational Meeting	BP 2410 - Policy Making Authority and Administrative Procedures
	BP 2430 - Delegation of Authority to the Superintendent/President

BP 2431 - Superintendent/President Selection	BP 2717 - Personal Use of Public Resources
BP 2432 - Superintendent/President Succession	BP 2720 - Communications among Governing Board Members
BP 2435 - Evaluation of the Superintendent/President	BP 2725 - Governing Board Member Compensation
BP 2510 - Participation in Local Decision Making	BP 2730 - Health Benefits
BP 2610 - Presentation of Initial Collective Bargaining Proposals	BP 2735 - Governing Board Member Travel
BP 2710 - Conflict of Interest	BP 2740 - Governing Board Education and New Trustee Orientation
BP 2715 - Code of Ethics/Standards of Practice	BP 2745 - Governing Board Self-Evaluation
BP 2716 - Political Activity	BP 2750 - Board Member Absence from the State
	BP 3225 - Institutional Effectiveness

EXHIBIT J-24

**Resumption of
REGULAR AGENDA**

K. ACTION ON ITEMS REMOVED FROM CONSENT CALENDAR

L. REPORTS FROM COLLEGE GROUPS

1. INFORMATION: Report of the Faculty Senate

Travis Ritt, President of the Faculty Senate, thanked the Board for ratifying the new academic employees and spoke briefly about the equivalency committee process at Palomar noting that it is a model used at other colleges.

2. INFORMATION: Report of the Palomar Faculty Federation

Absent

3. INFORMATION: Report of the Administrative Association

Connie Sterling, President of the Administrative Association, had no report.

4. INFORMATION: Report of the Confidential and Supervisory Team

Jenny Akins, President of the Confidential and Supervisory Team, reported that CAST held its first meeting on December 12, 2017.

5. INFORMATION: Report of the CCE/AFT

Anel Gonzalez, President of the CCE, spoke briefly about the CCE Executive retreat, the Classified Staff Development Day and the Classified Speaks event.

6. INFORMATION: Report of the Associated Student Government

Chris Hopp, ASG President, reported that students approached him in support of the Physics Department and professors Nakajima and Gerwig. He asked that there be student involvement in any conversations around future changes to the Physics department.

M. UNFINISHED BUSINESS There was no unfinished business.

N. NEW BUSINESS

1. REVIEW AND APPROVE PURCHASES

MSC Halcón/Evilsizer

The Governing Board pursuant to Resolutions 14-21157 and 14-21158 adopted November 12, 2013 reviewed and approved purchase transactions and contracts entered into on behalf of the Palomar Community College District as listed in the exhibit. Purchases listed are made against the 2017-2018 fiscal year budgets:

Purchase Orders Time Period: 12/01/17–12/21/17	\$2,379,424.12
	<u>\$2,379,424.12</u>

EXHIBIT N-1

The vote was unanimous. Student Trustee aye.

2. ACCEPT ANNUAL FINANCIAL REPORT OF THE PALOMAR COMMUNITY COLLEGE DISTRICT AND FINANCIAL AND PERFORMANCE AUDITS FOR THE MEASURE M GENERAL OBLIGATION BONDS (ELECTION 2006)

MSC Evilsizer/Halcón

The Governing Board accepted the Annual Financial Report of the Palomar Community College District as well as both the Financial and Performance Audits for the Measure M General Obligation Bonds (Election 2006) Program, for the year ended June 30, 2017. Audit was conducted by Vavrinek, Trine, Day & Co., LLP, Certified Public Accountants, 9810 Scripps Lake Drive, Suite H, San Diego, CA 92131-1001.

EXHIBIT N-2

The vote was unanimous. Student Trustee aye.

3. AWARD CONTRACT TO FORDYCE CONSTRUCTION, INC.

MSC Evilsizer/Halcón

The Governing Board awarded a contract to Fordyce Construction, Inc., as the lowest, responsive and responsible bidder in the amount of \$277,798.00 for Bid 104-18 Food Pantry SU Building Remodel Project, subject to receipt of all required bonds, for the construction of project.

The vote was unanimous. Student Trustee aye.

4. AWARD CONSTRUCTION CONTRACTS FOR THE NORTH EDUCATION CENTER

MSC Evilsizer/Halcón

The Governing Board awarded the following contracts:

1. Rocky Coast Builders as the lowest, responsive and responsible bidder in the amount of \$4,367,574 for CM-17-18-01-NEC-01-D Palomar College North Education Center Paving, Site Concrete and Improvement Project, subject to receipt of all required bonds, for the construction of project.
2. GEM Industrial Electric, as the lowest, responsive and responsible bidder in the amount of \$1,898,000.00 for CM-17-18-01-NEC-01-E Palomar College North Education Center Laboratory Modularity Project, subject to receipt of all required bonds, for the construction of project.

The vote was unanimous. Student Trustee aye.

5. APPROVE CHANGE ORDERS

MSC Evilsizer/Hensch

The Governing Board approved the following Change Orders as detailed in the exhibit:

1. CO #4 for \$503,882.00 for unforeseen conditions including repair to structural steel, replacement of elevator shafts, additional fire/smoke dampers, and fire wrap on for laboratory exhaust ductwork at the South Education Center.
2. CO #2 for \$128,598.00 for changes to include costs for metering and panels to ensure the building attains "zero net energy" status; as well as, Vallecitos Water District required imported back fill material for new sewer connection not shown on plans and safety flaggers for students using the temporary CVS overflow lot
3. CO #5 for \$699,458.00 for changes related to underground water encountered during grading, schedule and related impacts due to heavy rain impacts of 2017, network fiber upgrades, and soil compaction issues.

EXHIBIT N-5

The vote was unanimous. Student Trustee aye.

6. APPROVE 2017-19 INTEGRATED PLAN: BASIC SKILLS INITIATIVE, STUDENT EQUITY, AND STUDENT SUCCESS AND SUPPORT PROGRAM

MSC Halcón/Evilsizer

The Governing Board approved 2017-19 Integrated Plan: Basic Skills Initiative, Student Equity, and Student Success and Support Program as specified in Education Code and title 5 regulations.

EXHIBIT N-6

The vote was unanimous. Student Trustee aye.

7. ACCEPT REQUEST OF PAL GENERAL ENGINEERING, INC. TO WITHDRAW THEIR BID FOR BID #CM-17-18-01-NEC-01-D PALOMAR COLLEGE NORTH EDUCATION CENTER PAVING, SITE CONCRETE, AND IMPROVEMENTS PROJECT

MSC Evilsizer/Halcón

The Governing Board consented to the request of PAL General Engineering, Inc. to withdraw their bid for Bid # CM-17-18-01-NEC-01-D (Paving, Site Concrete, and Improvements), as detailed in the exhibit.

EXHIBIT N-7

The vote was unanimous. Student Trustee aye.

8. CALL FOR SPECIAL MEETINGS OF THE GOVERNING BOARD

MSC Halcón/Evilsizer

The Governing Board of the Palomar Community College District called two Special Meetings of the Board, 1) January 19, 2018 at 8:00 a.m. and, 2) January 23, 2018 at 4:00 p.m.

The vote was unanimous. Student Trustee aye.

O. **BOARD REQUESTS FOR REPORTS**

The Governing Board requests that the District provide for it a report, agenda item, or general information at a later date as follows: 1) A monthly report on equivalency of part-time faculty be given that provides more information on those faculty that do not meet the minimum qualifications to teach. 2) A report that shows the number of students working for the district.

P. **RECESS TO CLOSED SESSION:** *No additional session was needed.*

Q. **RECONVENE TO OPEN SESSION:** *No additional session was needed.*

R. **ADJOURNMENT** The meeting adjourned at 5:39 p.m.



Paul McNamara, Board President



Mark Evilsizer, Secretary



APPROVED 4/10/2018
GOVERNING BOARD MINUTES
SPECIAL MEETING OF THE GOVERNING BOARD
FRIDAY, JANUARY 19, 2018
SHADOWRIDGE COUNTRY CLUB
B-GLENEAGLES ROOM
1980 GATEWAY DR.
VISTA, CA 92081

- A. **BREAKFAST:** 8:00 a.m.
- B. **CALL MEETING TO ORDER:** Board President McNamara called the meeting to order at 8:36 a.m.
- C. **ROLL CALL:**

PRESENT

PAUL P. MCNAMARA, PRESIDENT
JOHN HALCÓN, VICE PRESIDENT
MARK R. EVILSIZER, SECRETARY
NINA DEERFIELD, TRUSTEE
NANCY ANN HENSCH, TRUSTEE

ABSENT

CHRIS HOPP, STUDENT TRUSTEE

- D. **CALL FOR REMOVAL OF ITEMS FROM OR CHANGES TO THE AGENDA** There were none.
- E. **PUBLIC COMMENTS** There were none.
- F. **APPROVE CONSENT CALENDAR ITEM**

Action: On a motion by Trustee Hensch, seconded by Trustee Evilsizer, the Board approved item 1.

Ayes: McNamara, Halcón, Evilsizer, Deerfield, and Hensch

Noes: None

Absent: None

Student Trustee: Absent

1. RATIFY ACADEMIC EMPLOYMENT

The Governing Board ratified the recommendation of the Superintendent/President regarding the employment of the following academic employee:

a. **Name:** Jessica Hernandez
 Position: Assistant Professor, Nursing (Medical-Surgical Nursing)
 Department: Nursing Education
 Degrees: M.S.N., Nursing
 B.S.N., Nursing
 Position #: 5294
 New?: Yes
 Remarks: Position approved 9/12/17.
 Sal Grade/Stp: C/1
 Salary: \$6,105.26/month
 % of Position: 100%
 # of Mos: 10
 Effective: January 25, 2018
 Account #(s): A-111000-348200-12300-0000000/100%

G. BOARD WORKSHOP

1. Substantive Change Report review

Michelle Barton, Senior Director, Planning, Research, Institutional Effectiveness and Grants, explained the new streamlined process for submitting substantive change reports to the Accrediting Commission for Community and Junior Colleges (ACCJC) and why the report is required for the South Education Center (SEC) but not the North Education Center. She discussed the process and timeline of preparing the report; reviewed the different constituents involved (both on the accreditation writing leadership team and on the Advisory Group for Center Planning) and, shared that the report is approximately a month ahead of schedule. Trustees asked for clarification on faculty involvement in the planning, Director Barton responded. She then discussed how the planning and estimates for the SEC were modeled after the Escondido Center and noted that planning has been underway for more than ten-years. She talked about the initial course offerings being general education with select career and technical programs and a STEAM (science, technology, engineering, arts, and mathematics) focus. Trustees asked for clarification on the programs that will be offered at the SEC. Vice President Jack Kahn responded. Director Barton reminded attendees that the Business Community Survey completed in 2017 identified hiring needs, skills and educational training desires of employees serving the area industries in the southern portion of the district. Trustees talked about the importance establishing connections and partnerships with the industry leadership. President Blake and Vice President Kahn assured the Board that they are working with the school districts, community groups and businesses in both the north and south areas. Director Barton explained that the district must offer the high demand general course offerings to ensure a fiscally sound center that will allow the district to offer specialized career technical offerings. Trustees expressed concerns about possible enrollment impacts to the Escondido Center. President Blake, VP Kahn and Director Barton responded and noted that the planning group and administrators are looking at the whole district in its planning for the new centers.

2. Board Protocols Discussion

Budget

President Blake opened this section of the retreat with a discussion of establishing a trustee budget including conference travel, local event mileage and, memberships. She discussed the need to balance the budget and shared that 25% cuts are being made across the district. Trustees reviewed the departmental budget document and discussed ways to reduce costs for the 2017/18 year. Board President McNamara led a discussion on options for allocating the funds. Trustee Evilsizer discussed the importance of having a presence at events and ongoing trustee education. Trustee Halcón expressed concern that other divisions are told to make budget reductions and the Board should too. Trustee Hensch suggested the Board plan in advance for the 2018/19 budget year. Trustee Deerfield agreed to forgo attending the ACCT conference to reduce expenses. The Board requested a report on what other Boards spend on conferences. Trustees discussed mileage reimbursement for in-district event travel and agreed to forgo reimbursement for in-district event travel. Trustees discussed valet vs. self-parking and, by unanimous consent, agreed that valet parking should be reimbursable. VP Perez shared that the district would be moving to a per diem travel allowance. Trustees next discussed professional memberships. Board President McNamara suggested that individual memberships be discussed and voted on by the Board at a planning meeting in May prior to the start of the next fiscal year.

Communication

Dr. Blake asked trustees to share information they receive from others with her. That way she can look into matters that are operational and work with the executive team to address appropriately. She reminded the Board that as the CEO she is ultimately responsible for the district and protecting its interests. Trustee Halcón talked about challenges he has experienced using the district's phone system. President Blake reported that the district is in the midst of a business process analysis and identifying areas for improvement. Trustee Deerfield shared that she has difficulties contacting office staff. In response, President Blake said she would explore

getting staff district cell phones. Board President McNamara then moved to a discussion on the Board as a policy level group noting he would prefer if constituent groups limited their oral reports (at Board meetings) to policy level matters rather than day-to-day operations. Discussion ensued; President Blake offered to discuss the matter with the constituent group leaders when she meets with them. This portion of the retreat concluded with President Blake reporting that a divisional report was being prepared for the Board. At 9:55 time the Board recessed for a short break.

At 10:12 the Board reconvened with all members present.

3. Diversity Training

Sharon Ormond and Meredith Brown, consultants from Atkinson, Andelson, Loya, Ruud & Romo presented best practices for achieving a diverse faculty. Ms. Brown provided a brief overview of the presentation and provided a printout of the Power Point presentation - on file in the Governing Board Office in accordance with AP 3310. She began with a review of Nine Multiple Methods used to increase employee diversity during the three phases of the hiring process: Pre-Hiring, Hiring, and Post-Hiring. She reviewed state data noting that diversity in faculty has changed very little since 2005 with only about 25% of full-time faculty hired from under-represented communities. She also talked about the value of diversity. The next portion of the presentation focused on the laws dealing with hiring including: The importance of complying with state and federal law in hiring; appropriate training of screening/selection committee members; and identifying and eliminating barriers to employment. Trustees discussed their understanding of the issue and noted they have been focused on this topic for several years. Ms. Brown shared that some of the key components to increasing faculty diversity include proper placement of advertising; outreach and involvement with graduate programs and local institutions and; incentive programs. President Blake talked about the District's hiring policy and the Faculty Senate's resolution regarding faculty hiring. Trustees discussed that years ago the Board at that time had included faculty hiring policy, criteria and procedures as a separate subset to academic and professional matters. Trustee Deerfield brought up the topic of the hiring timeline and commented that she has heard repeatedly from the Palomar Faculty Federation that the timeline creates problems. Trustees talked about the campus culture, unconscious bias, and efforts being undertaken to educate hiring committee members. Ms. Brown talked about creating checks and balances to help assure a diverse committee and, the importance of teaching skills and compassion towards others being more important than degrees from elite institutions. Trustees discussed the importance of including cultural competence questions in the interview process. Jack Kahn, Vice President for Instruction, talked about shifting the cultural focus from generalized diversity to a more focused effort on hiring from underrepresented and marginalized groups.

Ms. Ormond briefly reviewed the Employment and Equal Opportunity (EEO) laws applicable to hiring and Ms. Brown talked about implicit bias and cultural competence. Trustees discussed their own observations of implicit bias and reviewed ways to handle it. Trustee Hensch asked for clarification on the district's hiring outreach efforts, Lisa Norman, Vice President for Human Resources Services responded. She and the Board discussed the difference between full- and part-time hiring and changes in the law that have granted seniority rights to part-time faculty. Ms. Ormond talked about the practical measures that the Board may wish to examine further including the academic and professional matters of faculty hiring policy, criteria and procedures; higher levels of training for hiring committee members, and; accountability, especially at first level interviews. VP Norman talked about the importance of on-boarding new faculty, making them feel welcomed, and not just hiring them and turning them loose with the expectation that they understand the expectations. At 12:00, the Board recessed for a short break.

At 12:11, the Board reconvened with all members present. The retreat continued with a working lunch.

4. Facilities and Budget Plan Update

Ron Ballesteros-Perez, Vice President for Fiscal and Administrative Services reviewed the list of facilities projects that have been, and are being funded with the current bond funds. He shared that the final project that will be funded from this bond is the Athletic Complex and that discussions are underway with Student Services to determine the best way to complete a one-stop building to house all student service functions. He talked about a potential future bond in 2020 and polling local taxpayers to measure the support for an additional bond. Trustee Evilsizer asked if any state funding would be available for use, VP Perez reported that at this time the district does not qualify for state funding towards construction. President Blake talked about the single-campus caucus that has been established in part to look at capital project funding from the state. VP Perez talked about improving efficiencies and space utilization. He shared that the state is changing the funding formula and that it is still in flux. Adrian Gonzales, Vice President for Student Services talked about the Promise Program and how it may tie into the funding formula. Executive staff talked about the challenges with the new funding formula and differing priorities between the Promise Program, Guided Pathways and concurrent enrollment. VP Perez talked about the status of the district's stabilization/restoration efforts and budget cuts that are being examined as part of the budget reduction plan. President Blake talked about the adult education market and the importance of working with home-schooled students to increase enrollments. Trustees talked about student housing and pros and cons of managing student housing. President Blake talked about some funding models she has heard about to fund student housing. VP Perez closed this portion of the retreat with a discussion of the Enrollment Management Plan and alternate sources of revenue including facilities rentals, naming rights, and international students.

5. Discussion of Staffing Plan

Lisa Norman, Vice President for Human Resource Services provided an overview of Human Resources including: Recruitment, EEO Plan, Professional Development and the Staffing Plan. She talked about targeted recruitment advertising and shared that the return on investment may need to be analyzed since specialized hiring sites may not be of actual value. VP Norman shared that the department is looking at alternative advertising via social media, will be participating in multiple hiring fairs, and is developing marketing and promotional materials. She reviewed the EEO preliminary demographic data and professional learning. She shared that the district will hold training sessions on progressive discipline, evaluation writing and, interviews and investigations for administrators. Other thematic learning opportunities are also being offered for all classifications. VP Norman then reviewed the accreditation standards associated with staffing and how the staffing plan ties in with the EEO Plan and Strategic Plan. She discussed the problems with the district's old hiring prioritization practices noting it was too formula driven. Trustee Evilsizer asked for clarification on the status of the re-hiring of the SERP positions. VP Norman responded that some departments reorganized and hired following the SERP and others may have maintained their old structure and re-hired the same positions which may or may not have met the specific needs of the department. At 1:40, the Board recessed for a short break.

At 1:47, the Board reconvened with all members present.

6. Strategic Management Enrollment (SEM) Update/Guided Pathways discussion

Jack Kahn, Vice President for Instruction talked about the importance of access, retention, completion, community engagement and fiscal stability as it relates to SEM. He shared that the division has been actively recruiting for concurrent/dual enrollment programs and distance education and working on developing partnerships with local business and industry. He reported that the district is working to simplify the registration and enrollment processes. VP Kahn shared that along with others, Instruction is helping with the development and implementation of a financial recovery plan. He next moved to a discussion of Guided Pathways and shared the purpose of this new state level initiative designed to make the community college experience easier for students with appropriate sets of course-taking patterns. He shared that the Guided Pathways (Self-) Assessment is completed and the next step in the process is creating a Guided Pathways Plan. He shared that there are funds tied to implementation of the Pathways Plan that

will be distributed over a five-year period with a reassessment at the end of that timeframe. He shared that the workgroup noted that there are some plans already in place that address various components of the Guided Pathways assessment. Thus, pulling some of the strategies, approaches and activities from existing plans into a single Guided Pathways Plan will provide greater structure to the district. President Blake talked about some of the district wide initiatives geared towards changing the structure and culture of the district. VP Gonzales talked about the role of simplification in designing course-taking patterns and the challenges counselors face when students want to pursue different avenues. VP Kahn shared that approximately 30 certificate programs have been largely inactive over the last several years and they are being analyzed for deactivation. In closing, he noted that some faculty are excited about the direction the college is taking whereas others are less enthusiastic.

7. Outreach & Retention Update

Adrian Gonzales, Vice President for Student Services, discussed the difference between outreach and recruitment, noting that outreach is more of a marketing angle whereas recruitment is forming partnerships for specific purposes. He shared that the Outreach office is utilizing the Student Ambassadors in various ways very successfully and that numerous departments, faculty and staff are involved in various initiatives, one of the most recent being "Palomar Nights." He shared that the department does 20-50 college tours each semester both individual and group tours. VP Gonzales shared that they are pushing for dual enrollments and getting CCAP agreements negotiated, but noted that students can always concurrently enroll. Trustees asked for clarification on the differences of advanced placement courses vs. college level courses, discussion ensued. Trustee Hensch talked about the importance of educating parents on the value and benefits of the community college experience. VP Gonzales talked about efforts underway to change the messaging high school students are hearing about community college vs. university. He pointed out that for many students admittance into a university is out of reach and that high schools do a disservice to their students when they portray community college as being a less desirable choice. VP Gonzales next discussed the retention services in place to help students with the matriculation process. He shared that initiatives include CCC Apply, the new payment plan, Starfish Early Alert System, Puente Program and others. VP Kahn shared that the new waitlist auto-enrollment improvements have helped both students and faculty.

H. BOARD REQUESTS FOR REPORTS

Trustee Evilsizer asked about the numbers of classes cancelled per semester, discussion followed on some reasons classes are cancelled. President Blake shared that roughly 200 classes are cancelled but noted that most students find other classes to enroll in.

There were no requests for reports however Board President McNamara asked about cancelling the February regular meeting. President Blake shared that a special closed session meeting would be held on February 27

I. ADJOURNMENT The meeting adjourned at 2:44 p.m.


Paul McNamara, Board President


Mark Evilsizer, Secretary



APPROVED 4/10/2018

GOVERNING BOARD MINUTES
SPECIAL MEETING, TUESDAY JANUARY 23, 2018
4:00 P.M. (CLOSED SESSION)
PALOMAR COMMUNITY COLLEGE DISTRICT
ROOM A-1, SAN MARCOS CAMPUS
1140 W. MISSION RD., SAN MARCOS, CALIFORNIA

A. **CALL MEETING TO ORDER**

Board President Paul McNamara called the meeting to order at 4:00 p.m. in room A-1.

B. **ROLL CALL**

PRESENT

PAUL P. MCNAMARA, PRESIDENT
JOHN HALCÓN, VICE PRESIDENT
MARK R. EVILSIZER, SECRETARY
NINA DEERFIELD, TRUSTEE
NANCY ANN HENSCH, TRUSTEE

ABSENT

NONE

C. **PUBLIC COMMENTS** There were none

D. **RECESS TO CLOSED SESSION** The Board recessed to closed session at 4:00 p.m. to discuss:

1. Public Employee Discipline/Dismissal/Release Pursuant to Government Code Section 54957, et seq. (1 case)
2. Conference with District negotiator, Dr. Lisa Norman, regarding negotiations with PFF/AFT, pursuant to Government Code Section 54957.6

E. **RECONVENE TO OPEN SESSION: ACTIONS TAKEN IN CLOSED SESSION** The Board reconvened to Open Session outside Room A-1 in accordance with GC 54957.7(c). Board President McNamara reported that there were no reportable actions taken in closed session.

F. **ADJOURNMENT** The meeting adjourned at 5:00 p.m.


Paul McNamara, Board President


Mark Evilsizer, Secretary



AMENDED & APPROVED 4/10/2018
GOVERNING BOARD MINUTES
SPECIAL MEETING OF THE GOVERNING BOARD
TUESDAY, FEBRUARY 27, 2018
PALOMAR COMMUNITY COLLEGE DISTRICT
ROOM SSC-1, SAN MARCOS CAMPUS
1140 W. MISSION RD., SAN MARCOS, CALIFORNIA

A. **CALL MEETING TO ORDER:** Board Vice President Halcón called the meeting to order at 4:00 p.m.

B. **ROLL CALL:**

PRESENT

JOHN HALCÓN, VICE PRESIDENT
MARK R. EVILSIZER, SECRETARY
NINA DEERFIELD, TRUSTEE
NANCY ANN HENSCH, TRUSTEE

ABSENT

PAUL P. MCNAMARA, PRESIDENT
CHRIS HOPP, STUDENT TRUSTEE

C. **PUBLIC COMMENTS**

Calvin "One Deer" Gavin requested that he be able to speak to the Board in private regarding a closed session item.

D. **RECESS TO CLOSED SESSION** The Board recessed to closed session at 4:01 p.m.

E. **RECONVENE TO OPEN SESSION** The Board reconvened to open session at 6:11 p.m. Trustees Halcón, Evilsizer, Deerfield and Hensch present. Board Vice President Halcón reported that there were four reportable actions taken in closed session as follows:

1. Pursuant to the terms of the contract and Education Code 72411, in Closed Session, the Governing Board took action to Non-Renew the employment contract of the Dean, Instructional, Mathematics and the Natural and Health Sciences for the 2019-2020 academic year by a vote of 4 to 1 and to send notice to the Management Employee #009482406 Ayes: Halcón, Evilsizer, Deerfield and Hensch. Absent: McNamara.
2. Pursuant to the terms of the contract and Education Code 72411, in Closed Session, the Governing Board took action to Non-Renew the employment contract of the Director, Grant Funded Student Programs for the 2019-2020 academic year by a vote of 4 to 1 and to send notice to the Management Employee #005541498 Ayes: Halcón, Evilsizer, Deerfield and Hensch. Absent: McNamara.
3. Pursuant to the terms of the contract and Education Code 72411, in Closed Session, the Governing Board took action to Non-Renew the employment contract of the Manager, Contract and Procurement Services for the 2019-2020 academic year by a vote of 4 to 1 and to send notice to the Management Employee #007532691 Ayes: Halcón, Evilsizer, Deerfield and Hensch. Absent: McNamara.
4. Pursuant to the terms of the contract and Education Code 72411, in Closed Session, the Governing Board took action to release probationary classified employee #002475285 from the Facilities Maintenance Technician position by a vote of 4 to 1 effective February 28, 2018. Ayes: Halcón, Evilsizer, Deerfield and Hensch. Absent: McNamara.

Following the Pledge of Allegiance the meeting continued.

- F. **CALL FOR REMOVAL OF ITEMS FROM OR CHANGES TO AGENDA** Board Vice President Halcón called for a correction to item 7.a. on the consent calendar as follows: Sheri Wenzel, last day of employment will be March 16, 2018 instead of March 2, 2018.

- G. **PUBLIC COMMENTS** Evan Dwin, Attorney for Dr. Kathryn Kailikole, read a statement outlining Dr. Kailikole's many contributions to the college including various grants, partnerships and facility improvements.

H. **INFORMATION ITEM – GOVERNING BOARD COMMITTEE APPOINTMENTS**

In March, the Governing Board President will make committee appointments to the Policies & Procedures Committee, Finance Committee, and Real Estate Committee. Trustees should notify the Board President of their interest in serving on a committee. Appointees serve a one-year term.

I. **REPORTS**

Comprehensive Professional Development Plan – Kelly Falcone, Professional Development Coordinator, provided a brief history of professional development at Palomar and talked about the legal changes that have influenced the District's move to a comprehensive development program that includes all employees, not just faculty. She shared that the Professional Learning Network is an excellent resource and has hundreds of offerings.

J. **APPROVAL OF CONSENT CALENDAR ITEMS**

Action: On a motion by Trustee Evilsizer, seconded by Trustee Hensch, the Board approved items 1-13.
Ayes: Halcón Evilsizer, Deerfield, and Hensch
Noes: None
Absent: McNamara
Student Trustee: Absent

1. **RATIFY NEW ADMINISTRATIVE POSITIONS**

The Governing Board ratified the recommendation of the Superintendent/President regarding the approval of the following new administrative positions:

- a. Position: Director, Human Resources
Department: Human Resource Services
Position #: 6730
New?: Yes
Remarks: Classified as a classified administrator.
Salary Grade/Step: 67/1
Salary: \$8,635.40/month
% of Position: 100%
Months: 12
Effective: February 28, 2018
Account #(s): A-212600-611100-66600-0000000/100%
- b. Position: Manager, Student Accounts and Cashiering
Department: Fiscal Services
Position #: 6731
New?: Yes
Remarks: Classified as a classified administrator.
Salary Grade/Step: 60/1
Salary: \$7,264.62/month

% of Position: 100%
Months: 12
Effective: February 28, 2018
Account #(s): A-212600-551100-67200-0000000/100%

- c. Position: Manager, Professional Learning Network
Department: Telecommunications - Grants
Position #: 6734
New?: Yes
Remarks: Classified as a classified administrator. Position funded by categorical funds. Continuation of position is dependent upon continuation of funds.
- Salary Grade/Step: 60/1
Salary: \$7,264.62/month
% of Position: 100%
Months: 12
Effective: February 28, 2018
Account #(s): K-212600-318100-61320-1812093/100%

2. RATIFY NEW CONFIDENTIAL AND SUPERVISORY TEAM POSITION

The Governing Board ratified the recommendation of the Superintendent/President regarding the approval of the following new Confidential and Supervisory Team position:

- a. Position: Accreditation Coordinator
Department: Institutional Research and Planning
Position #: 6737
New?: Yes
Salary Grade/Step: 48/1
Salary: \$5,404.17/month
% of Position: 100%
Months: 12
Effective: February 28, 2018
Account #(s): A-212100-711700-60900-0000000/100%

3. RATIFY NEW CLASSIFIED POSITIONS

The Governing Board ratified the recommendation of the Superintendent/President regarding the approval of the following new classified positions:

- a. Position: Lead Academic Records Analyst
Department: Enrollment Services
Position #: 6732
New?: Yes
Remarks: Position funded by categorical funds. Continuation of position is dependent upon continuation of funds.
- Salary Grade/Step: 27/1
Salary: \$4,520.90/month
% of Position: 100%
Months: 12
Effective: February 28, 2018
Account #(s): K-212200-441100-63200-1612120/100%
- b. Position: Job Developer
Department: Occupational and Non-Credit Programs
Position #: 6733
New?: Yes

- Remarks: Position funded by categorical funds. Continuation of position is dependent upon continuation of funds.
- Salary Grade/Step: 26/1
- Salary: \$4,414.09/month
- % of Position: 100%
- # Months: 12
- Effective: February 28, 2018
- Account #(s): K-212200-339800-60900-1812319/100%
- c. Position: Business Systems Analyst
- Department: Enrollment Services
- Position #: 6735
- New?: Yes
- Remarks: Position funded by categorical funds. Continuation of position is dependent upon continuation of funds.
- Salary Grade/Step: 38/1
- Salary: \$5,914.65/month
- % of Position: 100%
- # Months: 12
- Effective: February 28, 2018
- Account #(s): K-212200-441100-63200-1612120/100%
- d. Position: Business Systems Analyst
- Department: Financial Aid, Veterans, and Scholarship Services
- Position #: 6736
- New?: Yes
- Salary Grade/Step: 38/1
- Salary: \$5,914.65/month
- % of Position: 100%
- # Months: 12
- Effective: February 28, 2018
- Account #(s): A-212200-475100-64600-0000000/100%

4. RATIFY CLASSIFIED EMPLOYMENT

The Governing Board ratified the recommendation of the Superintendent/President regarding the employment of the following classified employees:

- a. Name: Eva Lauchmen
- Position: Admissions/Enrollment Coordinator
- Department: Enrollment Services
- Position #: 5469
- New?: No
- Remarks: Replacement for Christine Sifferman.
- Sal Grade/Stp: 27/1
- Salary: \$4,520.90/month
- % of Position: 100%
- # of Mos: 12
- Effective: March 1, 2018
- Account #(s): A-212200-422100-62100-0000000/100%
- b. Name: Jonathon Mafnas
- Position: Community Service Officer
- Department: Palomar College Police Department
- Position #: 6193
- New?: No

- Remarks: Replacement for Carlos Carrizosa. Categorically funded; continuation of position is dependent on continuation of funds.
- Sal Grade/Stp: 17/1
- Salary: \$3,542.14/month
- % of Position: 100%
- # of Mos: 12
- Effective: March 1, 2018
- Account #(s): K-212200-543100-69500-1812070/100%
- c. Name: Luis Alfaro Molina
- Position: Admissions/Financial Aid Specialist II
- Department: Enrollment Services
- Position #: 6669
- New?: Yes
- Remarks: Position was approved 10/10/17; transfer for Mr. Alfaro Molina.
- Sal Grade/Stp: 22/9
- Salary: \$5,102.23/month
- % of Position: 100%
- # of Mos: 12
- Effective: March 1, 2018
- Account #(s): A-212200-421100-62100-0000000/100%
- d. Name: Robert Sedillo
- Position: Infrastructure Systems Administrator
- Department: Network and Technical Services
- Position #: 5091
- New?: No
- Remarks: Replacement for Maria Elena Ibarra; promotion for Mr. Sedillo.
- Sal Grade/Stp: 40/5
- Salary: \$7,546.52/month
- % of Position: 100%
- # of Mos: 12
- Effective: March 1, 2018
- Account #(s): A-212200-561100-67800-0000000/100%
- e. Name: Martha Jimenez
- Position: Teaching and Learning Center Specialist
- Department: Languages and Literature
- Position #: 6663
- New?: Yes
- Remarks: Position was approved 06/13/17.
- Sal Grade/Stp: 23/1
- Salary: \$4,098.93/month
- % of Position: 100%
- # of Mos: 12
- Effective: March 5, 2018
- Account #(s): A-212200-321110-61100-0000000/100%
- Normal Work Schedule: Monday - Thursday, 10:00 a.m. - 7:00 p.m. and Friday, 7:30 a.m. - 4:00 p.m. A 3% shift differential will be paid for hours worked between 6:00 p.m. and 10:00 p.m.
- f. Name: Cristian Quiroz
- Position: Outreach Specialist
- Department: Enrollment Services
- Position #: 6644
- New?: Yes
- Remarks: Position was approved 11/7/16.
- Sal Grade/Stp: 21/2

Salary: \$4,098.93/month
% of Position: 100%
of Mos: 12
Effective: March 1, 2018
Account #(s): A-212200-422100-62100-0000000/100%

5. RATIFY LEAVES OF ABSENCE

- a. The Governing Board ratified the recommendation of the Superintendent/President granting the following employees a Family Medical Leave of Absence with no effect on benefits for a maximum of 480 hours for the 2017-18 fiscal year:

<u>Employee ID</u>	<u>Start Date</u>	<u>End Date</u>	<u>Percent</u>
007538788	02/09/2018	03/08/2018	100%
009479312	12/12/2017	02/27/2018	100%
004015187	01/15/2018	04/15/2018	100%
009480859	01/22/2018	01/29/2018	100%
006440584	02/21/2018	05/11/2018	100%
000088300	01/26/2018	02/11/2018	100%

- b. The Governing Board ratified the recommendation of the Superintendent/President granting the following employees an Intermittent Family Medical Leave of Absence with no effect on benefits for a maximum of 480 hours for the 2017-18 fiscal year:

<u>Employee ID</u>	<u>Start Date</u>	<u>End Date</u>
006233623	02/08/2018	02/23/2018

6. INFORMATION – RETIREMENT(S)

The Governing Board acknowledged the following retirement accepted on its behalf by the Superintendent/President in accordance with Administrative Procedure 7380 – Retiree Health Benefits:

Group II

- a. Carolyn Lowther, Professor, English as a Second Language Department, effective May 27, 2018. She has served Palomar College for 19 years from August 20, 1999 to May 26, 2018.

7. RATIFY RESIGNATION(S)

The Governing Board ratified the following resignation(s) accepted on its behalf by the Superintendent/President in accordance with Board Policy 7350 – Resignations:

- a. Sheri Wenzel, Manager, Accounting, Fiscal Services, effective March 3, 2018 (last day of employment will be March 16, 2018).

8. INFORMATION: CLASSIFIED PROFESSIONAL GROWTH AWARD

In accordance with the Professional Growth Program for Classified Employees, the following employee is granted a one-time lump sum stipend of \$2,000 effective March 30, 2018, with the understanding that employees who elect the one-time \$2,000 lump sum stipend must wait three (3) years before beginning another Professional Growth Program.

Employee Name: Ryan Williams
Position: Supervisor, Enrollment Services
Department: Camp Pendleton
Course of Study: Master's Degree

9. APPROVE REIMBURSEMENT OF CANDIDATES FOR INTERVIEW EXPENSES

The Governing Board approved reimbursement of travel expenses for interviews for the following candidates:

- a. Name: Laura Stavoe
For: Airfare, hotel and rental car
To Attend: Second-level interview for Dean, Arts, Media & Business Administration
Location: Eagle, ID to San Marcos, CA
Date: December 18, 2017
Amount: \$656.48
Budget Account #: 575400-11-611200-67600-10-0611950/100%
- b. Name: Pearl Ly
For: Airfare, hotel, rental car, gas and meals
To Attend: Second-level interview for Dean, Social and Behavioral Sciences
Location: San Francisco, CA to San Marcos, CA
Date: December 19, 2017
Amount: \$399.46
Budget Account #: 575400-11-611200-67600-10-0611950/100%
- c. Name: Robert Friedman
For: Airfare, hotel, rental car, gas and meals
To Attend: Second-level interview for Dean, Social and Behavioral Sciences
Location: Montclair, NJ to San Marcos, CA
Date: December 19, 2017
Amount: \$997.99
Budget Account #: 575400-11-611200-67600-10-0611950/100%

10. AWARD CONTRACT TO CONSERVE LANDCARE

The Governing Board awarded a contract to Conserve LandCare, as the lowest, responsive and responsible bidder in the amount of \$1,441,600.00 for CM-17-18-01-NEC-01-F Palomar College North Education Center Landscaping Project, subject to receipt of all required bonds, for the construction of project.

EXHIBIT J-10

11. ACCEPT AS COMPLETE AND FINAL, AUTHORIZE RELEASE OF RETENTION IN THIRTY-FIVE DAYS AND RECORD NOTICE OF COMPLETION

The Governing Board accepted the following bids as complete and final; and authorizes the Superintendent/President to execute and file the Notice of Completion including execution of the verification as Secretary to the Governing Board. The original contract amounts, and all money due and owing to the contractors, with the exception of the five percent (5%) retention, shall be paid and following the expiration of thirty-five (35) calendar days from the date of this resolution as follows:

- a. Cook Coatings, Inc.; Bid #103-17 Buildings C & D Roofing Project. The original contract amount of \$819,800.00. Retention shall be paid to Cook Coatings, Inc., 41680 Enterprise Circle South, Suite C, Temecula, CA 92590.
- b. Pacific Commercial Construction, Inc.; Bid #103-18 Re-bid Timber Frame & Conex Box Relocation Project. The original contract amount of \$298,327.19. Retention shall be paid to Pacific Commercial Construction, Inc., 7668 El Camino Real #104-500, Carlsbad, CA 92009.

12. APPROVE EXTENDED FIELD TRIPS

The Governing Board approved the following extended optional field trip as detailed:

- a. Mount Calvary Monastery, Santa Barbara, March 7 through March 9, 2018 for students enrolled in World Religions classes #30120 and 30121; and Religion in America class #33514 and 31567.
- b. Hotel Pennsylvania, New York, March 1 through March 4, 2018 to attend the annual Intercollegiate Broadcasting System Conference for students enrolled in DBA 298 and CE100 internship courses.

EXHIBIT J-12

13. AWARD CONTRACT TO KONICA MINOLTA BUSINESS SERVICES, BID # B18-03, DIGITAL COPIERS, ALL INCLUSIVE SERVICE AND SUPPLY, RELATED SOFTWARE, 5 YEAR TERM WITH PURCHASE AND LEASE OPTIONS.

The Governing Board approved award of Bid #B18-03 Digital Copiers, All Inclusive Service and Supply, Related Software, 5 Year Term with Purchase and Lease Options, to execute a contract between the District and one of the three lowest responsive and responsible bidders, Konica Minolta Business Services within the limits of available funds.

EXHIBIT J-13

K. ACTION ON ITEMS REMOVED FROM CONSENT CALENDAR There were none.

L. NEW BUSINESS

1. RATIFY COLLECTIVE BARGAINING AGREEMENT BETWEEN THE DISTRICT AND THE PALOMAR FACULTY FEDERATION/AFT LOCAL 6161

MSC Evilsizer/Hensch

The Governing Board ratified the Memorandum of Understanding and Tentative Agreements that comprise a one-year collective bargaining agreement between the District and the Palomar Faculty Federation/AFT Local 6161 for fiscal year 2017-18.

EXHIBIT N-1

The vote was unanimous (McNamara absent). Student Trustee absent.

2. APPROVE CONSULTANT AGREEMENT WITH THE COLLABORATIVE BRAIN TRUST CONSULTING FIRM, AKA COLLABORATIVE BRAIN TRUST FOR UPDATING THE EDUCATIONAL AND FACILITIES MASTER PLAN

MSC Evilsizer/Deerfield

The Governing Board authorized Palomar Community College District to contract with The Collaborative Brain Trust Consulting Firm, aka Collaborative Brain Trust of Sacramento, CA to provide services for the mid-cycle update of the Educational and Facilities Master Plan. Cost to provide these special services is proposed at \$79,200.00.

EXHIBIT N-2

The vote was unanimous (McNamara absent). Student Trustee absent.

3. APPROVE CHANGE ORDERS

MSC Evilsizer/Hensch

Trustee Evilsizer asked for clarification on item a. Vice President Ballesteros-Perez responded. There was no further discussion.

The Governing Board approved the following Change Orders as detailed in the exhibit:

- a. CO #5 for \$654,620.06 for unforeseen conditions including removal of rock and modifications for structural upgrades, changes and additions for emergency back-up power at the South Education Center.
- b. Final CO #1 for a decrease of (\$875.22) for unutilized Allowance funds as stipulated in the contract. Bid 103-18 Timber Frame & Conex Box Relocation Project is complete.

EXHIBIT N-3

The vote was unanimous (McNamara absent). Student Trustee absent.

M. BOARD WORKSHOP

Michelle Barton, Sr. Director Institutional Research, Planning and Grants

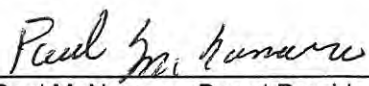
Mid-Year Check-in Report

Sr. Director Barton reviewed the Mid-Year report with the Board providing an overview of the tasks associated with each Board Goal. She shared that related to Board Goal #1, Task #3: "Ensure the college opens the South and North Education Centers by Summer 2018." (Standards III.B.1-4) The District' Substantive Change Report for the South Education Center was reviewed and approved by the Accrediting Commission for Community and Junior Colleges (ACCJC) on February 14, 2018. The Board had no additional comments related to Goal #1. Sr. Director Barton continued with the review of Goal #2 tasks. Trustee Halcón talked about the importance of improving the diversity in the part-time faculty pool in order to improve the full-time faculty diversity. Vice President Norman shared that Human Resources is attending numerous recruitment events to increase diverse applicants and offering various employee-training events to highlight the importance of diversity. Trustee Evilsizer asked about the reference to Big Picture Schools in Goal #3 Task #3. Superintendent/President Blake responded that the District was approached by the CEO of Big Picture Schools to collaborate with Palomar via Del Lago Academy, recipient of a Big Picture Schools grant. Sr. Director Barton continued with a review of Goals #4, #5 and #6. Trustee Halcón requested that Goal #4 list California Association of Latino Community College Trustees (CALCCT) where he and Trustee Evilsizer are active members. There were no further comments, changes or additions to the Mid-Year report.

N. RECESS TO CLOSED SESSION No additional session was necessary.

O. RECONVENE TO OPEN SESSION No additional session was necessary.

P. ADJOURNMENT The meeting adjourned at 6:46 p.m.


Paul McNamara, Board President


Mark Evilsizer, Secretary



APPROVED 4/10/2018
GOVERNING BOARD MINUTES
MEETING OF THE GOVERNING BOARD
TUESDAY, MARCH 13, 2018
PALOMAR COMMUNITY COLLEGE DISTRICT
ROOM SSC-1, SAN MARCOS CAMPUS
1140 W. MISSION RD., SAN MARCOS, CALIFORNIA

A. CALL MEETING TO ORDER

Board President Paul McNamara called the meeting to order at 4:00 p.m. in SSC-1.

B. ROLL CALL

PRESENT

PAUL P. MCNAMARA, PRESIDENT
JOHN HALCÓN, VICE PRESIDENT
MARK R. EVILSIZER, SECRETARY
NINA DEERFIELD, TRUSTEE
NANCY ANN HENSCH, TRUSTEE
CHRIS HOPP, STUDENT TRUSTEE (arrived 5:00 pm)

ABSENT

NONE

C. PUBLIC COMMENTS There were none.

D. RECESS TO CLOSED SESSION The Board recessed to closed session in room A-1 at 4:00 p.m.

E. RECONVENE TO OPEN SESSION The Board reconvened to open session in SSC-1 at 5:26 p.m. All trustees present. Board President McNamara reported out on two items as follows:

1. Pursuant to the terms of the contract and Education Code 72411, in Closed Session, the Governing Board took action to Non-Renew the employment contract of the Management Employee #009477934 for the 2019-20 academic year by a unanimously vote of 5 to 0 and to send the manager the appropriate notice.
2. The Board unanimously by a vote of 5 to 0 and took action to approve the termination of classified employee #001457723 effective March 13, 2018.

Following the Pledge of Allegiance the meeting continued.

At this time Board President McNamara took a moment to congratulate and present Trustee Nina Deerfield with a Certificate of Accomplishment for completion of her California Community College League Excellence in Trusteeship program.

F. CALL FOR REMOVAL OF ITEMS FROM – OR CHANGES TO – THE AGENDA The Board called for a change to item #10 of the Consent Calendar. Kathleen Grove's (Social and Behavioral Science Department) sabbatical is for Fall 2018 not Spring 2019.

G. PUBLIC COMMENTS There were none.

H. APPROVAL OF MINUTES

MSC Halcón/Evilsizer

The Governing Board approved the January 9, 2018 as written.

The vote was unanimous. Student Trustee aye.

I. **REPORTS**

Guided Pathways Report – Vice President Jack Kahn reviewed the State Chancellor's Office elements and purpose of the Guided Pathways framework as a highly structured approach to student success that provides all students with a set of clear course-taking patterns that promotes better enrollment decisions and prepares students for future success. He described the Guided Pathways self-assessment that the college underwent and next steps in the process including committee formation, assessment of educational pathways from middle school through university level education, and the integration of various programs - linking them together for improved student success. He reported that Guided Pathways is a five-year program to improve student outcomes. The Board had no questions.

Board President McNamara had no report.

Trustee Halcón reported on his attendance to the paramedic graduation, Board retreat, diversity events, food pantry groundbreaking, SDICCCA meeting, and the CCLC and ACCT Legislative conferences.

Trustee Evilsizer reported that he too attended the legislative conferences noting that DACA (Deferred Action for Childhood Arrivals) was a hot topic. He reported that he also attended the CSUSM State of the University event and the San Marcos State of the City Address. He shared that EV West, an electric vehicle company located in San Marcos, that was highlighted at the State of the City Address might be a company to approach and partner with for the District's Automotive Technology Program. Trustee Evilsizer talked about the Brian Stevenson event he attended and reported on his attendance at the food pantry groundbreaking. In closing, he commented on the San Diego Regional Economic Development Corporation and Campaign for College Opportunity reports and noted that racial disparity, low wages, high cost-of-living, and the changing demographic make-up of the student population are affecting the regional and state level ability to keep up with skilled worker demands.

Trustee Deerfield reported thanked staff for putting on the Brian Stevenson event. She talked about the food pantry event and expressed hope that the district would continue to increase its support to students with food and housing insecurity. Trustee Deerfield shared that she attended a MEChA meeting and advocated that the group be allocated a "home room."

Trustee Hensch reported that she too attended many of the events mentioned by the other trustees.

Student Trustee Chris Hopp reported on his attendance at the Escondido State of the City event. He commented on the new parking structure and the food pantry groundbreaking.

Superintendent/President Blake reported that she looking forward to finishing out the semester on a positive note and preparing for the upcoming year. She mentioned that she too attended the events mentioned earlier.

Vice President Jack Kahn noted that he attended many of the same events already mentioned.

Vice President Adrian Gonzales congratulated the STEM conference organizers and commented briefly on the equity film series.

Vice President Ron Perez reminded the Board that the Veterans Center grand opening was on March 16th. He also shared that the CCLC (Community College League of California) developed a webinar related to the proposed new funding model. He shared that the model has changed since his last report and will likely continue to change. In closing, he shared that the Tentative Budget will be presented to the Board in June.

Vice President Lisa Norman reported that the new diversity training had sixty participants and talked about a recent conference that Human Recourses had participated in. In closing, she shared that she would be attending the Asian Pacific Americans in Higher Education (APAHE) conference in April.

J. APPROVAL OF CONSENT CALENDAR ITEMS

Action: Board President McNamara pulled items 11.c. and 12.i. Trustee Evilsizer pulled the Media Studies Department from item 9. On a motion by Trustee Halcón, seconded by Trustee Evilsizer, the Board approved items 1-10, 11 a & b, 12 a – h & j – x, and 13 through 28.

Ayes: McNamara, Halcón, Evilsizer, Deerfield, and Hensch

Noes: None

Absent: None

Student Trustee: Aye

1. GRANT EQUIVALENCY FOR DISCIPLINES

Upon the recommendation of the Faculty Senate Equivalency Committee, the Governing Board granted the following individuals equivalency to minimum qualifications for the disciplines listed:

- a. Name: Acosta, Maria
Discipline: ESL: Noncredit
- b. Name: Borgstede, Valentyna
Discipline: ESL: Noncredit
- c. Name: Cameron, Lindsay
Discipline: Chemistry
- d. Name: Cerda, Angela
Discipline: Learning Disabilities: Specialist
- e. Name: Gebrekristos, Selam
Discipline: Counseling: Extended Opportunity Programs and Services (EOP&S)
- f. Name: Maines, Michael
Discipline: Administration of Justice
- g. Name: Mead, Kayla
Discipline: Fashion and Related Technologies
- h. Name: Sterling, Bobby
Discipline: Administration of Justice

2. RATIFY REVISIONS TO ACADEMIC CONTRACTS

The Governing Board ratified the recommendation of the Superintendent/President regarding the revisions to the following academic contracts:

- a. Name: Ashley Wolters
Position: Assistant Professor, Welding
Department: Trade & Industry
Degrees: M.A., Education - Career & Technology Education
B.S., Business Administration
A.A., Business - General
2+ Years Experience

Position #: 6664
New?: Yes
Remarks: Increased salary step placement due to verification of additional related experience. Corrected account code.
Sal Grade/Stp: C/8
Salary: \$7,972.03/month

% of Position: 100%
of Mos: 10
Effective: January 25, 2018
Account #(s): A-111000-338800-09565-0000000/100%

- b. Name: Jessica Hernandez
Position: Assistant Professor, Nursing (Medical-Surgical Nursing)
Department: Nursing Education
Degrees: M.S.N., Nursing
B.S.N., Nursing
Position #: 5294
New?: Yes
Remarks: Increased salary step placement due to verification of additional related experience.
Sal Grade/Stp: C/8
Salary: \$7,972.03/month
% of Position: 100%
of Mos: 10
Effective: January 25, 2018
Account #(s): A-111000-348200-12300-0000000/100%

3. RATIFY ONE-TIME TEMPORARY ACADEMIC EMPLOYMENT

The Governing Board ratified the recommendation of the Superintendent/President regarding the employment of the following one-time temporary academic employee:

- a. Name: Lucas Cota
Position: Assistant Professor, Physics
Department: Physics and Engineering
Degrees: M.S., Physics
B.S., Physics
Position #: 6598
New?: No, temporary contract
Remarks: One-time temporary contract; non-tenure-track faculty appointment for January 25, 2018 through May 26, 2018 only.
Sal Grade/Stp: C/8
Salary: \$7,972.03/month
% of Position: 100%
of Mos: 5
Effective: January 25, 2018
Account #(s): A-111000-349400-19020-0000000/100%

4. RATIFY REHIRING OF PROBATIONARY FACULTY

The Governing Board ratified the recommendation of the Superintendent/President regarding the rehiring of the following faculty members as second year probationary faculty for the 2018-2019 academic year:

Shannon Andrews	Chemistry
Matthew Doherty	Biology
Michael Dudley	Behavioral Sciences
Jason Jarvinen	Cooperative Education
Cory Lindsay	Biology
Monique Lineback	Nursing Education
Vickie Mellos	English as a Second Language
David Miller	Public Safety Programs

The Governing Board ratified the recommendation of the Superintendent/President regarding the rehiring of the following faculty members as third- and fourth-year probationary faculty for the 2018-2019 and 2019-2020 academic years:

Mejghan S. Ahmadi	Counseling
Jennifer J. Anderson	Trade and Industry
Christine E. Barolong	Counseling
Luz D. Carrillo	Chemistry
Catherine Christensen Gwin	Economics, History and Political Science
Alexandra E. Doyle Bauer	Library
Hector Garcia Villa	Physics and Engineering
Luis A. Guerrero	Mathematics
Heather Hosaka	English as a Second Language
Natalie Lopez	Library
Michael Lundell	English
Mary E. Mendoza	Speech/Forensics/American Sign Language
Benjamin Mudgett	Counseling
Scott E. Nelson	World Languages
Matthew E. O'Brien	Behavioral Sciences
Stephen Robertson	Speech/Forensics/American Sign Language
Mark E. Rock	Emergency Medical Education
John K. Russell	Performing Arts
Ed Sprague	Public Safety Programs
Stacey Trujillo	English
Elena Villa Fernandez de Castro	World Languages
Marlo A. Willows	Behavioral Sciences

5. RATIFY GRANTING OF TENURE

The Governing Board ratified the recommendation of the Superintendent/President regarding the granting of tenure to the following faculty members effective the 2018-2019 academic year:

Kimberly T. Christensen	Mathematics
Wendy S. Gideon	Biology
Katherine L. Kelp-Stebbins	English
Kristen M. Marjanovic	Economics, History and Political Science
Dana M. O'Callaghan	Counseling
Candace Rose	Media Studies
Benhui Zou	Library

6. RATIFY REHIRING OF NON-TENURE TRACK FACULTY

The Governing Board ratified the recommendation of the Superintendent/President regarding the rehiring of the following faculty members as second year non-tenure track faculty for the 2017-2018 academic year:

Leticia Aguirre	Counseling
Christina M. McKinney	Extended Opportunity Programs and Services/CARE/CalWORKs
Larry Moyano	Counseling (AEBG)

7. RATIFY REHIRING OF PROBATIONARY CERTIFICATED EMPLOYEES

The Governing Board ratified the recommendation of the Superintendent/President regarding the rehiring for the 2018-2019 academic year of the following second year probationary certificated employees:

Lisa Casas	Early Childhood Education Lab School
Tamara Holthaus	Early Childhood Education Lab School
Yi-Cheng Hu	Early Childhood Education Lab School
Rene Robelin	Early Childhood Education Lab School
Jennifer Streagle	Early Childhood Education Lab School

8. RATIFY GRANTING OF PERMANENT STATUS FOR CERTIFICATED EMPLOYEE

The Governing Board ratified the recommendation of the granting of permanent status for the following certificated employee for the 2018-2019 academic year.

Sari S. Morris	Early Childhood Education Lab School
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9. RATIFY PART-TIME FACULTY EMPLOYMENT

The Governing Board ratified the recommendation of the Superintendent/President regarding the employment of the following part-time faculty, at the hourly rates indicated for Spring 2018 (day and/or evening); said part-time faculty are not scheduled to teach more than a 67 percent load in a single semester:

Spring 2018

Department:	Behavioral Sciences
a. Name:	Cunningham, Amy
Discipline:	Psychology
Degrees:	M.S., Industrial Organizational Psychology B.A., Sociology; Minor in Psychology A.A., General Education
Sal Grade/Stp:	B/1
Salary:	\$58.87
b. Name:	Harrell, Sheera
Discipline:	Psychology
Degrees:	Ph.D., Clinical Psychology (APA) M.A., Psychology
Sal Grade/Stp:	D/1
Salary:	\$62.51
Department:	Chemistry
a. Name:	Aberle, Alfred
Discipline:	Chemistry
Degrees:	Ph.D., Chemistry Bachelor of Arts & Sciences, Biochemistry/Chemistry
Sal Grade/Stp:	D/1
Salary:	\$62.51
b. Name:	Cameron, Lindsay
Discipline:	Chemistry
Degrees:	Minimum qualifications satisfied via equivalency.
Sal Grade/Stp:	A/1
Salary:	\$57.47

- Department: English as a Second Language
- a. Name: Farouq, Zakia
Discipline: ESL: Noncredit
Degrees: Master of Science in Education, Tesol
Bachelor of Science Education, Elem Ed Pre K-6 & Spec Ed K-12
Sal Grade/Stp: B/2
Salary: \$62.51
- b. Name: Lieber, Caron
Discipline: ESL: Noncredit
Degrees: M.A.Ed., Educational Administration
B.A., Speech Communication
Designated Subjects Adult Education Teaching Credential: Full-Time
Sal Grade/Stp: B/1
Salary: \$58.87
- Department: EOP&S/CARE/CalWORKs
- a. Name: Fernandez Marquez, Luz Elena
Discipline: Counseling: Extended Opportunity Programs and Services (EOPS)
Degrees: Master of Social Work
B.S., Human Services
A.A., Liberal Arts
6+ semester units of a college-level counseling practicum.
2+ years of occupational experience.
Sal Grade/Stp: B/1
Salary: \$57.95
- b. Name: Gebrekristos, Selam
Discipline: Counseling: Extended Opportunity Programs and Services (EOPS)
Degrees: M.S., Counseling (Marriage and Family Therapy)
B.A., Sociology
9+ semester units of college course work relating to ethnic minorities or persons handicapped by language, social or economic disadvantages.
6+ semester units of a college-level counseling practicum.
2+ years of occupational experience.
Minimum qualifications for degrees satisfied via equivalency.
Sal Grade/Stp: B/1
Salary: \$57.95
- c. Name: Vanguyen, Marc
Discipline: Counseling: Extended Opportunity Programs and Services (EOPS)
Degrees: Master of Social Work
B.A., Social Work
9+ semester units of college course work relating to ethnic minorities or persons handicapped by language, social or economic disadvantages.
6+ semester units of a college-level counseling practicum.
2+ years of occupational experience.
Sal Grade/Stp: B/1
Salary: \$57.95
- Department: Health Services
- a. Name: Daynes, Margaret
Discipline: Counseling
Degrees: M.S., Counseling (Marriage, Family, and Child Counseling)
Sal Grade/Stp: B/1
Salary: \$57.95

- Department: Media Studies
- a. This item pulled from the consent calendar.
- b. This item pulled from the consent calendar.

Department: Nursing Education

a. Name: Mattson, Rebecca

Disciplines: Nursing
Nursing Science/Clinical Practice

Degrees: M.S., Nursing: Nursing Educator
B.S., Nursing
2+ years of experience.

Sal Grade/Stp: B/1

Salary: \$58.87

Department: Occupational and Noncredit Programs

a. Name: Cole, Jeffrey

Discipline: Vocational (short-term): Noncredit (to teach Community Emergency Response Team courses)

Degrees: A.S., Fire Technology
6+ years of experience.

Sal Grade/Stp: A/1

Salary: \$57.47

Department: Physics and Engineering Department

a. Name: Gilbert, Elaine

Discipline: Engineering

Degrees: M.S., Civil Engineering
B.S., Civil Engineering

Sal Grade/Stp: B/1

Salary: \$58.87

b. Name: Nguyen, Quan

Discipline: Engineering

Degrees: M.S., Aerospace Engineering
B.S., Aerospace Engineering

Sal Grade/Stp: B/1

Salary: \$58.87

c. Name: Nourollahi, Hamid

Discipline: Engineering

Degrees: M.S.,
B.S., Aerospace Engineering

Sal Grade/Stp: B/3

Salary: \$65.90

d. Name: Snyder, Jennifer

Discipline: Physics

Degrees: Ph.D., Science Education
M.S., Physics
B.A., Physics

Sal Grade/Stp: D/1

Salary: \$62.51

- Department: Public Safety Programs
- a. Name: Maines, Michael
Discipline: Administration of Justice
Degrees: Minimum qualifications satisfied via equivalency.
Sal Grade/Stp: A/1
Salary: \$57.47
- b. Name: Moore, Christopher
Discipline: Administration of Justice
Degrees: Master of Administration
B.A., Police Science
2+ years experience
Sal Grade/Stp: B/1
Salary: \$58.87
- c. Name: Sterling, Bobby
Discipline: Administration of Justice
Degrees: Minimum qualifications satisfied via equivalency.
Sal Grade/Stp: A/1
Salary: \$57.47

Unassigned Hiring Pool

- Department: Design and Consumer Education Department
- a. Name: Chirkova-Sikora, Elena
Discipline: Fashion and Related Technologies
Degrees: M.S., Geography
B.S., Geography
A.A., Career Education (Apparel Design)
A.A., Biology and Biology Education
2+ years of experience.
Sal Grade/Stp: B/1
Salary: \$58.87
- b. Name: Lopez, Aimee
Discipline: Fashion and Related Technologies
Degrees: B.A., Communication
A.A., Fashion Merchandising
2+ years of experience.
Sal Grade/Stp: A/1
Salary: \$57.47
- c. Name: Mead, Kayla
Discipline: Fashion and Related Technologies
Degrees: B.A., Family and Consumer Sciences: Fashion Merchandising
A.A., Liberal Arts and Science
Minimum qualifications satisfied via equivalency.
Sal Grade/Stp: A/1
Salary: \$57.47
- Department: Disability Resource Center
- a. Name: Cerda, Angela
Discipline: Learning Disabilities: Specialist
Degrees: M.S., Counseling (School Psychology)
B.A., Art History
B.A., Psychology
Minimum qualifications satisfied via equivalency.
Sal Grade/Stp: B/1
Salary: \$57.95

- Department: English as a Second Language
- a. Name: Borgstede, Valentyna
Discipline: ESL: Noncredit
Degrees: Bachelor's and Master's in Foreign Language (English/German)
Minimum qualifications satisfied via equivalency.
Sal Grade/Stp: B/1
Salary: \$58.87
- b. Name: Turner, Evelyn
Discipline: Nursing Science/Clinical Practice
Degrees: B.S., Nursing
2+ years of experience.
Sal Grade/Stp: A/1
Salary: \$57.47
- Department: Trade and Industry
- a. Name: Span, Dave
Discipline: Cabinet Making
Degree: Master of Education
2+ years of experience.
Sal Grade/Stp: B/1
Salary: \$58.87

10. APPROVE SABBATICAL LEAVE APPLICATIONS 2018-19

The Governing Board ratified the recommendation of the Superintendent/President regarding the Sabbatical Leave Applications for 2018-2019; previously approved by the Sabbatical Leave Committee on February 8, 2018.

FALL 2018

1. Cynthia Anfinson, Mathematics Department
2. Craig Chamberlin, Mathematics Department
3. Nicholas Rand Green, Computer Science and Information Technology Department
4. Kathleen Grove, Social and Behavioral Sciences Department
5. Masako Ikenushi, World Languages Department
6. Karen Mifflin, Mathematics Department
7. Susan Miller, Social and Behavioral Sciences Department
8. Kathleen Sheahan, World Languages Department
9. Rocco Versaci, English Department

SPRING 2019

1. Andrea Bell, English Department
2. Geetha Natarajan, Chemistry Department
3. Martin Japtok, English Department
4. Lee Kerckhove, Social and Behavioral Science Department
5. Shannon Lienhart, Mathematics Department
6. Travis Ritt, Economics, History, and Political Science Department
7. Ellen Weller, Performing Arts Department

FULL YEAR 2018-2019

1. Gary Sosa, English as a Second Language Department

EXHIBIT J-10

11. APPROVE EMPLOYMENT CONTRACTS FOR EDUCATIONAL SENIOR ADMINISTRATORS

The Governing Board accepted the recommendation of the Superintendent/President and ratified the employment contracts for the following Educational Senior Administrators effective July 1, 2018 through June 30, 2020:

- a. Fritch, Margie Dean, Instructional, Career, Technical and Extended Education
At salary grade 75 on the Administrative Salary Schedule.
- b. Sivert, Shayla Dean, Instructional, Languages and Literature
At salary grade 75 on the Administrative Salary Schedule.
- c. This item pulled from the consent calendar.

12. APPROVE EMPLOYMENT CONTRACTS FOR EDUCATIONAL AND CLASSIFIED ADMINISTRATORS

The Governing Board accepted the recommendation of the Superintendent/President and ratified the employment contracts for the following Educational and Classified Administrators effective July 1, 2018 through June 30, 2020:

- a. Astl, Dennis D. Manager, Construction and Facilities Planning
At salary grade 66 on the Administrative Salary Schedule.
- b. Avila, Debra L. Manager, Teaching and Learning Center
At salary grade 52 on the Administrative Salary Schedule.
- c. Barnaba, Ruth V. Coordinator, Tutoring Services
At salary grade 52 on the Administrative Salary Schedule.
- d. Barton, Michelle A. Senior Director, Research, Planning, Institutional Effectiveness, and Grants
At salary grade 75 on the Administrative Salary Schedule.
- e. Cathcart, Scott T. Director, Athletics
At salary grade 71 on the Administrative Salary Schedule.
- f. Cerda, Phillip J. Manager, Broadcast Operations
At salary grade 56 on the Administrative Salary Schedule.
- g. Cohen, Shawna Manager, Equal Employment Opportunity and Compliance
At salary grade 60 on the Administrative Salary Schedule.
- h. Dimmick, Michael J. Information Services Manager, Network and Technical Services
At salary grade 69 on the Administrative Salary Schedule.
- i. This item pulled from the consent calendar.
- j. Harris, Judy Director, Health Services
At salary grade 66 on the Administrative Salary Schedule.
- k. Large, Michael D. Institutional Research Analyst
At salary grade 53 on the Administrative Salary Schedule.
- l. Magnuson, Kendyl L. Senior Director, Enrollment Services
At salary grade 75 on the Administrative Salary Schedule.
- m. Manea, Najib M. Manager, Academic Technology
At salary grade 60 on the Administrative Salary Schedule.
- n. Medel, Thomas R. Manager, Education Center
At salary grade 57 on the Administrative Salary Schedule.
- o. Miller, Chris F. Director, Facilities
At salary grade 70 on the Administrative Salary Schedule.

- p. Moss, Benjamin E. Manager, Enrollment and Financial Aid Services
At salary grade 56 on the Administrative Salary Schedule.
- q. Odom, James Manager, Educational Television and KKSM Radio Operations
At salary grade 56 on the Administrative Salary Schedule.
- r. O'Neill, Yasue Coordinator, International Education
At salary grade 50 on the Administrative Salary Schedule.
- s. Robertson, Grace Senior Institutional Research Analyst
At salary grade 57 on the Administrative Salary Schedule.
- t. Sterling, Connie M. Manager, Library
At salary grade 52 on the Administrative Salary Schedule.
- u. Taveuveu, Brandi Y. Manager, Budget and Payroll
At salary grade 64 on the Administrative Salary Schedule.
- v. Threatt, Robert Internal Auditor/Analyst
At salary grade 55 on the Administrative Salary Schedule
- w. Titus, Sherry M. Director, Student Affairs
At salary grade 67 on the Administrative Salary Schedule.
- x. Vargas, Jose I. Information Services Manager, Network and Technical Services
At salary grade 69 on the Administrative Salary Schedule.

13. RATIFY ADMINISTRATIVE EMPLOYMENT AND CONTRACTS

The Governing Board ratified the recommendation of the Superintendent/President regarding the employment and contracts of the following administrative employees:

- a. Name: Ping Lee
Position: Interim Manager, Accounting
Department: Fiscal Services
Position #: 6532
New?: No
Remarks: Replacement for Sheri Wenzel.
Sal Grade/Stp: 64/1
Salary: \$8,019.35/month
% of Position: 100%
of Mos: 12
Effective: March 19, 2018
Account #(s): A-212600-551100-67200-0000000/100%

- b. Name: Christine Winterle
Position: Interim Director, Human Resources
Department: Human Resource Services
Position #: 6730
New?: Yes
Remarks: Position approved 2/27/18.
Sal Grade/Stp: 67/1
Salary: \$8,635.40/month
% of Position: 100%
of Mos: 12
Effective: March 14, 2018
Account #(s): A-212600-611100-66600-0000000/100%

EXHIBIT J-13

14. RATIFY CORRECTION TO ADMINISTRATIVE EMPLOYMENT AND CONTRACT

The Governing Board ratified the recommendation of the Superintendent/President regarding the corrections to the employment and contract of the following administrative employee:

- a. Name: Pearl Ly
 Position: Dean, Instructional
 Department: Social and Behavioral Sciences
 Position #: 5694
 New?: No
 Remarks: Correction to start date; state date was formerly listed as 1/10/18.
 Replacement for Jack Kahn.
 Sal Grade/Stp: 75/5
 Salary: \$12,617.61/month plus an annual doctoral stipend of \$1,411.88.
 % of Position: 100%
 # of Mos: 12
 Effective: January 22, 2018
 Account #(s): A-123100-361000-60110-0000000/100%

EXHIBIT J-14

15. RATIFY RESCISSION OF RECLASSIFICATION OF CONFIDENTIAL AND SUPERVISORY TEAM POSITION AND CONTRACT

The Governing Board ratified the recommendation of the Superintendent/President regarding the rescission of the reclassification of the following Confidential and Supervisory Team position and employment contract:

- a. Position: Manager, Environmental Health and Safety
 Department: Environmental Health and Safety
 Name: Derrick Johnson
 Position #: 6543
 New?: No
 Remarks: Reclassification originally approved by Governing Board 1/9/2018.
 Salary Grade/Step: 56/5
 Salary: \$7,896.17/month
 % of Position: 100%
 Effective: January 10, 2018
 Account #(s): A-212600-545100-67740-0000000/100%

16. RATIFY CLASSIFIED EMPLOYMENT

The Governing Board ratified the recommendation of the Superintendent/President regarding the employment of the following classified employee:

- a. Name: Jose Perez
 Position: Custodian I
 Department: Custodial Services
 Position #: 5664
 New?: No
 Remarks: Replacement for Tyrone Davis; transfer for Mr. Perez.
 Sal Grade/Stp: 9/6
 Salary: \$3,626.16/month
 % of Position: 100%
 # of Mos: 12
 Effective: March 14, 2018
 Account #(s): A-212200-542200-65300-0000000/100%
 Normal Work Schedule: Monday - Thursday, 5:00 p.m. - 1:30 a.m. and Friday, 11:00 a.m. - 7:30 p.m. A 3% shift differential will be paid for hours worked between 6:00 p.m. and 10:00 p.m., and a 6% shift differential will be paid for hours worked between 10:00 p.m. and 6:00 a.m.

17. APPROVE PERSONNEL ACTIONS/HISTORY

The Governing Board approved the Personnel Actions/History report, which includes student employee hires for the month of December 2017 and short-term employee hires for the month of January 2018.

EXHIBIT J-17

18. RATIFY CORRECTION TO RESIGNATION

The Governing Board ratified the correction to the following resignation that was accepted by the Superintendent/President in accordance with Board Policy 7350, of the following employee:

- a. Sheri Wenzel, Manager, Accounting, Fiscal Services, effective March 17, 2018 (last day of employment will be March 16, 2018). Effective date was formerly March 3, 2018.

19. RATIFY LEAVES OF ABSENCE

- a. The Governing Board ratified the recommendation of the Superintendent/President granting the following employees a Family Medical Leave of Absence with no effect on benefits for a maximum of 480 hours for the 2017-18 fiscal year:

Employee ID	Start Date	End Date	Percent
006545585	04/02/2018	04/30/2018	100%
009481886	04/09/2018	07/01/2018	100%
004201027	02/28/2018	06/01/2018	100%

- b. The Governing Board ratified the recommendation of the Superintendent/President granting a Personal Leave of Absence without pay and with no effect on benefits, effective February 14, 2018 through May 25, 2018 to Michael Maines, Police Sergeant, Palomar College Police Department, to teach. Both assignments combined will not exceed 40 hours per week.

20. RATIFY STIPEND FOR DESIGNATED BILINGUAL INTERPRETERS

The Governing Board ratified the recommendation of the Superintendent/President granting the bilingual stipend to the following employees to serve as designated bilingual interpreters:

- a. Judith Gervasio, Admissions/Financial Aid Specialist II, International Education, effective February 1, 2018.
- b. Gabriela Hernandez Lopez, Outreach Specialist, Grant Funded Student Programs, effective February 1, 2018.
- c. Edwin Torres, Outreach Specialist, Grant Funded Student Programs, effective February 1, 2018.

21. REVIEW AND APPROVE CONTRACTS AND AGREEMENTS MADE FOR PRIOR SIXTY DAYS

The Governing Board ratified and approved all contracts and agreements for the period January 1, 2018 through February 28, 2017 and entered into on behalf of the Palomar Community College District, as detailed in the exhibit.

EXHIBIT J-21

22. APPROVE CALIFORNIA COMMUNITY COLLEGES QUARTERLY FINANCIAL STATUS REPORT

The Governing Board approved the California Community Colleges Quarterly Financial Status Report (CCFS-311Q) for the quarter ending December 31, 2017.

EXHIBIT J-22

23. APPROVE QUARTERLY REPORT OF THE FISCAL SERVICES DIRECTOR

The Governing Board approved the Quarterly Report of the Fiscal Services Director Regarding Disclosure of District Investments as of December 31, 2017.

EXHIBIT J-23

24. APPROVE EXTENDED AND SINGLE-DAY FIELD TRIPS

The Governing Board approved the following extended optional field trips:

- a. National Cheerleaders Association Collegiate Championship, Daytona Beach, Florida, April 4 through April 8, 2018 for students enrolled in Athletics and Competitive Sports class 30588.
- b. Yosemite National Park, Yosemite, California, March 26 through March 30, 2018, for students enrolled in Landscape Photography Class 33698.
- c. San Francisco Bay Area Colleges (Stanford, SF State, UC Berkley), San Francisco, California, March 25 through March 27, 2018 for Palomar students part of the TRIO program in Student Support Services.
- d. The Richard Nixon Presidential Library and Museum, Yorba Linda, California, on April 6, 2018 for students enrolled in Library Technology classes 32927, 31467, 32928 and 32929.
- e. Phi Rho Pi National Tournament, Daytona Beach, Florida, April 8 through April 15, 2018 for 12 students enrolled in Speech, Class #30991 to participate in debate tournament. (In lieu of attending: The National Forensics Association Tournament on April 11 through April 17, 2018; previously Board approved 10/10/17.)

EXHIBIT J-24

25. RATIFY MEMORANDUM OF UNDERSTANDING WITH LA JOLLA SYMPHONY AND CHORUS

The Governing Board ratified a memorandum of understanding (MOU) with La Jolla Symphony & Chorus, for the purpose of continuing to share music scores. The MOU commenced on February 8, 2018 and will end December 31, 2022 and is renewable at the option of both parties.

EXHIBIT J-25

26. APPROVE CURRICULUM ACTION ITEMS FOR INCLUSION IN THE PALOMAR COLLEGE COURSE INVENTORY – EFFECTIVE 2018

The Governing Board approved the Curriculum Action Items dated February 7, 2018 and February 21, 2018 which have been examined by the Curriculum Committee and the Faculty Senate and are being recommended for inclusion in the Palomar College Curriculum Inventory, effective 2018 as detailed in the exhibit.

EXHIBIT J-26

27. APPROVE CURRICULUM PROGRAM DETAILS FOR INCLUSION IN THE PALOMAR COLLEGE PROGRAM INVENTORY

The Governing Board approved the curriculum program changes. Due to a change in systems at the state Chancellor's Office, colleges have been asked to reconcile program details to assist with accurate reporting. The list in the attached exhibit is representative of programs under review. Specific details such as formal program names and units may change as the scope of the review progresses.

EXHIBIT J-27

28. EXCUSE ABSENCE OF TRUSTEE

In accordance with Section 72425(d) of the CA Education Code, the Governing Board acknowledged and approved the absences' of Chris Hopp and Paul McNamara from the February 27, 2018 Special meeting to personal necessity.

RESOLUTION 17-21539

**Resumption of
REGULAR AGENDA**

K. ACTION ON ITEMS REMOVED FROM CONSENT CALENDAR

Board President McNamara motioned to modify the contract end dates on items 11.c. and 12.i. (shown below) from June 30, 2020 to June 30, 2019; motion seconded by Trustee Evilsizer.

11. EMPLOYMENT CONTRACT FOR EDUCATIONAL SENIOR ADMINISTRATOR

The Governing Board modified the recommendation of the Superintendent/President, amending and approving the amended employment contract for the following Educational Senior Administrator effective July 1, 2018 through June 30, 2019:

- c. Stockert, Brian H. Dean, Counseling Services
At salary grade 75 on the Administrative Salary Schedule.

12. EMPLOYMENT CONTRACT FOR EDUCATIONAL AND CLASSIFIED ADMINISTRATOR

The Governing Board modified the recommendation of the Superintendent/President, amending and approving the amended employment contract for the following Administrator effective July 1, 2018 through June 30, 2019:

- i. Gropen, Laura A. Director, Communications, Marketing, and Public Affairs
At salary grade 67 on the Administrative Salary Schedule.

The vote was unanimous. Student Trustee aye.

9. RATIFY PART-TIME FACULTY EMPLOYMENT

Trustee Evilsizer questioned how these individuals qualified to teach in Media Studies; Board President McNamara questioned the ramifications if these items were postponed to a later date. Superintendent/President Blake and Vice President Norman responded. Board President McNamara motioned to approve the items, Trustee Halcón seconded the motion. The Governing Board ratified the recommendation of the Superintendent/President regarding the employment of the following part-time faculty, at the hourly rates indicated for Spring 2018 (day and/or evening); said part-time faculty are not scheduled to teach more than a 67 percent load in a single semester:

- Department: Media Studies
- a Name: Pico, Peggy
Discipline: Broadcasting Technology
Degrees: B.S., Nursing
 2+ years of experience.
Sal Grade/Stp: A/1
Salary: \$57.47
- b. Name: Sturdevan, Garth
Discipline: Broadcasting Technology
Degrees: A.A., General Studies
 6+ years of experience.
Sal Grade/Stp: A/1
Salary: \$57.47

The vote was unanimous. Student Trustee aye.

L. REPORTS FROM COLLEGE GROUPS

1. INFORMATION: Report of the Faculty Senate

Travis Ritt, President of the Faculty Senate, thanked the Board for ratifying the hire of the new academic employees and congratulated those faculty who were granted tenure. He commented that with so many part-time hires perhaps the district needs to re-examine the hiring formula to see if students would be better served with full-time faculty. He talked about the Brian Stevenson event extended kudos to the Palomar ASL students that served as interpreters at the event. In closing, he talked about the upcoming National School Walkout and encouraged everyone to make accommodations and thoughtfully consider what the students are experiencing at this challenging time.

2. INFORMATION: Report of the Palomar Faculty Federation

Teresa Laughlin, Co-President of the PFF, talked about the Brian Stevenson event and the Supreme Court case on union fees ("agency fees") Janus v. AFSCME. She reported that Political Economy Days will be held April 11-12 and encouraged everyone to attend.

3. INFORMATION: Report of the Administrative Association

Connie Sterling, President of the Administrative Association, had no report.

4. INFORMATION: Report of the Confidential and Supervisory Team

Jenny Akins, President of the Confidential and Supervisory Team, had no report.

5. INFORMATION: Report of the CCE/AFT

Anel Gonzalez, President of the CCE, spoke briefly on the CCE's efforts to strengthen the union and educate classified staff on the value of their union. She reported that this year the district is not holding a single-day staff development event but is instead doing a joint evening event with CAST and AA. She shared that some classified members were concerned about the change to an evening event; she also talked about an after-semester classified appreciation event that is being discussed. In closing, she shared that CCE elections are coming up.

6. INFORMATION: Report of the Associated Student Government

Chris Hopp, ASG President, reported that his term is ending and the ASG is actively planning and involved in numerous events both on campus and away including a constitutional convention. He shared that the ASG has a newly approved constitution and that the organization will be restructuring to better serve students. Chris talked briefly about the upcoming ASG elections and shared that there are numerous contested elections. In closing he shared that ASG members are traveling to Washington, D.C. to attend the National Student Advocacy Conference – March 17-20.

M. UNFINISHED BUSINESS There was no unfinished business.

N. NEW BUSINESS

1. REVIEW AND APPROVE PURCHASES

MSC Evilsizer/Halcón

The Governing Board pursuant to Resolutions 14-21157 and 14-21158 adopted November 12, 2013 reviewed and approved purchase transactions and contracts entered into on behalf of the Palomar Community College District as listed in the exhibit. Purchases listed are made against the 2017-2018 fiscal year budgets:

Purchase Orders Time Period: 12/21/17–03/01/18	\$17,089,399.49
Procurement Card Time Period: 11/23/17-12/22/17	\$88,067.18
Procurement Card Time Period: 12/23/17-01/22/18	\$98,594.45
Procurement Card Time Period: 01/23/17-02/22/17	\$136,379.47
	<u>\$17,412,440.59</u>

EXHIBIT N-1

The vote was unanimous. Student Trustee aye.

2. APPROVE ACCEPTANCE OF FUNDS TOTALING \$134,010.00 FROM PROP 39 COMMUNITY COLLEGES CLEAN ENERGY WORKFORCE PROJECT AND THE FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGES, STUDENT MENTAL HEALTH PROGRAM

MSC Evilsizer/Halcón

The Governing Board approved the acceptance of funds as detailed:

- a. Program improvement funding from Prop 39 Community Colleges Clean Energy Workforce Project, fiscal agent Grossmont-Cuyamaca Community College District Auxiliary Organization, in the amount of \$99,010.00 for the period of February 9, 2018 through December 31, 2018 to provide courses for certificates of proficiency and an associates of science degree.
- b. Grant award from Foundation for California Community Colleges, Student Mental Health Sponsorship Program Grant to plan and host a mental health and wellness related activity or event on campus by June 15, 2018. Total award is \$3,500.00.

EXHIBIT N-2

The vote was unanimous. Student Trustee aye.

3. APPROVE ADOPTION OF PALOMAR COLLEGE GUIDED PATHWAYS PLAN

MSC Hensch/Deerfield

The Governing Board approved the Palomar College Guided Pathways Plan funded through the California Community College Chancellors Office for a total amount of \$1,516,425.00. Guided Pathways framework sets clear course-taking patterns toward transfer, degree, and certificate completion for students to achieve their educational goals. There will be four total phases over the course of the allocation of funding. Phase 1 is effective Spring 2018 through Summer 2019.

EXHIBIT N-3

The vote was unanimous. Student Trustee aye.

4. APPROVE CHANGE ORDERS

MSC Halcón/Evilsizer

The Governing Board approved the following Change Orders as detailed in the exhibit:

1. CO #6 for \$98,569.00 for repairs to the parking structure elevators and relocation of one irrigation controller at the South Education Center.
2. CO #6 for \$173,156.00 for unforeseen conditions including rock and damage due to heavy rains and ADA parking for the Parking Structure and Police Substation project.
3. CO #4 for \$185,000.00 for final negotiated settlement of all outstanding additional scope of work for the A building & Veterans Center Renovation project.

EXHIBIT N-4

The vote was unanimous. Student Trustee aye.

5. INFORMATION: 2018 CCCT BOARD ELECTION – THE BOARD WILL CAST ITS OFFICIAL BALLOT IN APRIL

An action item will appear on the April 2018 Governing Board meeting agenda, requesting the Governing Board to vote for no more than five candidates for the CCCT Board.

EXHIBIT N-5

6. INFORMATION: DISTRICT PROPOSAL FOR NEGOTIATIONS WITH THE PALOMAR FACULTY FEDERATION

In compliance with Palomar Community College District AP 2610-Presentation of Initial Collective Bargaining Proposals, the District's Governing Board will hold a public hearing on April 10, 2018 so that the public may comment to the Board regarding the District's proposal. The District's proposal is available for review in the Human Resource Services office.

EXHIBIT N-6

7. INFORMATION: PALOMAR FACULTY FEDERATION (PFF) INITIAL COLLECTIVE BARGAINING PROPOSAL

In accordance with AP 2610 – Presentation of Initial Collective Bargaining Proposals, the PFF initial collective bargaining proposal for a successor collective bargaining Agreement is presented to the Governing Board and public. The proposal shall be available for public review in the Human Resource Services Office. The public shall have an opportunity to respond to this proposal at the Governing Board meeting on April 10, 2018.

EXHIBIT N-7

8. APPROVE INTERNATIONAL TRAVEL FOR ONE EDUCATIONAL ADMINISTRATOR TO OSAKA, JAPAN, APRIL 2018

MSC Evilsizer/Deerfield

The Governing Board approved travel for Dean Shayla Sivert to Osaka, Japan from April 7-11, 2018 to represent the District at the opening ceremonies of HIUC's new school year and to provide informational workshops about Palomar College.

EXHIBIT N-8

The vote was unanimous. Student Trustee aye.

9. APPROVE EMPLOYMENT CONTRACTS FOR EXECUTIVE ADMINISTRATORS

Board President McNamara requested to consider items a. and b. individually.

MSC Hensch/Halcón

The Governing Board accepted the recommendation of the Superintendent/President and ratified the employment contract for the following Executive Administrator effective July 1, 2018 through June 30, 2020:

- a. Ballesteros-Perez, Ronnie E. Assistant Superintendent/Vice President, Finance and Administrative Services

At salary grade 79 on the Executive Administrative Salary Schedule.

The vote was unanimous. Student Trustee aye.

Board President McNamara requested to modify the contract end date on item 9.b. (shown below) from June 30, 2020 to June 30, 2019; motion by Trustee Halcón, seconded by Trustee Hensch. The Governing Board modified the recommendation of the Superintendent/President, amending and approving the amended employment contract for the following Executive Administrator effective July 1, 2018 through June 30, 2019:

- b. Gonzales, Adrian D. Assistant Superintendent/Vice President, Student Services
At salary grade 79 on the Executive Administrative Salary Schedule.

The vote was unanimous. Student Trustee aye.

EXHIBIT N-9

10. DESIGNATE GOVERNING BOARD TRUSTEES TO SERVE ON VARIOUS COMMITTEES

MSC Evilsizer/Halcón

Governing Board President McNamara made the following committee appointments:

Policies and Procedures Committee: 1. John Halcón Alternate. Mark Evilsizer

Ad Hoc Finance Committee: 1. Paul McNamara 2. Nina Deerfield Alternate. Nancy Ann Hensch

Ad Hoc Real Estate Committee: 1. Mark Evilsizer 2. John Halcon Alternate. Nancy Ann Hensch

The vote was unanimous. Student Trustee aye.

O. BOARD REQUESTS FOR REPORTS

Trustee Evilsizer requested a follow-up report on Early Childhood Education Lab School staff salaries. Superintendent/President Blake stated she would have Vice Presidents Ballesteros-Perez and Norman prepare a report on the implications to the district on changing the salary of teachers and impacts on other employee groups.

P. RECESS TO CLOSED SESSION: *No additional session was needed.*

Q. RECONVENE TO OPEN SESSION: *No additional session was needed.*

R. ADJOURNMENT The meeting adjourned at 6:17 p.m.


Paul McNamara, Board President


Mark Evilsizer, Secretary



APPROVED 5/8/2018
GOVERNING BOARD MINUTES
MEETING OF THE GOVERNING BOARD
TUESDAY, APRIL 10, 2018
PALOMAR COMMUNITY COLLEGE DISTRICT
ROOM SSC-1, SAN MARCOS CAMPUS
1140 W. MISSION RD., SAN MARCOS, CALIFORNIA

A. CALL MEETING TO ORDER

Board President Paul McNamara called the meeting to order at 4:00 p.m. in SSC-1.

B. ROLL CALL

PRESENT

PAUL P. MCNAMARA, PRESIDENT
JOHN HALCÓN, VICE PRESIDENT
MARK R. EVILSIZER, SECRETARY
NINA DEERFIELD, TRUSTEE
NANCY ANN HENSCH, TRUSTEE
CHRIS HOPP, STUDENT TRUSTEE (arrived 5:00 pm)

ABSENT

NONE

- C. PUBLIC COMMENTS** Lesley Blankenship-Williams, Tenure and Evaluation Review Coordinator, shared a brief overview of the tenure and evaluation review process.

- D. RECESS TO CLOSED SESSION** The Board recessed to closed session in room A-1 at 4:06 p.m.

- E. RECONVENE TO OPEN SESSION** The Board reconvened to open session in SSC-1 at 5:15 p.m. All trustees present. Board President McNamara reported out on one item as follows:

1. By unanimous vote, the Board took action to approve the Voluntary Retirement Agreement and Final Settlement Agreement with release of all claims between the District and employee #005541498. The agreement provides that the retirement is effective April 10, 2018.

Following the Pledge of Allegiance the meeting continued.

- F. CALL FOR REMOVAL OF ITEMS FROM – OR CHANGES TO – THE AGENDA** There were none.

- G. PUBLIC COMMENTS** Peter Bowman, Associate Professor, Economics, History and Political Science talked about Political Economy Days and encouraged everyone to attend.

H. APPROVAL OF MINUTES

MSC Evilsizer/Halcón to approve the minutes of January 19, 2018 and January 23, 2018 as written; to approve the minutes of February 27, 2018 as amended; and, to approve the minutes of March 13, 2018 as written.

The vote was unanimous. Student Trustee aye.

HH. PUBLIC HEARINGS

OPEN PUBLIC HEARING #1 The hearing was opened at 5:23 p.m.

1. PUBLIC HEARING: DISTRICT PROPOSAL FOR NEGOTIATIONS WITH THE PALOMAR FACULTY FEDERATION (PFF)

In accordance with AP 2610 - Presentation of Initial Collective Bargaining Proposals, this public hearing provides representatives of the public in this District with an opportunity to express themselves to the Governing Board regarding the District's proposal for negotiations. The District's proposal has been available for review in the Human Resource Services office from March 13, 2018 through April 10, 2018.

EXHIBIT HH-1

CLOSE PUBLIC HEARING #1 There were no comments and the hearing was closed at 5:23 p.m.

OPEN PUBLIC HEARING #2 The hearing was opened at 5:23 p.m.

2. PUBLIC HEARING: PALOMAR FACULTY FEDERATION (PFF) INITIAL COLLECTIVE BARGAINING PROPOSAL

In accordance with AP 2610 - Presentation of Initial Collective Bargaining Proposals, this public hearing provides representatives of the public in this District with an opportunity to express themselves to the Governing Board regarding the PFF initial collective bargaining proposal for a successor collective bargaining Agreement. The PFF proposal has been available for review in the Human Resource Services office from March 13, 2018 through April 10, 2018.

EXHIBIT HH-2

CLOSE PUBLIC HEARING #2 There were no comments and the hearing was closed at 5:23 p.m.

I. REPORTS

Industry Partnerships Report – Vice President Jack Kahn provided the Board a brief update on the status of the District's Industry Partnerships including: Local union organization apprenticeship programs – specifically the Intelligent Transportation Systems Apprenticeship Technician program; pre-apprenticeship programs and IET (Integrated Education and Training programs) that marry ESL (English as a Second Language) and career technical programs; a Sony partnership and potential equipment donation for the Rancho Bernard Education Center; and Harrah's ESL and prospective culinary program. VP Kahn talked about discussions taking place with Tesla and possible internships as well as Community Education including POST (Peace Officers Standards and Training) Advanced Officer Training. He shared that the District is researching becoming an approved provider of CEU (Continuing Education Unit) credits in Alcohol and Other Drug Studies. VP Kahn reported to the Board on other local area partnerships including working with local Chambers of Commerce for the creation of internships; the Vista Detention Center courses; formerly incarcerated student transition program, Innovate 78 business and industry needs in workforce; Fire Technology opportunities; and the Cork & Craft event which brought together faculty, staff and industry leaders in the southern portion of the district. He shared that Dr. Bronner's Soaps has reached out to Palomar and expressed interest in offering ESL courses to their employees. In closing, VP Kahn reported on the Chancellor's Office Workforce and Economic Development Division Strong Workforce Stars award-winning programs at Palomar. Following the presentation VP Kahn responded to questions from the trustees related to CEU's, ESL course fill rates, and citizenship classes.

Board President McNamara had no report.

Trustee Halcón had no report.

Trustee Evilsizer reported that he attended the Veteran's Resource Center grand opening, the Rotary 78 Mariachi event and, the 2018 Peacemaker Awards Dinner. He spoke briefly about the keynote speaker, Lisa Borders, and her efforts to advance common sense bipartisan legislation in Congress. In closing, he talked about efforts underway to establish an Encuentros Engineering Academy at the Jacobs School of Engineering at UC San Diego.

Trustee Deerfield reported that she attended the Dare to Dream luncheon at Sony where Naomi Tutu, daughter of Archbishop Desmond Tutu, was the speaker; mentioned the Cesar Chavez breakfast; and talked about the Palomar Service Recognition dinner. She suggested that family members of those receiving service awards be invited to attend. In closing, she expressed concerns about the contraction of course schedules. Board President McNamara suggested that the topic would be better discussed in a workshop setting at a future date.

Trustee Hensch reported that she attended the Employee Recognition dinner and congratulated the Employee of the Year award winners - all from the Facilities Department.

Student Trustee Chris Hopp thanked everyone for making Palomar an immigrant safe haven for our students.

Superintendent/President Blake had no report.

Vice President Jack Kahn spoke mentioned Political Economy Days, shared that the Fast Track 2 sessions were very successful, and noted that the faculty recommendations for hire would be shared at SPC.

Vice President Adrian Gonzales reported that the Promise program has tripled this year with over 2,500 FYE and Promise applicants and thanked staff involved in the increase in numbers. He noted that the largest increase is coming from the local high schools.

Vice President Ron Perez shared that the District has decided to change the names of the new education centers to Palomar College Rancho Bernardo Education Center and Palomar College Fallbrook Education Center. He shared that the ribbon cutting events would be held on May 7th and June 4th respectively. In closing he shared that there is nothing new to share regarding the proposed new funding formula and that the tentative budget will be presented to the Board in June.

Vice President Lisa Norman recognized retiree, Melinda Finn, and presented Melinda with a certificate.

J. APPROVAL OF CONSENT CALENDAR ITEMS

Action: Trustee Deerfield requested Item J-3 be pulled from the Consent Calendar for discussion. On a motion by Trustee Evilsizer, seconded by Trustee Halcón, the Board approved items 1, 2, and 4-17.
Ayes: McNamara, Halcón, Evilsizer, Deerfield, and Hensch
Noes: None
Absent: None
Student Trustee: Aye

1. GRANT EQUIVALENCY FOR DISCIPLINES TO THREE (3) PROSPECTIVE PART-TIME FACULTY MEMBERS AS RECOMMENDED BY THE FACULTY SENATE EQUIVALENCY COMMITTEE

Upon the recommendation of the Faculty Senate Equivalency Committee, the Governing Board granted the following individuals equivalency to minimum qualifications for the disciplines listed:

- a. Name: Bleich, Sarah
 Discipline: Counseling

- b. Name: Corey, Amy
Discipline: Speech
- c. Name: Wrathall, Laurence
Discipline: Business

2. RATIFY EMPLOYMENT OF TEN (10) PART-TIME FACULTY MEMBERS

The Governing Board ratified the recommendation of the Superintendent/President regarding the employment of the following part-time faculty, at the hourly rates indicated for Spring 2018 (day and/or evening); said part-time faculty are not scheduled to teach more than a 67 percent load in a single semester:

Spring 2018

- Department: Art
- a. Name: Chernow, Rebecca
Discipline: Art
Degrees: Master of Fine Arts
Sal Grade/Stp: B/1
Salary: \$58.87
- Department: Counseling
- a. Name: Bleich, Sarah
Discipline: Counseling
Degrees: Master of Education
B.S., Business Administration
A.A., Liberal Arts and Sciences
Minimum qualifications satisfied via equivalency.
Sal Grade/Stp: C/1
Salary: \$60.83
 - b. Name: Lampron, Heather
Discipline: Counseling
Degrees: M.S., Counseling (School Counseling)
Sal Grade/Stp: B/1
Salary: \$58.87
- Department: Disability Resource Center
- a. Name: Locker, Nicole
Discipline: Community College Counselor of Students with Disabilities
Degrees: M.S., Rehabilitation Counseling
B.A., Psychology
Sal Grade/Stp: B/1
Salary: \$58.87
 - b. Name: Wilke, Elizabeth
Discipline: Community College Counselor of Students with Disabilities
Degrees: Master of Arts, Counseling
B.A., Psychology
2+ years of full-time experience.
Sal Grade/Stp: B/1
Salary: \$58.87

Department: Performing Arts
a. Name: Grab, Daniel
Discipline: Music
Degrees: Master of Music
Bachelor of Music
Sal Grade/Stp: B/1
Salary: \$58.87

Department: Public Safety
a. Name: Shaffer, Elliott
Discipline: Administration of Justice
Degrees: M.S., Psychology
B.S., Psychology
2+ years of experience.
Sal Grade/Stp: B/1
Salary: \$58.87

b. Name: Usher, Craig
Discipline: Fire Technology
Degrees: B.S., Fire Administration
A.A., Paramedic Training
2+ years of experience.
Sal Grade/Stp: A/1
Salary: \$57.47

Unassigned Hiring Pool

Department: Speech Communication/Forensics/ASL
a. Name: Corey, Amy
Discipline: Speech Communications
Degrees: Ph.D., Human Communications
M.A., Human Communications
Minimum qualifications satisfied via equivalency.
Sal Grade/Stp: D/1
Salary: \$62.51

Department: Business Administration
a. Name: Wrathall, Laurence
Discipline: Business
Degrees: Juris Doctor
M.S., Global Leadership
B.S., Commerce
Minimum qualifications satisfied via equivalency.
Sal Grade/Stp: D/1
Salary: \$62.51

3. This item removed from Consent.

4. RATIFY ADMINISTRATIVE EMPLOYMENT AND CONTRACT

The Governing Board ratified the recommendation of the Superintendent/President regarding the employment and contract of the following administrative employee:

a. Name: Thomas Medel
Position: Interim Director, Education Center
Department: Instruction
Position #: 6720
New?: No

Remarks: Position approved 11/14/17.
Sal Grade/Stp: 70/4
Salary: \$10,781.97/month
% of Position: 100%
of Mos: 12
Effective: April 11, 2018
Account #(s): W-212600-311100-60900-0000000/100%

EXHIBIT J-4

5. RATIFY TEMPORARY EMPLOYMENT

The Governing Board ratified the temporary employment of Candice Francis to provide support to the Mathematics and the Natural Health Sciences Division from March 15, 2018 through June 1, 2018 at the professional rate of \$76.94 per hour.

6. RATIFY CLASSIFIED EMPLOYMENT

The Governing Board ratified the recommendation of the Superintendent/President regarding the employment of the following classified employees.

- a. Name: Martha Carranza
Position: Administrative Specialist I
Department: Health Services
Position #: 6625
New?: Yes
Remarks: Position was approved 1/12/16. Position title and grade reflect the new title and grade approved for this classification in classified unit classification study. Former title and grade were Office Specialist III, grade 16. Categorically funded; continuation of position is dependent on continuation of funds.

Sal Grade/Stp: 18/1
Salary: \$3,629.69/month
% of Position: 100%
of Mos: 11
Effective: April 16, 2018
Account #(s): K-212200-474100-64400-1812090/100%
Normal Work Schedule: Schedule is subject to change depending on the department needs, and may include occasional evening hours.
- b. Name: Veronica Sadowski
Position: Benefits Specialist
Department: Human Resource Services
Position #: 6596
New?: No
Remarks: Replacement for Victoria de la Torre.
Sal Grade/Stp: 23/1
Salary: \$4,098.93/month
% of Position: 100%
of Mos: 12
Effective: April 11, 2018
Account #(s): A-212200-611100-66600-0000000/100%

7. RATIFY PERSONNEL ACTIONS/HISTORY INCLUDING STUDENT AND SHORT-TERM EMPLOYEE HIRES FOR MARCH AND APRIL 2018

The Governing Board ratified the Personnel Actions/History report, which includes student employee hires for the months of March 2018 and short-term employee hires for the month of April 2018.

EXHIBIT J-7

8. ACKNOWLEDGE RETIREMENTS OF FOUR (4) FACULTY MEMBERS

The Governing Board acknowledged the following retirement(s) accepted on its behalf by the Superintendent/President in accordance with Administrative Procedure 7380 – Retiree Health Benefits:

Group II

- a. Donna Cosentino, Associate Professor, Media Studies, effective May 26, 2018. She has served Palomar College for 14 years from August 20, 2004 to May 26, 2018.
- b. Deborah Paes De Barros, Professor, English Department, effective May 26, 2018. She has served Palomar College for 24 years from August 19, 1994 to May 26, 2018.
- c. Renee C. Roth, Counselor/Professor, Counseling Department, effective June 30, 2018. She has served Palomar College for 24 years from July 27, 1994 to June 30, 2018.
- d. Takashi Nakajima, Professor, Physics and Engineering, effective May 26, 2018. He has served Palomar College for 28 years from February 6, 1986 to May 26, 2018.

9. APPROVE MARCH 7 AND MARCH 21, 2018 CURRICULUM ACTION ITEMS FOR INCLUSION IN THE PALOMAR COLLEGE CURRICULUM INVENTORY EFFECTIVE 2018

The Governing Board Curriculum Action Items dated March 7, 2018 and March 21, 2018 which have been examined by the Curriculum Committee and the Faculty Senate and are being recommended for inclusion in the Palomar College Curriculum Inventory, effective 2018 as detailed in the exhibit.

EXHIBIT J-9

10. APPROVE OFFERING NEW COMMUNITY EDUCATION CLASSES

The Governing Board approved the community education offerings and authorized Workforce Development & Extended Studies to contract within the established guidelines of the Workforce & Community Development Faculty Senate Advisory Group and the Office of Workforce Development and Extended Studies.

EXHIBIT J-10

11. APPROVE HOLIDAY SCHEDULE FOR 2018-2019

The Governing Board approved the Holiday Schedule for 2018-2019 as shown in the exhibit.

EXHIBIT J-11

12. APPROVE THE 2018-2019 ACADEMIC CALENDAR

The Governing Board approved the 2018-2019 Academic Calendar as shown in the exhibit.

EXHIBIT J-12

13. APPROVE WINTER HOLIDAYS SCHEDULE FOR 2018-2019

The Governing Board approved the Winter Holidays Schedule for 2018-2019, 2019-2020, and 2020-2021 as shown in the exhibit.

EXHIBIT J-13

14. FIRST READING – PALOMAR COMMUNITY COLLEGE DISTRICT BOARD POLICIES

The Governing Board reviewed the following Board Policies. They were previously reviewed and approved by the Policies and Procedures Committee and the Strategic Planning Council. These items will be presented to the Board for second reading in May 2018.

BP 4040 – Library and Other Instructional Support Services	BP 7340 – Leaves
BP 7100 – Commitment to Diversity	BP 7341 – Sabbaticals
BP 7110 – Delegation of Authority, Human Resources	BP 7345 – Catastrophic Leave Program
BP 7130 – Compensation	BP 7347 – Family Medical Leave
BP 7140 – Collective Bargaining	BP 7350 – Resignations
BP 7150 – Employee Evaluations	BP 7361 – Academic Due Process
BP 7160 – Professional Development	BP 7370 – Use of District Resources for Political Activity
BP 7175 – District Awards	BP 7510 – Domestic Partners
BP 7210 – Academic Employees	BP 7600 – Palomar College Police Department
BP 7211 – Faculty Service Ageas and Competencies	BP 7700 – Whistleblower Protection
BP 7230 – Classified Employees	BP 7800 – Institutional Reassignment - Lateral Transfer
BP 7236 – Short-term Employees	BP 7850 – Exchange Program
BP 7335 – Health Examinations	BP 7240 – Confidential Employees

EXHIBIT J-14

15. INFORMATION – PALOMAR COMMUNITY COLLEGE DISTRICT ADMINISTRATIVE PROCEDURES

The Governing Board reviewed the Administrative Procedures as listed. These procedures have been reviewed and approved by the Policies and Procedures Committee and the Strategic Planning Council and are presented here as informational items only.

AP 4040 – Library and Other Instructional Support Services	AP 7232 – Classification Review
AP 4222 – Remedial Coursework	AP 7233 – Claims for Work Out of Class
AP 7110 – Delegation of Authority, Human Resources	AP 7234 – Classified Employee Overtime
AP 7126 – Applicant Background Checks	AP 7235 – Probationary Period - Classified Employees
AP 7131 – Health and Welfare Benefits	AP 7237 – Layoffs
AP 7145 – Personnel Files	AP 7330 – Communicable Disease
AP 7150 – Employee Evaluations	AP 7336 – Certification of Freedom from Tuberculosis
AP 7160 – Professional Development	AP 7337 – Fingerprinting
AP 7175 – District Awards	AP 7340 – Leaves
AP 7211 – Faculty Service Ageas and Competencies	AP 7342 – Holidays
AP 7212 – Temporary Faculty	AP 7343 – Industrial Accident and Illness Leave
AP 7213 – Part-Time Faculty - Benefits	AP 7344 – Notifying District of Illness
AP 7214 – Part-Time Faculty - Office Hours	AP 7345 – Catastrophic Leave Program
AP 7215 – Academic Employees - Probationary Contract Faculty	AP 7346 – Employees Called to Military Duty
AP 7216 – Employee Grievance/ Complaint Procedure	AP 7370 – Use of District Resources for Political Activity
AP 7231 – Seniority	AP 7375 – Tax-Sheltered Annuities-

Deferred Comp Programs
AP 7600 – Palomar College Police
Department

AP 7700 – Whistleblower Protection
AP 7240 – Confidential Employees

EXHIBIT J-15

16. ACCEPT VARIOUS DONATIONS WITH A TOTAL ESTIMATED VALUE OF \$253,976.00.

The Governing Board accepted the following gifts and directed that appropriate letters of appreciation be sent to the donors:

1. Foundry and metal working equipment and supplies donated by Jane and Joe Darin, 5430 Linda Vista Rd. #12, San Diego, CA 92110. Value estimated by donor totals \$2,103.50.
2. Three large bronze statues donated by Valley View Casio, 16300 Nyemii Pass Road, Valley Center, CA 92082. Value estimated by donor totals \$150,000.00 (includes delivery.)
3. Coleman Aspenglen four-person tent for use by the Earth Department for field courses only, donated by Brad Homman, 22612 Tombill Rd., Ramona, CA 92065. Value estimated by donor totals \$85.00.
4. Fifty (50) Self-contained breathing apparatus (SCBA) packs; sixty (60) SCBA bottles, fifty (50) SCBA masks donated by the City of Oceanside Fire Department, 300 North Coast Hwy, Oceanside, CA 92054. Value estimated by donor totals \$68,750.00.
5. E-ONE Fire Engine – Type 1 Pumper and equipment VIN 4ENGAAA8X1009197 donated by the City of San Marcos Fire Department, 1 Civic Center Dr. #100, San Marcos, CA 92069. Value estimated by donor totals \$30,000.00.
6. Hack Attack Pitching Machine donated by West Coast Clippers, 2129 Anda Lucia, Oceanside, CA 92056. Value estimated by donor totals \$2,000.00.
7. Conference Table donated by Carmen Coniglio, 31340 Kira Pl., Valley Center, CA 92082. Value estimated by donor totals \$900.00.
8. Eleven (11) assorted Neoregelia Bromeliad plants donated by Bird Rock Tropicals, PO BO 231458, Encinitas, CA 92023. Value estimated by donor totals \$137.50.

17. APPROVE TRAVEL EXPENSES FOR THREE TRUSTEES TO ATTEND THE CCLC ANNUAL TRUSTEE CONFERENCE IN VALENCIA, CALIFORNIA

The Governing Board approved travel expenses for the following trustees:

- | | | |
|----|-------------------|--|
| a. | Board Member | Nancy Hensch |
| | Advanced Funds? | Yes |
| | For: | Transportation, mileage, meals, registration, etc. |
| | To attend: | CCLC Annual Trustee Conference |
| | Location: | Valencia, California |
| | Date: | May 4-6, 2018 |
| | Estimated Amount: | \$ 1,357.89 |
| | Budget No.: | 575200-11-111100-66100-10-2018-0000000 |
| b. | Board Member | Mark Evilsizer |
| | Advanced Funds? | Yes |
| | For: | Transportation, mileage, meals, registration, etc. |
| | To attend: | CCLC Annual Trustee Conference |
| | Location: | Valencia, California |
| | Date: | May 4-6, 2018 |
| | Estimated Amount: | \$ 1,532.89 |
| | Budget No.: | 575200-11-111100-66100-10-2018-0000000 |

- d. Board Member **John Halcón**
Advanced Funds? Yes
For: Transportation, mileage, meals, registration, etc.
To attend: CCLC Annual Trustee Conference
Location: Valencia, California
Date: May 4-6, 2018
Estimated Amount: \$ 1,537.17
Budget No.: 575200-11-111100-66100-10-2018-0000000

**Resumption of
REGULAR AGENDA**

K. ACTION ON ITEMS REMOVED FROM CONSENT CALENDAR

MSC Halcón/Evilsizer

Trustee Deerfield asked about the efficiency of having two positions; Dr. Blake responded that each Director would be handling multiple sites.

The vote was unanimous. Student Trustee aye.

3. CORRECTIONS TO TWO (2) ADMINISTRATIVE POSITIONS

The Governing Board ratified the recommendation of the Superintendent/President regarding the corrections to the following administrative positions:

- a. Name: Vacant
Position: Director, Education Center
Department: Instruction
Position #: 6720
New?: Yes
Remarks: Correction to salary grade; grade was formerly listed as 68.
Position approved 11/14/17.
Sal Grade/Stp: 70/1
Salary: \$9,300.63/month
% of Position: 100%
of Mos: 12
Effective: April 11, 2018
Account #(s): W-212600-311100-60900-0000000/100%
- b. Name: Vacant
Position: Director, Education Center
Department: Instruction
Position #: 6721
New?: Yes
Remarks: Correction to salary grade; grade was formerly listed as 68.
Position approved 11/14/17.
Sal Grade/Stp: 70/1
Salary: \$9,300.63/month
% of Position: 100%
of Mos: 12
Effective: April 11, 2018
Account #(s): N-212600-311100-60900-0000000/100%

L. REPORTS FROM COLLEGE GROUPS

1. INFORMATION: Report of the Faculty Senate

Travis Ritt, President of the Faculty Senate, thanked the Board for the approval of the new part-time faculty hires. He recognized and thanked retirees Donna Cosentino, Deborah Paes De Barros, Renne Roth, and Takashi Nakajima for their many years of service; and, reported that he would be attending the Academic Senate for Community Colleges Spring Plenary. He shared that the two focus areas at the plenary would be: 1) Accelerated basic skills related to implementation of AB 705 and, 2) The fully on-line college initiative coming from the state level.

2. INFORMATION: Report of the Palomar Faculty Federation

Teresa Laughlin, Co-President of the PFF, reported on Palomar's attendance at the California Federation of Teachers (CFT) convention and talked about the March for Our Lives demonstration that took place at the convention related to gun control. She shared that the Collective Bargaining Conference in New York will be attended by PFF and CCE members as well as Dr. Lisa Norman and Shayla Sivert. In closing, Teresa handed out two one-page PFF reports (on file in the Governing Board Office in accordance with AP 3310.)

3. INFORMATION: Report of the Administrative Association

Connie Sterling, President of the Administrative Association, had no report.

4. INFORMATION: Report of the Confidential and Supervisory Team

Jenny Akins, President of the Confidential and Supervisory Team, absent.

5. INFORMATION: Report of the CCE/AFT

Anel Gonzalez, President of the CCE, thanked the Board for passing the new holiday schedule and the Pinning and Awards Ceremony event. She talked about one of the ideas that came out at the event being free classes at Palomar for staff members. Anel shared that CCE won Communication Awards at the CTF convention for Best Newsletter and Best Website; talked about the IEPI and Strata Group meetings; and reported that the CCE Elections concluded and there were no contested positions.

6. INFORMATION: Report of the Associated Student Government

Chris Hopp, ASG President, reported on the ASG Elections including a new ASG Constitution being voted on.

M. UNFINISHED BUSINESS There was no unfinished business.

N. NEW BUSINESS

1. REVIEW AND APPROVE PURCHASES MADE MARCH 1-28, 2018

MSC Halcón/Evilsizer

The Governing Board, pursuant to Resolutions 14-21157 and 14-21158 adopted November 12, 2013, reviewed and approved purchase transactions and contracts entered into on behalf of the Palomar Community College District as listed in the exhibit. Purchases listed are made against the 2017-2018 fiscal year budgets:

Purchase Orders Time Period: 03/01/18–03/28/18 \$5,733,251.65

EXHIBIT N-1

The vote was unanimous. Student Trustee aye.

2. APPROVE LEASE AGREEMENT TOTALING \$2,724,262.00 WITH ELITE MODULAR LEASING AND SALES FOR 18 RELOCATABLE BUILDINGS FOR THE NORTH EDUCATION SITE

MSC Halcón/Hensch

Trustee Evilsizer commented on the projected attendance numbers expected for this center. Dr. Blake talked about scheduling, scaling up offerings, and high demand courses at this center. The Governing Board approved a three (3) year lease agreement # EML-1018 based on the Savanna School District 2017 District-Wide Contract for the Purchase, Lease, Relocation, Dismantling, and Removal of Division of the State Architect (DSA) approved Portable Buildings Project SSPU, #40-09/2016-17, as detailed in the exhibit.

EXHIBIT N-2

The vote was unanimous. Student Trustee aye.

3. AWARD CONTRACT TOTALING \$418,825.00 TO BERGELECTRIC FOR THE NORTH EDUCATION CENTER COMMUNICATIONS AND SECURITY PROJECT

MSC Evilsizer/Halcón

The Governing Board awarded a contract to Bergelectric Corp., as the lowest, responsive and responsible bidder for \$418,825.00 for CM-17-18-01-NEC-01-G Palomar College North Education Center Communications and Security Project, subject to receipt of all required bonds.

EXHIBIT N-3

The vote was unanimous. Student Trustee aye.

4. AWARD BID # B18-04 TOTALING \$101,300.00 TO FLUID POWER TRAINING INSTITUTE FOR TWO VEHICLE ELECTRICAL TRAINING SYSTEMS

MSC Halcón/Evilsizer

The Governing Board approved awarding of the contract between the District and Fluid Power Training Institute for Bid # B18-04 for two (2) Vehicle Electrical Training Systems as detailed in the exhibit.

EXHIBIT N-4

The vote was unanimous. Student Trustee aye.

5. AWARD BID # B18-06 TOTALING \$322,051.00 TO EIDIM GROUP FOR AUDIO/VISUAL EQUIPMENT INSTALLATION AT VARIOUS SITES

MSC Halcón/Hensch

The Governing Board approved awarding of the contract between the District and EIDIM Group Inc. for bid # B18-06 A/V Equipment Installation for \$322,051.00 as detailed in the exhibit.

EXHIBIT N-5

The vote was unanimous. Student Trustee aye.

6. ACCEPT AS COMPLETE AND FINAL, BID # 104-16 BUILDING "A" AND VETERANS CENTER RENOVATION PROJECT; AUTHORIZE RELEASE OF RETENTION TO PCN3, INC. AND RECORD NOTICE OF COMPLETION

MSC Halcón/Evilsizer

The Governing Board 1) accepted the "A" Building and Veterans Center Renovation Project as complete and final, 2) authorized the Superintendent/President to execute and file the Notice of Completion for PCN3 and, 3) authorized all money due and owing to PCN3, Inc. be paid [with the exception of the five percent (5%) retention, which shall be paid following the expiration of thirty-five (35) calendar days from the date of this resolution] provided no liens are filed within this period.

The vote was unanimous. Student Trustee aye.

7. APPROVE FOUR (4) MULTI-YEAR AGREEMENTS WITH 1) MIRAMAR FIREARMS TRAINING CENTER, 2) SAN DIEGO SHERIFFS DEPARTMENT, 3) EMERALD DATA SOLUTIONS, AND 4) HIGHPOINT TECHNOLOGY SOLUTIONS

MSC Halcón/Evilsizer

The Governing Board approved the following new multi-year agreements as detailed:

- a. License Agreement with Miramar Firearms Training Center, located at Miramar Marine Corps Air Base, Camp Elliot, for students enrolled the Palomar College Police Academy for meeting and training purposes for a period of five years.
- b. Memorandum of Agreement with San Diego Sheriff's Department to offer Palomar classes at the Vista Detention Facility for selected incarcerated adults for a collaborative education program for a period of five years.
- c. End User Agreement with Emerald Data Solutions, Inc. for BoardDocs Pro Plus ARC (annual recurring charge) for a period of five years with an additional (5) one-year renewals for \$17,500.00 per year.
- d. Product License & Services Agreement with HighPoint Technology Solutions, Inc. for automation engine for PeopleSoft Campus Solutions and installation for a period of three years at \$32,000.00 per year.

EXHIBIT N-7

The vote was unanimous. Student Trustee aye.

8. CAST BALLOT IN THE 2018 CALIFORNIA COMMUNITY COLLEGE TRUSTEE BOARD ELECTION

MSC Halcón/Evilsizer

The Palomar College Governing Board cast the official ballot to fill vacancies on the California Community College Trustees (CCCT) Board as follows:

- | | |
|----------------|--------------------|
| 1. Ann Rnsford | 4. Greg Bonaccorsi |
| 2. Eric Payne | 5. Don Edgar |
| 3. Greg Pensa | |

EXHIBIT N-8

The vote was unanimous. Student Trustee aye.

9. APPROVE SECOND AMENDMENT TO THE SUPERINTENDENT/ PRESIDENT CONTRACT

MSC Halcón/Hensch

The Governing Board approved the second amendment to the Superintendent/President contract between the District and Joi Blake, Ed.D.

EXHIBIT N-9

The vote was unanimous. Student Trustee aye.

10. CALL FOR SPECIAL MEETING OF THE GOVERNING BOARD

MSC Halcón/Hensch

Trustee Evilsizer reported he would be out of town. The Governing Board of the Palomar Community College District called a Special Meeting of the Board on April 24, 2018 at 4:00 p.m. to Review Board's Self-Evaluation Instrument and participate in a workshop on the Annual Institutional Effectiveness Review & Student Success Scorecard.

The vote was unanimous. Student Trustee aye.

11. DISCUSSION – POTENTIAL CHANGE OF DATE, TIME, AND/OR PLACE OF MEETINGS

The Governing Board discussed changing the Regular Meetings of the Governing Board of the Palomar Community College District traditionally held on the second Tuesday of each month, closed session beginning at 4:00 p.m., open session beginning at 5:00 p.m. Trustee Deerfield reported that her teaching schedule is being impacted by the Board's 2nd and 4th Tuesday meeting dates and she proposed that the Board move its meetings to the 1st and 3rd Tuesdays. Trustee Hensch reported that changing the dates would affect her work schedule. Board President McNamara suggested that the proposal be discussed during a workshop after the District has had time to research the matter and identify what impacts changing the date may have across the District. He asked everyone in attendance to consider the matter; it will be brought back to the Board in May.

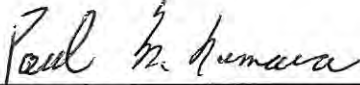
O. BOARD REQUESTS FOR REPORTS

The Governing Board hereby requests that the District provide for it a report on class cancellations.

P. RECESS TO CLOSED SESSION: Not needed.

Q. RECONVENE TO OPEN SESSION: Not needed.

R. ADJOURNMENT The meeting adjourned at 6:17 p.m.


Paul McNamara, Board President


Mark Evilsizer, Secretary



APPROVED 5/8/2018

GOVERNING BOARD MINUTES

SPECIAL MEETING, TUESDAY, APRIL 24, 2018

4:00 P.M. (CLOSED SESSION) 4:30 P.M. (OPEN SESSION)

PALOMAR COMMUNITY COLLEGE DISTRICT

1140 WEST MISSION ROAD, ROOM SSC-1

SAN MARCOS, CALIFORNIA

A. CALL MEETING TO ORDER

Board President Paul McNamara called the meeting to order at 4:00 p.m.

B. ROLL CALL:

PRESENT

PAUL P. MCNAMARA, PRESIDENT

JOHN HALCÓN, VICE PRESIDENT

NINA DEERFIELD, TRUSTEE

NANCY ANN HENSCH, TRUSTEE

ABSENT

MARK R. EVILSIZER, SECRETARY

CHRIS HOPP

C. PUBLIC COMMENTS There were none

D. RECESS TO CLOSED SESSION The Board recessed to closed session at 4:00 p.m. to discuss:

1. Public Employee Discipline/Dismissal/Release Pursuant to Government Code Section 54957, et seq. (2 cases)

E. RECONVENE TO OPEN SESSION: The Board reconvened to Open Session at 4:55 p.m. Board President McNamara reported that, by unanimous vote, the Board took action to release classified employee number 001051837 during the probationary period effective April 24, 2018.

F. CALL FOR REMOVAL OF ITEMS FROM — OR CHANGES TO — THE AGENDA Board President McNamara called for the removal of item I-2 Workshop- Annual Institutional Effectiveness Review & Student Success Scorecard.

G. PUBLIC COMMENTS There were none.

H. REPORT

Course Scheduling and Class Cancellations Presentation

Vice President Ballesteros-Perez opened the presentation with a review of the District's 2016-17 Fund 11 Revenues and talked about apportionment. He shared that 79% of the budget was attributable to FTES.

Vice President Kahn continued the presentation with a review of the guiding principles surrounding class cancellations. He talked about the timing issues associated with cancellations and the pros and

cons of cancelling earlier vs. later. VP Kahn provided the Board an overview of the different considerations given when less than 20 students are enrolled in a course and noted that he and the Deans consider historical data before enacting class cancellations. He discussed a myriad of reasons that courses are allowed to continue with less than 20 students, including but not limited to: Legal or accreditation requirements, experimental or new classes, and location or facilities impacts.

Senior Director Barton discussed the class cancellation analysis undertaken in the Office of Institutional Research and Planning and the methodology used to inform decision makers regarding class cancellations. She reported specifically on Spring 2018 course cancellations and compared them against active sections noting that 94% of all sections were active and that just under 2% of enrollments were impacted by cancelled sections. Director Barton reviewed data showing that the average number of students enrolled in a cancelled course was nine compared with the average for active sections being twenty-nine. She shared that the District has been advised by the ACCJC site visit team and others that the District must improve its WSCH/FTEF efficiency that is approximately 472 this Spring.

Director Barton discussed the impacts on overall enrollments when a student's course was cancelled and noted that 93% of those students, whose average class load averaged over 9 units remained enrolled and were still carrying an average of over 9 units at Census. This contrasted with the students who were no longer present at Census who averaged under 4 units. She reported that students impacted by class cancellations average a higher unit load than those unaffected by cancellations and that for Spring the students who dropped out represented just 12 FTE or \$61,812. Director Barton talked about the big picture of Enrollment Management noting that while the course cancellations resulted in the loss of 12 FTE the 46 courses that were added in Spring 2018 generated 101 FTE or \$511,311.

A "Balanced Student-Centered Schedule" matrix was presented and Director Barton illustrated how high-demand/high-capacity courses help balance out the low-demand/low-capacity courses and provided examples to clarify the point. She then reviewed the Spring 2018 sections broken down by enrollments noting that nearly 75% of all the sections are carrying less than 35 students each. In summary, she shared that the District is aware that cancellations are challenging and that the data does not address all situations but noted that the District must optimize its resources to reach its FTES goals.

Vice President Kahn emphasized the importance of planning in Strategic Enrollment Management and shared that the overall goal is to meet students' needs and, be fiscally responsible. He shared that the Curriculum Committee has done an exceptional job in addressing innovation and new curriculum and is now also looking at addressing the extraneous, outdated classes that have lingered and are no longer relevant. He reported that there have been over 200 course deactivations and 20 program deactivations. VP Kahn talked about the importance of pro-active collaborative efforts to maintain and grow a relevant set of course and program offerings. He talked about using historical data, waitlists, and course demand/unmet demand data to help inform the development of a well-rounded schedule that is student focused with a goal of improving efficiency. Scheduling tools including the IRP developed Allocation Calculator, Course Offering Management and Enrollment Toolkit, Department Toolkit, and Schedule Planning Tool were discussed.

Vice President Kahn shared that he and the Deans are working to improve scheduling and have reached out to faculty, department chairs, the IPC subcommittee and CSUSM to gain insights to improve scheduling. He reported that some departments continue to struggle and that he and the Deans remain ready and willing to assist. In closing the presentation he talked about: Curriculum being the faculty purview; offering courses in different formats; making sure offerings are relevant; improving facilities utilization and, marketing efforts.

Trustees asked for clarification on the impacts of facility availability, room size restrictions, the apparent inequality between faculty that teach 42 students in a class vs. those that routinely teach fewer students in each class. During discussions VP Kahn and Director Barton responded and

clarified the FTES goal is 525. President Blake talked about the importance of the industry partnerships and advisory committees assisting in the identification of potential new curriculum. She talked about the district's practice of borrowing FTES to meet its targets for remaining a large college; shared that work is being done to increase enrollments and increase the number of units students are taking, and; discussed the cultural shift taking place.

Shannon Lienhart expressed concerns about there being fewer class offerings in the past two semesters and provided an example with her statistics classes. Board President McNamara suggested that the matter should be researched; Vice President Kahn agreed to do so.

Trustee Deerfield requested information on the numbers of "successful" courses and how many of those did the district not add additional section(s) to the schedule; she also asked what is being done about the repeatability issue. President Blake and Dean Justin Smiley responded.

I. BOARD WORKSHOP

Michelle Barton, Sr. Director Institutional Research, Planning and Grants talked about the Board's Self-Evaluation instrument and asked if the Board wanted to make any amendments. She also reviewed the proposed timeline. There being no requests for changes the link to the instrument will be sent out. Trustees were asked to complete the self-evaluation no later than May 11th.

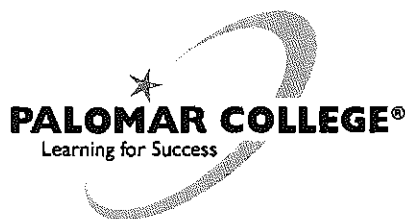
J. ADJOURNMENT The meeting adjourned at 6:17 p.m.



Paul McNamara, Board President



Mark Evisizer, Secretary



APPROVED 6/12/2018
GOVERNING BOARD MINUTES
MEETING OF THE GOVERNING BOARD
TUESDAY, MAY 8, 2018
PALOMAR COMMUNITY COLLEGE DISTRICT
ROOM SSC-1, SAN MARCOS CAMPUS
1140 W. MISSION RD., SAN MARCOS, CALIFORNIA

A. **CALL MEETING TO ORDER**

Board President Paul McNamara called the meeting to order at 4:00 p.m. in SSC-1.

B. **ROLL CALL**

PRESENT

PAUL P. MCNAMARA, PRESIDENT
JOHN HALCÓN, VICE PRESIDENT
MARK R. EVILSIZER, SECRETARY
NINA DEERFIELD, TRUSTEE
NANCY ANN HENSCH, TRUSTEE
CHRIS HOPP, STUDENT TRUSTEE (arrived 5:00 pm)

ABSENT

NONE

- C. **PUBLIC COMMENTS** Lesley Blankenship-Williams, tenured faculty member, reported that following recent discipline/dismissal/release actions of the Board, she has observed, and has heard from individuals, who feel the climate on campus is currently one of distrust and insecurity.

- D. **RECESS TO CLOSED SESSION** The Board recessed to closed session in room A-1 at 4:07 p.m.

- E. **RECONVENE TO OPEN SESSION** The Board reconvened to open session in SSC-1 at 5:06 p.m. All trustees present. Board President McNamara reported there were no reportable actions taken in closed session.

Following the Pledge of Allegiance the meeting continued. Board President McNamara acknowledged the service of Student Trustee Chris Hopp and presented him with a commemorative clock in appreciation for his work as the 2017/18 Student Trustee.

- F. **CALL FOR REMOVAL OF ITEMS FROM — OR CHANGES TO — THE AGENDA** There were three changes as follows:

1. CORRECT item under CONSENT CALENDAR, Item #2 of the agenda. Hwang Kim is a member of the Art Department, not Counseling.
2. CORRECT item under CONSENT CALENDAR, Item #4b of the agenda. Richard Albistegui-DuBois. The position is as an ACTING DEAN, not an Interim Dean.
3. REMOVE item under CONSENT CALENDAR, Item #5.b. (Five – “b” only), Steven Monsanto.

- G. **PUBLIC COMMENTS** Roberto Ortega, M.E.C.h.A. President, talked about the history of the organization on campus and in the community. He advocated for a “homeroom” space to be used by students. He also invited everyone to attend a Latino/Latina celebration event.

H. RECOMMENDATION ACTION: APPROVAL OF MINUTES

MS Halcón/Hensch to approve the April 10, 2018 and April 24, 2018 minutes. Trustee Evilsizer requested that the minutes be voted on individually; there was no objection.

MSC Halcón/Hensch

To approve the April 10, 2018 minutes as written. The vote was unanimous. Student Trustee aye.

MSC Hensch/Halcón

To approve the April 24, 2018 minutes as written. The vote was unanimous (Evilsizer abstaining). Student Trustee aye.

I. REPORTS

Board President McNamara talked about the South Education Center ribbon cutting and thanked everyone involved in getting the center ready to serve students.

Trustee Halcón had no report.

Trustee Evilsizer reported on his attendance at the North County Economic Summit meeting, the Tarde de Familia event and Dr. Victor Jamie's induction into the Hall of Fame at Imperial Valley College. He shared information from the CCLC conference and some of the breakout sessions he attended.

Trustee Deerfield reported on her attendance at the Tarde de Familia event and thanked the organizers. She shared that she had some very positive interactions with attendees at the South Education Center ribbon-cutting event.

Trustee Hensch reported that she attended the CCLC conference and Tarde de Familia. She spoke briefly about a breakout session at the conference titled, "Sir, there's a shooter on campus," and talked about the importance of being pro-active and aware of our surroundings.

Student Trustee Chris Hopp expressed gratitude for his time spent on the Governing Board and shared that he is especially appreciative seeing the growth of the District both on, and off, campus for the benefit of the students.

Superintendent/President Blake talked about the South Education Center ribbon cutting, Tarde de Familia and the many upcoming celebratory events.

Vice President Jack Kahn commented on pending retirements and the South Education Center event. He thanked Student Trustee Hopp for his service and commended all the ASG members who were involved in the participatory governance process.

Vice President Adrian Gonzales reported on the softball and baseball playoffs; talked about the review of best practices in student services and efforts underway with a consultant to make improvements; and, shared that the Poway Presidents greatly enjoyed the VIP tour of the South Education Center.

Vice President Ron Perez reported that the Prop 39 Energy Efficiency Program audit is completed and there are no anticipated issues. He shared that the May Revise is due May 11 and noted that the District's Tentative Budget will be presented in June using the current funding formula but that the new funding formula will be used for the final budget to be presented in September.

Vice President Lisa Norman had no report.

J. APPROVAL OF CONSENT CALENDAR ITEMS

Action: On a motion by Trustee Halcón, seconded by Trustee Hensch, the Board approved items 1-22.
Ayes: McNamara, Halcón, Evilsizer, Deerfield, and Hensch
Noes: None
Absent: None
Student Trustee: Aye

1. RATIFY ACADEMIC EMPLOYMENT OF TWO (2) FULL-TIME FACULTY

The Governing Board ratified the recommendation of the Superintendent/President regarding the employment of the following academic employees:

- a. **Name:** Andrew Page
Position: Assistant Professor, Emergency Medical Technologies
Department: Emergency Medical Education
Degrees: A.A., General Studies
6+ Years Experience
Position #: 5184
New?: Yes
Remarks: Position approved 12/12/17.
Sal Grade/Stp: B/8
Salary: \$7,825.73/month
% of Position: 100%
of Mos: 10
Effective: August 16, 2018
Account #(s): A-111000-334200-12500-00000000/100%
- b. **Name:** Trong Nguyen
Position: EOP&S Counselor/Associate Professor
Department: Extended Opportunity Programs and Services
Degrees: M.Ed., Counseling
B.A., Psychology
Position #: 6205
New?: No
Remarks: Voluntary transfer for Mr. Nguyen.
Sal Grade/Stp: F/19
Salary: \$9,991.03/month
% of Position: 100%
of Mos: 11
Effective: May 8, 2018
Account #(s): A-122100-473100-64300-00000000/100%

2. RATIFY REHIRING OF PROBATIONARY FACULTY

The Governing Board ratified the recommendation of the Superintendent/President regarding the rehiring of the following faculty member as third- and fourth-year probationary faculty for the 2018-2019 and 2019-2020 academic years:

Hwang Kim Art

3. RATIFY EMPLOYMENT OF 2 (TWO) PART-TIME FACULTY

The Governing Board ratified the recommendation of the Superintendent/President regarding the employment of the following part-time faculty, at the hourly rates indicated for Spring 2018 and Summer 2018 (day and/or evening); said part-time faculty are not scheduled to teach more than a 67 percent load in a single semester:

Spring 2018

Department: Emergency Medical Education
a. Name: Boyle, Patricia
Discipline: Emergency Medical Technologies
Degrees: A.A., EMT; Paramedic
A.S., Fire Science
6+ years of experience.
Sal Grade/Stp: A/1
Salary: \$57.47

Summer 2018

Department: Behavioral Sciences
a. Name: Gutierrez, Graciela
Discipline: Sociology
Degrees: M.A., Sociological Practices
B.A., Sociology
Sal Grade/Stp: B/1
Salary: \$58.87

4. RATIFY ADMINISTRATIVE EMPLOYMENT AND CONTRACT

The Governing Board ratified the recommendation of the Superintendent/President regarding the employment and contract of the following administrative employees:

- a. Name: Ryan Williams
Position: Director, Education Center
Department: Instruction Office
District Location: North Education Center
Position #: 6721
New?: Yes
Remarks: Position approved 11/14/17. Promotion for Mr. Williams.
Sal Grade/Stp: 70/1
Salary: \$9,300.63/month
% of Position: 100%
of Mos: 12
Effective: May 9, 2018
Account #(s): N-212600-311100-60900-00000000/100%
- b. Name: Richard Albistegui-DuBois
Position: Acting Dean, Mathematics and the Natural and Health Sciences
Department: Mathematics and the Natural and Health Sciences
District Location: Main campus
Position #: 5232
New?: No
Sal Grade/Stp: 75/3
Salary: \$11,610.42/month
% of Position: 100%
of Mos: 12
Effective: June 1, 2018
Account #(s): A-123100-341100-60110-00000000/100%

EXHIBIT J-4

5. RATIFY CONFIDENTIAL AND SUPERVISORY TEAM EMPLOYMENT

The Governing Board ratified the recommendation of the Superintendent/President regarding the employment of the following Confidential and Supervisory Team employees:

- a. Name: Juan Del Val
 Position: Supervisor, Facilities
 Department: Facilities
 District Location: North Education Center
 Position #: 6719
 New?: Yes
 Remarks: Position approved 11/14/17.
 Sal Grade/Stp: 43/5
 Salary: \$5,820.14/month
 % of Position: 100%
 # of Mos: 12
 Effective: May 11, 2018
 Account #(s): N-212100-542200-65300-0000000/100%
- b. This item removed.
- c. Name: David A. Vasquez
 Position: Supervisor II, Custodial Services
 Department: Custodial Services
 District Location: South Education Center
 Position #: 6716
 New?: Yes
 Remarks: Position approved 11/14/17; promotion for Mr. Vasquez.
 Sal Grade/Stp: 41/1
 Salary: \$4,545.87/month
 % of Position: 100%
 # of Mos: 12
 Effective: May 14, 2018
 Account #(s): W-212100-542200-65300-0000000/100%
 Normal Work Monday – Friday, 2:30 pm – 11:30 pm. A 3% differential pay will be paid for
 Schedule: hours worked between 6:00 p.m. and 10:00 p.m. A 6% differential pay will be
 paid for hours worked between 10:00 p.m. and 6:00 a.m.

6. RATIFY ONE (1) NEW CONFIDENTIAL AND SUPERVISORY TEAM POSITION

The Governing Board ratified the recommendation of the Superintendent/President regarding the approval of the following new Confidential and Supervisory Team position:

- a. Position: Title V/HSI/STEM Project Supervisor
 Department: Mathematics and the Natural and Health Sciences
 District Location: Main campus
 Position #: 6738
 New?: Yes
 Sal Grade/Step: 45/1
 Salary: \$5,018.01/month
 % of Position: 100%
 # Months: 12
 Effective: May 8, 2018
 Account #(s): K-212100-341100-60910-1112986/100%

7. RATIFY CHANGE TO ONE (1) CLASSIFIED POSITION

The Governing Board ratified the recommendation of the Superintendent/President regarding the change to the following classified position

- a. Position: Education Center Specialist
 Department: Instruction Office
 District location: North Education Center and South Education Center
 Name: Jesus Garcia
 Position #: 5856
 New?: No
 Remarks: Transfer to Instruction, position will report to both the North Education Center and South Education Center.

 Sal Grade/Stp: 19/11
 Salary: \$2,168.36/month
 % of Position: 45%
 # of Mos: 12
 Effective: May 28, 2018
 Account #(s): N-212200-354250-60910-0000000/50%
 W-212200-354250-60910-0000000/50%

 Normal Work Monday - Thursday, two days at the North Education Center and two
 Schedule: days at South Education Center 5:30 pm - 10:00 pm A 3% shift
 differential will be paid for hours worked between 6:00 pm & 10:00 pm

8. RATIFY CLASSIFIED EMPLOYMENT, ELEVEN (11) POSITIONS

The Governing Board ratified the recommendation of the Superintendent/President regarding the employment of the following classified employees:

- a. Name: Yvette Maynard
 Position: Education Center Coordinator
 Department: Instruction Office
 District Location: North Education Center
 Position #: 6692
 New?: Yes
 Remarks: Position was approved 11/14/17 voluntary demotion for Ms. Maynard.
 Sal Grade/Stp: 23/5
 Salary: \$4,983.16/month
 % of Position: 100%
 # of Mos: 12
 Effective: May 11, 2018
 Account #(s): N-212200-354250-60910-0000000/100%
 Normal Work Monday - Thursday, 11:00 a.m. - 10:00 p.m. A 3% shift differential will
 Schedule: be paid for hours worked between 6:00 p.m. and 10:00 p.m.
- b. Name: Robert Rebar
 Position: Custodian II
 Department: Custodial Services
 District Location: North Education Center
 Position #: 6690
 New?: Yes
 Remarks: Position was approved 11/14/17; transfer for Mr. Rebar.
 Sal Grade/Stp: 13/7
 Salary: \$4,030.64/month
 % of Position: 100%
 # of Mos: 12
 Effective: May 11, 2018
 Account #(s): N-212200-542200-65300-0000000/100%

Normal Work Schedule: Monday - Friday, 9:30 p.m. - 6:00 a.m. A 3% shift differential will be paid for hours worked between 6:00 p.m. and 10:00 p.m., and a 6% shift differential will be paid for hours worked between 10:00 p.m. and 6:00 a.m.

- c. Name: Michael Jackson
Position: Custodian II
Department: Custodial Services
District Location: South Education Center
Position #: 6689
New?: Yes
Remarks: Position was approved 11/14/17; transfer for Mr. Jackson.
Sal Grade/Stp: 13/4
Salary: \$3,718.98/month
% of Position: 100%
of Mos: 12
Effective: June 1, 2018
Account #(s): N-212200-542200-65300-0000000/100%
Normal Work Schedule: Monday - Friday, 9:30 p.m. - 6:00 a.m. A 3% shift differential will be paid for hours worked between 6:00 p.m. and 10:00 p.m., and a 6% shift differential will be paid for hours worked between 10:00 p.m. and 6:00 a.m.
- d. Name: Mitchell Howard
Position: Senior Programmer Analyst
Department: Programming
District Location: Main campus
Position #: 6662
New?: Yes
Remarks: Position was approved 6/13/17. Categorically funded; continuation of position is dependent on continuation of funds.
Sal Grade/Stp: 50/1
Salary: \$7,922.98/month
% of Position: 100%
of Mos: 12
Effective: May 11, 2018
Account #(s): K-212200-411100-66400-1612135/50%
K-212200-411100-66200-1612120/50%
- e. Name: Loran Green
Position: Admissions/Financial Aid Specialist II
Department: Enrollment Services
District Location: North Education Center
Position #: 6681
New?: Yes
Remarks: Position was approved 11/14/17.
Sal Grade/Stp: 22/1
Salary: \$4,002.62/month
% of Position: 100%
of Mos: 12
Effective: May 21, 2018
Account #(s): N-212200-475100-64600-0000000/50%;
N-212200-421100-62100-0000000/50%
- f. Name: Miguel Dumbrique
Position: Education Center Coordinator
Department: Instruction Office
District Location: South Education Center

Position #: 6691
New?: Yes
Remarks: Position was approved 11/14/17 promotion for Mr. Dumbrique.
Sal Grade/Stp: 23/1
Salary: \$4,098.93/month
% of Position: 100%
of Mos: 12
Effective: May 11, 2018
Account #(s): W-212200-354250-60910-0000000/100%
Normal Work Schedule: Monday - Thursday, 11:00 a.m. - 10:00 p.m. A 3% shift differential will be paid for hours worked between 6:00 p.m. and 10:00 p.m.

g. Name: Gerald Ravidou
Position: Police Officer
Department: Palomar College Police Department
District Location: North Education Center
Position #: 6704
New?: Yes
Remarks: Position was approved 11/14/17. Categorically funded; continuation of position is dependent on continuation of funds.
Sal Grade/Stp: 32/1
Salary: \$5,109.22/month
% of Position: 100%
of Mos: 12
Effective: May 11, 2018
Account #(s): D-212200-543100-69500-1812070/100%

h. Name: Daniel Lopez
Position: Police Officer
Department: Palomar College Police Department
District Location: Main campus
Position #: 5873
New?: No
Remarks: Replacement for Magauli So'oto. Categorically funded; continuation of position is dependent on continuation of funds.
Sal Grade/Stp: 32/1
Salary: \$5,109.22/month
% of Position: 100%
of Mos: 12
Effective: May 11, 2018
Account #(s): K-212200-543100-69500-1812070/100%

i. Name: Lilliana Velazco
Position: Student Support Specialist I
Department: Counseling Services
District Location: South Education Center
Position #: 6712
New?: Yes
Remarks: Position was approved 11/14/17.
Sal Grade/Stp: 18/1
Salary: \$3,629.69/month
% of Position: 100%
of Mos: 12
Effective: May 11, 2018
Account #(s): W-212200-462100-63100-0000000/100%

j. Name: Liliana Martinez
Position: Student Support Specialist I
Department: Counseling Services
District Location: North Education Center
Position #: 6713
New?: Yes
Remarks: Position was approved 11/14/17.
Sal Grade/Stp: 18/1
Salary: \$3,629.69/month
% of Position: 100%
of Mos: 12
Effective: May 11, 2018
Account #(s): N-212200-462100-63100-0000000/100%

k. Name: Patricia Pavlovics
Position: Admissions/Financial Aid Specialist II
Department: Enrollment Services
District Location: South Education Center
Position #: 6679
New?: Yes
Remarks: Position was approved 11/14/17.
Sal Grade/Stp: 22/1
Salary: \$4,002.62/month
% of Position: 100%
of Mos: 12
Effective: May 11, 2018
Account #(s): W-212200-475100-64600-0000000/50%;
W-212200-421100-62100-0000000/50%

9. RATIFY TWO (2) NEW CLASSIFIED POSITIONS

The Governing Board ratified the recommendation of the Superintendent/President regarding the approval of the following new classified positions:

a. Position: Service Learning Coordinator
Department: Occupational and Non-Credit Programs
District Location: Main campus
Position #: 6739
New?: Yes
Remarks: Position funded by categorical funds: Student Success and Equity Grant.
Continuation of position is dependent upon continuation of funds.
Sal Grade/Step: 26/1
Salary: \$4,414.09/month
% of Position: 100%
Months: 12
Effective: May 9, 2018
Account #(s): K-212200-411100-66400-1612135/100%

b. Position: Accountant
Department: Fiscal Services
District Location: Main campus
Position #: 3740
New?: Yes
Sal Grade/Step: 32/1
Salary: \$5,109.22/month
% of Position: 100%
Months: 12
Effective: May 9, 2018
Account #(s): A-212200-551100-67200-0000000/100%

10. RATIFY TWO (2) MEMORANDA OF UNDERSTANDING AND THREE (3) TENTATIVE AGREEMENTS BETWEEN THE DISTRICT AND THE PALOMAR FACULTY FEDERATION/AFT LOCAL 6161

The Governing Board ratified two MOUs and three Tentative Agreements between the District and the PFF/AFT with respect to the following sections of the PFF/District Agreement:

- MOU: Article 4 – Workload and Calendar
- MOU: Appendix F – Extra Duty Stipend/Reassignment Salary
- TA: Article 1 – Agreement
- TA: Article 23 – No Concerted Refusals to Work
- TA: Appendix H – Part-Time Faculty Office Hours

EXHIBIT J-10

11. RATIFY TWO (2) MEMORANDA OF UNDERSTANDING BETWEEN THE DISTRICT AND THE COUNCIL OF CLASSIFIED EMPLOYEES/AFT LOCAL 4522

The Governing Board ratified the following Memoranda of Understanding (MOU) between the District and the Council of Classified Employees/AFT:

- MOU: Article 15 – Holidays
- MOU: A.B. 119 (New Employee Orientation)

EXHIBIT J-11

12. RATIFY PERSONNEL ACTIONS/HISTORY INCLUDING STUDENT AND SHORT-TERM EMPLOYEE HIRES FOR APRIL AND MAY 2018

The Governing Board approved the Personnel Actions/History report, which includes student employee hires for the months of April 2018 and short-term employee hires for the month of May 2018.

EXHIBIT J-12

13. INFORMATION – ACKNOWLEDGE RETIREMENTS OF TWO (2) FACULTY MEMBERS

The Governing Board acknowledged the following retirement(s) accepted on its behalf by the Superintendent/President in accordance with Administrative Procedure 7380 – Retiree Health Benefits:

Group I

- Mark E. Walker, Professor, Mathematics Department, effective May 26, 2018. He has served Palomar College for 33 years from February 3, 1985 to May 26, 2018.

Group II

- Nancy Pince, Associate Professor, Nursing Education Department, effective May, 26, 2018. She has served Palomar College for 14 years from August 20, 2004 to May 26, 2018.

14. INFORMATION – CLASSIFIED PROFESSIONAL GROWTH AWARDS

In accordance with the Professional Growth Program for Classified Employees, the following employee is granted a \$500 annual stipend, prorated on a monthly basis, effective May 1, 2018:

Employee Name:	Mihail Cuibus
Position:	Senior Library Technician
Department:	Library
Course of Study:	Associate Degree

15. APPROVE APRIL 4 AND 18, 2018 CURRICULUM ACTION ITEMS FOR INCLUSION IN THE PALOMAR COLLEGE CURRICULUM INVENTORY EFFECTIVE FALL 2018

The Governing Board approved Curriculum Action Items dated April 4, 2018 and April 18, 2018 which have been examined by the Curriculum Committee and the Faculty Senate and are being recommended for inclusion in the Palomar College Curriculum Inventory, effective fall 2018 as detailed in the exhibit.

EXHIBIT J-15

16. APPROVE OFFERING NEW COMMUNITY EDUCATION CLASSES

The Governing Board approved the community education offerings and authorizes Workforce Development & Extended Studies to contract within the established guidelines of the Workforce & Community Development Faculty Senate Advisory Group and the Office of Workforce Development and Extended Studies.

EXHIBIT J-16

17. REVIEW AND RATIFY CONTRACTS AND AGREEMENTS MADE FOR PRIOR SIXTY (60) DAYS

The Governing Board ratified and approved all contracts and agreements for the period March 1, 2018 through April 30, 2018 and entered into on behalf of the Palomar Community College District, as detailed on accompanying exhibit.

EXHIBIT J-17

18. APPROVE PALOMAR COMMUNITY COLLEGE DISTRICT BOARD POLICIES

The Governing Board approved the following Board Policies. They were previously reviewed and approved by the Policies and Procedures Committee and the Strategic Planning Council. These items were presented to the Board for first reading on April 10, 2018.

BP 4040 – Library and Other Instructional Support Services	BP 7335 – Health Examinations
BP 7100 – Commitment to Diversity	BP 7340 – Leaves
BP 7110 – Delegation of Authority, Human Resources	BP 7341 – Sabbaticals
BP 7130 – Compensation	BP 7345 – Catastrophic Leave Program
BP 7140 – Collective Bargaining	BP 7347 – Family Medical Leave
BP 7150 – Employee Evaluations	BP 7350 – Resignations
BP 7160 – Professional Development	BP 7361 – Academic Due Process
BP 7175 – District Awards	BP 7370 – Use of District Resources for Political Activity
BP 7210 – Academic Employees	BP 7510 – Domestic Partners
BP 7211 – Faculty Service Areas and Competencies	BP 7600 – Palomar College Police Department
BP 7230 – Classified Employees	BP 7700 – Whistleblower Protection
BP 7236 – Short-term Employees	BP 7800 – Institutional Reassignment - Lateral Transfer
BP 7240 – Confidential Employees	BP 7850 – Exchange Program

EXHIBIT J-18

The Governing Board of the Palomar Community College District reviewed the following Board Policies. They were approved by the Policies and Procedures Committee and the Strategic Planning Council. These items will be presented to the Board for second reading in May 2018.

EXHIBIT J-19

The Governing Board reviewed the Administrative Procedures as listed. These procedures have been reviewed and approved by the Policies and Procedures Committee and the Strategic Planning Council and are presented here as informational items only.

AP 7343 – Industrial Accidents and Illnesses

EXHIBIT J-20

The Governing Board accepted the following gifts and directs that appropriate letters of appreciation be sent to the donors:

- a. RBI scroll saw and lamp donated by Robert Schmidt, 1404 Sante Fe Dr., Encinitas, CA 92024. Value estimated by donor totals \$350.00.
- b. Car-o-liner double action medium frequency spot welder #5000621221H007 donated by Stroyer Brothers Auto Body and Painting, 360 No. Hale Ave. Escondido, CA 92029. Value estimated by donor totals \$12,000.00.

In accordance with Section 72425(d) of the CA Education Code, the Governing Board acknowledged and excuses the absences' of Chris Hopp and Mark Evilsizer from the April 24, 2018 special meeting due to personal necessity.

RESOLUTION 17-21540

Resumption of REGULAR AGENDA

- K. ACTION ON ITEMS REMOVED FROM CONSENT CALENDAR** There were none.

L. REPORTS FROM COLLEGE GROUPS

1. INFORMATION: Report of the Faculty Senate

Travis Ritt, President of the Faculty Senate, thanked the Board for their ratification of new faculty hires; shared that Candace Rose and Erin Hiro will be serving as Faculty Senate Vice President and Secretary respectively; talked about the upcoming elections for Senate President; and reminded everyone that the Faculty Appreciation Celebration Event was being held on May 18th. He thanked the Vice Presidents for their work this past year

2. INFORMATION: Report of the Palomar Faculty Federation

Teresa Laughlin, Co-President of the PFF, reported that Colleen Bixler is retiring from PFF, shared that Barbara Baer will serve as the new PFF Co-President, and reported that the union is not renewing their lease of the Mulberry union hall facility.

3. INFORMATION: Report of the Administrative Association

Connie Sterling, President of the Administrative Association, absent.

4. INFORMATION: Report of the Confidential and Supervisory Team

Jenny Akins, President of the Confidential and Supervisory Team, shared that planning for the joint AA/CAST retreat is being postponed due to the increased workload related to the opening of the North and South Education Centers.

5. INFORMATION: Report of the CCE/AFT

Anel Gonzalez, President of the CCE, talked about Palomar's Sports Information Director, Tom Saxe, and reported that he reached out to the CCE because his job is only 45% and he's been working unpaid overtime for years. Anel asked the Board to advocate for the position being increased to a full-time position.

6. INFORMATION: Report of the Associated Student Government

Chris Hopp, ASG President, reported on the ASG elections noting the voter turnout was greatly increased this year. He shared that the new constitution and two ballot measures all passed. In closing, he introduced Amber Bancroft the new ASG President.

M. UNFINISHED BUSINESS There was no unfinished business.

N. NEW BUSINESS

1. REVIEW & APPROVE PURCHASES MADE MARCH 1-28, 2018

MSC Evilsizer/Hensch

The Governing Board pursuant to Resolutions 14-21157 and 14-21158 adopted November 12, 2013 reviewed and approved purchase transactions and contracts entered into on behalf of the Palomar Community College District as listed on the attached exhibit. Purchases listed are made against the 2017-2018 fiscal year budgets:

Purchase Orders Time Period: 03/28/18–04/26/18	\$7,055,852.12
Procurement Card Time Period: 02/23/18-03/22/18	<u>\$136,446.91</u>
	<u>\$7,192,299.03</u>

EXHIBIT N-1

The vote was unanimous. Student Trustee aye.

2. AWARD CONTRACT TO ZOOM VIDEO COMMUNICATIONS FOR E-CONFERENCING HOSTING SERVICES FOR \$350,000.00

MSC Halcón/Evilsizer

The Governing Board approved award of Bid #B18-07 E-Conferencing Hosting Services, to execute a contract between the District and one of the three lowest responsive and responsible bidders, Zoom Video Communications, Inc. funded through CCC TechConnect.

EXHIBIT N-2

The vote was unanimous. Student Trustee aye.

3. APPROVE SEWER SERVICE AGREEMENT WITH RAINBOW MUNICIPAL WATER DISTRICT FOR THE NORTH EDUCATION CENTER

MSC Halcón/Hensch

The Governing Board approved an agreement between Rainbow Municipal Water District of San Diego County and Palomar Community College District. The agreement is required by the Rainbow Water District to connect to sewer main at Horse Creek Lift Station upon its completion that will provide sewer service for the North Education Center and for District to reimburse Rainbow Municipal Water District for construction costs for sewer stub constructed by D.R. Horton.

EXHIBIT N-3

The vote was unanimous. Student Trustee aye.

4. APPROVE GRANT DEED PEDESTRIAN ACCESS EASEMENT WITH THE CITY OF SAN DIEGO FOR THE RANCHO BERNARDO EDUCATION CENTER

MSC Deerfield/Evilsizer

The Governing Board approved an easement/right-of-way with the City of San Diego a permanent easement and right-of-way for pedestrian and non-vehicular use, on affected portions of District property located at the Rancho Bernardo Education Center, in order for the District to obtain City of San Diego Engineer drawings for the Offsite Intersection Improvement Project.

EXHIBIT N-4

The vote was unanimous. Student Trustee aye.

5. RATIFY LEGAL FINDING THAT IT WOULD NOT BE ADVANTAGEOUS OR PRACTICAL TO BID OUT SCOPE CHANGES ON THE SITE WET UTILITY BID PACKAGE AT THE NORTH EDUCATION CENTER PROJECT

MSC Hensch/Halcón

The Governing Board found that, due to the aggressive project schedule and short duration remaining for completion of North Education Center project and, the potential delay and expense of not opening the campus for Summer 2018 classes and, of advertising and rebidding the work, plus the additional cost and risk associated with involving another contractor at this stage of the project, it would not be advantageous or practical to the District to advertise and bid out miscellaneous changes to the scope of work of the project under the current circumstances.

The vote was unanimous. Student Trustee aye.

6. APPROVE TWO CHANGE ORDERS TOTALING \$413,305.00 FOR PROJECTS AT THE NEW NORTH AND SOUTH EDUCATION CENTERS

MSC Evilsizer/Halcón

The Governing Board approved the following Change Orders as detailed in the exhibit:

- a. CO #1 for \$96,951.00 for changes required by DSA and owner requested changes for the North Education Center Project.
- b. CO #7 for \$316,354.00 for State Elevator Inspector requirements, modifications to the construction details and owner added scope of work and increase the project duration by 45 working days at the Rancho Bernardo Education Center for a new project completion date of March 16, 2018.

EXHIBIT N-6

The vote was unanimous. Student Trustee aye.

7. RECOMMENDATION: ACTION –ACCEPT AS COMPLETE & FINAL PARKING STRUCTURE AND POLICE SUBSTATION PROJECT; AUTHORIZE RELEASE OF RETENTION TO MCCARTHY HOLDINGS AND RECORD NOTICE OF COMPLETION

MSC Halcón/Hensch

The Governing Board hereby accepts the Parking Structure and Police Substation Project as complete and final, authorizes the Superintendent/ President to execute and file the Notice of Completion for McCarthy Holdings, Inc., and authorizes all money due and owing to McCarthy Holdings, Inc. be paid. [With the exception of the five percent (5%) retention, which shall be paid following the expiration of thirty-five (35) calendar days from the date of this resolution, provided no liens are filed within this period.]

The vote was unanimous. Student Trustee aye.

8. CALL FOR SPECIAL MEETING OF THE GOVERNING BOARD ON MAY 22, 2018

MSC Evilsizer/Hensch

The Governing Board of the Palomar Community College District hereby calls a Special Meeting of the Board on May 22, 2018 at 4:00 p.m. to participate in BoardDocs training, review the results of the Board's Self-Evaluation and, participate in a workshop on the Annual Institutional Effectiveness Review & Student Success Scorecard.

The vote was unanimous. Student Trustee aye.

9. DISCUSS AND VOTE WHETHER TO CHANGE THE DAYS OF THE GOVERNING BOARD MEETINGS AT THE NEXT ORGANIZATIONAL MEETING IN DECEMBER

MSC Halcón/Evilsizer

Trustee Deerfield talked about the polls that were taken by the President's Office related to this topic. Given the responses to the poll Deerfield amended the motion to state: The Board shall, at the Organizational Meeting in December, change its Regular Meeting days to the 1st Tuesdays of the month; the 3rd Tuesdays of the month shall be held for Special meetings as needed. Trustee Hensch asked the motion be clarified as to when the change would start. The Board, by unanimous consent, agreed to initiate the change on the first Tuesday in December.

EXHIBIT N-9

The vote was unanimous. Student Trustee aye.

10. SET AND APPROVE A NOT-TO-EXCEED BUDGET AMOUNT IN SUPPORT OF TRUSTEE PROFESSIONAL DEVELOPMENT

MS Halcón/Evilsizer

The Governing Board discussed the topic. Following discussions Trustee Deerfield motioned to table the item, Trustee Hensch seconded the motion. The items was tabled.

EXHIBIT N-10

The vote to table was unanimous. Student Trustee aye.

O. **BOARD REQUESTS FOR REPORTS**

The Governing Board hereby requests that the District provide for it a report, agenda item, or general information at a later date on the Mecha homeroom idea.

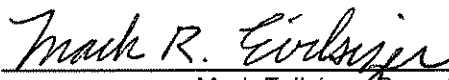
P. **RECESS TO CLOSED SESSION**: Not needed.

Q. **RECONVENE TO OPEN SESSION**: Not needed.

R. **ADJOURNMENT** The meeting adjourned at 6:08 p.m.



Paul McNamara, Board President



Mark Evilsizer, Secretary



APPROVED 6/12/2018
GOVERNING BOARD MINUTES
SPECIAL MEETING, TUESDAY, MAY 22, 2018
PALOMAR COMMUNITY COLLEGE DISTRICT
1140 WEST MISSION ROAD, ROOM SSC-1
SAN MARCOS, CALIFORNIA

A. CALL MEETING TO ORDER

B.

Board President McNamara called the meeting to order at 4:01 p.m.

C. ROLL CALL:

PRESENT

PAUL P. MCNAMARA, PRESIDENT
JOHN HALCÓN, VICE PRESIDENT
MARK R. EVILSIZER, SECRETARY
NINA DEERFIELD, TRUSTEE

ABSENT

NANCY ANN HENSCH, TRUSTEE
CHRIS HOPP, STUDENT TRUSTEE

D. PUBLIC COMMENTS There were none

1. **RECESS TO CLOSED SESSION** The Board recessed to closed session at 4:01 p.m. to discuss:
Public Employee Discipline/Dismissal/Release Pursuant to Government Code Section 54957,
et seq. (1 cases)

E. RECONVENE TO OPEN SESSION AND REPORTING OF ACTION(S) TAKEN IN CLOSED SESSION: The Board reconvened at 4:56 p.m., all present (except Hensch and Hopp.) Board President McNamara reported that there were no reportable actions taken during closed session.

F. CALL FOR REMOVAL OF ITEMS FROM — OR CHANGES TO — THE AGENDA There were none.

G. WORKSHOP: BOARD DOCS (EMERALD DATA SYSTEMS) TRAINING

Debra Doerfler, Sr. Executive Assistant introduced Martha Crook, Implementation Specialist, Emerald Data Systems, on the new BoardDocs agenda management system. Ms. Crook introduced herself and led the Board through a step-by-step process navigating through BoardDocs on the new District-supplied tablets. The BoardDocs training workshop concluded at 5:33 p.m.

H. PUBLIC COMMENTS There were none.

I. APPROVAL OF CONSENT CALENDAR ITEMS

Action: On a motion by Trustee Halcón, seconded by Trustee Evilsizer, the Board approved items 1-6.
Ayes: McNamara, Halcón, Evilsizer, and Deerfield
Noes: None
Absent: Hensch
Student Trustee: Absent

1. RATIFY CLASSIFIED EMPLOYMENT

The Governing Board ratified the recommendation of the Superintendent/President regarding the employment of the following classified employees:

- a. **Name:** Mark Lynch
Position: Police Officer
Department: Palomar College Police Department
District Location: South Education Center
Position #: 6703
New?: Yes
Remarks: Position was approved 11/14/17. Categorically funded; continuation of position is dependent on continuation of funds.
Sal Grade/Stp: 32/1
Salary: \$5,109.22/month
% of Position: 100%
of Mos: 12
Effective: June 1, 2018
Account #(s): X-212200-543100-69500-1812070/100%
- b. **Name:** Arianna Valdez
Position: Admissions/Financial Aid Specialist II
Department: Enrollment Services
District Location: South Education Center
Position #: 6678
New?: Yes
Remarks: Position was approved 11/14/17.
Sal Grade/Stp: 22/3
Salary: \$4,414.09/month
% of Position: 100%
of Mos: 12
Effective: June 1, 2018
Account #(s): W-212200-475100-64600-0000000/50%;
W-212200-421100-62100-0000000/50%
- c. **Name:** Sterling Briggs
Position: Admissions/Financial Aid Specialist II
Department: Enrollment Services
District Location: North Education Center
Position #: 6680
New?: Yes
Remarks: Position was approved 11/14/17.
Sal Grade/Stp: 22/2
Salary: \$4,200.48/month
% of Position: 100%
of Mos: 12

- Effective: June 1, 2018
Account #(s): N-212200-475100-64600-0000000/50%;
N-212200-421100-62100-0000000/50%
- d. Name: Brittany Woolsey
Position: Police Compliance Coordinator
Department: Palomar College Police Department
District Location: Main campus
Position #: 5716
New?: No
Remarks: Replacement for Karen Boguta-Reeve. Categorically funded;
continuation of position is dependent on continuation of funds.
Sal Grade/Stp: 29/1
Salary: \$4,748.52/month
% of Position: 100%
of Mos: 12
Effective: June 1, 2018
Account #(s): K-212200-543100-69500-1812070/100%
- e. Name: Sean Heath
Position: Facilities Maintenance Technician
Department: Facilities
District Location: South Education Center
Position #: 6694
New?: Yes
Remarks: Position was approved 11/14/17; transfer for Mr. Heath.
Sal Grade/Stp: 18/7
Salary: \$4,554.17/month
% of Position: 100%
of Mos: 12
Effective: June 1, 2018
Account #(s): W-212200-542100-65100-0000000/100%
- f. Name: Ryan Davis
Position: Audio Visual Technician
Department: Information Services
District Location: Main campus
Position #: 6684
New?: Yes
Remarks: Position was approved 11/14/17.
Sal Grade/Stp: 32/1
Salary: \$5,109.22/month
% of Position: 100%
of Mos: 12
Effective: June 1, 2018
Account #(s): A-212200-561100-67800-0000000/100%
- g. Name: Jason Schmeiser
Position: Senior Grounds Maintenance Technician
Department: Grounds Services
District Location: South Education Center
Position #: 6705
New?: Yes
Remarks: Position was approved 11/14/17.
Sal Grade/Stp: 18/1
Salary: \$3,629.69/month

- % of Position: 100%
of Mos: 12
Effective: June 1, 2018
Account #(s): W-212200-542300-65500-0000000/100%
- h. Name: Nicolas Quintana
Position: Tutoring Center Coordinator
Department: Tutoring Services
District Location: South Education Center
Position #: 6714
New?: Yes
Remarks: Position was approved 11/14/17.
Sal Grade/Stp: 23/1
Salary: \$4,098.93/month
% of Position: 100%
of Mos: 12
Effective: June 1, 2018
Account #(s): W-212200-477100-61110-0000000/100%
- i. Name: Angelica Orlova
Position: Instructional Support Assistant IV
Department: Chemistry
District Location: South Education Center
Position #: 6698
New?: Yes
Remarks: Position was approved 11/14/17.
Sal Grade/Stp: 27/1
Salary: \$4,520.90/month
% of Position: 100%
of Mos: 12
Effective: June 4, 2018
Account #(s): W-212200-342200-19050-0000000/100%
- j. Name: Stephanie Roman
Position: Custodian I
Department: Custodial Services
District Location: South Education Center
Position #: 6685
New?: Yes
Remarks: Position was approved 11/14/17; transfer for Ms. Roman.
Sal Grade/Stp: 9/1
Salary: \$2,913.57/month
% of Position: 100%
of Mos: 12
Effective: June 1, 2018
Account #(s): W-212200-542200-65300-0000000/100%
Normal Work Schedule: Monday - Friday, 9:30 p.m. - 6:00 a.m. A 3% shift differential will be paid for hours worked between 6:00 p.m. and 10:00 p.m., and a 6% shift differential will be paid for hours worked between 10:00 p.m. and 6:00 a.m.
- k. Name: Eddie Tirado
Position: Custodian I
Department: Custodial Services
District Location: North Education Center
Position #: 6688

New?: Yes
Remarks: Position was approved 11/14/17.
Sal Grade/Stp: 9/1
Salary: \$2,913.57/month
% of Position: 100%
of Mos: 12
Effective: June 1, 2018
Account #(s): N-212200-542200-65300-0000000/100%

I. Name: Diego Lecca
Position: Tutoring Center Coordinator
Department: Tutoring Services
District Location: North Education Center
Position #: 6715
New?: Yes
Remarks: Position was approved 11/14/17.
Sal Grade/Stp: 23/1
Salary: \$4,098.93/month
% of Position: 100%
of Mos: 12
Effective: June 1, 2018
Account #(s): N-212200-477100-61110-0000000/100%

2. RATIFY NEW CLASSIFIED POSITION

The Governing Board ratified the recommendation of the Superintendent/President regarding the approval of the following new classified position:

a. Position: Outreach Specialist
Department: Mathematics and the Natural and Health Sciences
District Location: Main Campus
Position #: 6739
New?: Yes
Remarks: Categorically funded; continuation of position is dependent on continuation of funds.
Sal Grade/Step: 21/1
Salary: \$3,904.59/month
% of Position: 100%
Months: 12
Effective: May 23, 2018
Account #(s): K-212200-341100-60910-1612940/100%

3. RATIFY CHANGE TO CLASSIFIED POSITION

The Governing Board ratified the recommendation of the Superintendent/President regarding the change to the following classified position:

a. Position: Tutoring Center Coordinator
Department: Languages & Literature
District location: Main Campus
Name: Melissa Griggs
Position #: 6571
New?: No
Remarks: Increase FTE from 45% to 100%. Categorically funded; continuation of position is dependent on continuation of funds.
Sal Grade/Stp: 23/2

Salary: \$4,305.52/month
% of Position: 100%
of Mos: 11
Effective: June 1, 2018
Account #(s): K-212200-311100-61100-1612304/100%

4. APPROVE EQUAL EMPLOYMENT OPPORTUNITY FUND MULTIPLE METHOD ALLOCATION MODEL CERTIFICATION FORM, FY 2017-18

The Governing Board approved the Equal Employment Opportunity Fund Multiple Method Allocation Model Certification Form pursuant to Title 5 § 53030. This form is sent to the California Community Colleges Chancellor's Office to report the various activities that the District is implementing to promote equal employment opportunity for each of the nine Multiple Methods.

EXHIBIT F-4

5. ESTABLISH ELECTION REGULATIONS FOR THE STATEWIDE GENERAL ELECTION ON NOVEMBER 6, 2018

The Governing Board established the following election regulations for the November 6, 2018 statewide general election as required by the Office of the Registrar of Voters:

- Tie votes shall be determined by lot (Education Code Section 5016)
- Candidates to pay all charges for Candidate's Statement (Elections Code Section 13307)
- Candidate Statements are to be a maximum of 200 words (Elections Code Section 13307)
- Selected the UT San Diego as the newspaper of general circulation in which the notice of election should be published.

EXHIBIT F-5

6. SET TERM, COMPENSATION AND VOTING PRIVILEGES OF OFFICE FOR STUDENT TRUSTEE

The Governing Board sets the term for the non-voting Student Trustee for 2018-2019, for a one-year term commencing June 1, 2018; sets the compensation at \$420.00 per month; and affords the Student Trustee the privilege to cast an advisory vote, although the vote shall not be included in determining the vote required to carry any measure before the Board.

J. ACTION ON ITEMS REMOVED FROM CONSENT CALENDAR There were none.

K. BOARD WORKSHOP

Sr. Director Barton proposed the Board review and discuss the results of the Board's Self-Evaluation prior to the Institutional Effectiveness and Student Success Scorecard Review. There being no objection Board President McNamara lead the review. He reported that there were some personnel related comments submitted and as such, they are restricted to discussion in Closed Session; he noted they would not discuss those items in Open Session. McNamara reported that where there was consensus in the self-evaluation results there need be no discussion, however on items where there was not consensus he encouraged discussion. Trustees discussed the importance of remaining informed about the District's educational programs and services and the importance of remaining a policy-level board and, they reviewed the evaluation comments made regarding policy vs. operations. Trustees discussed conflicts of interest, perception of such conflicts as well as the matter of equivalency. Faculty Senate President, Travis Ritt and Vice President Norman commented on the equivalency topic. Trustees talked about the new trustee on-boarding process and offered ideas on ways to improve the process. The Board reviewed their goals and associated tasks and, talked about the need to increase the diversity of the college's faculty. In closing, Board President

McNamara reviewed the comments made regarding accomplishments, strengths of the Board and areas of opportunity and items to address in the upcoming year.

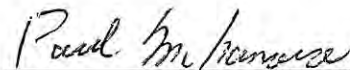
Michelle Barton, Sr. Director Institutional Research, Planning and Grants facilitated the Annual Institutional Effectiveness Review & Student Success Scorecard Review. She discussed the importance of reviewing the Scorecard with the Board to meet legislative requirements.

At 6:21 p.m., Board President McNamara left the dais, he returned at 6:37 p.m.

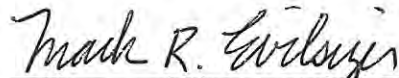
Director Barton reviewed the Institutional Effectiveness Executive Summary. The Board discussed student demographics, the San Diego County labor market, student access and enrollment. Director Barton reviewed the transfer volume trends from 2012/13 to 2016/17. The workshop continued with a review of the 2018 Student Success Scorecard data. Discussion took place on the increases in completion rates and their importance. Board members asked clarifying questions and Director Barton responded. The Chancellor's Vision for Success goals were reviewed and discussed. Board members asked for additional information on the targets that were established in the goals; Director Barton reported that the District will continue to keep the Board informed as more information becomes available on those state level goals. Director Barton shared that the number of reporting metrics is being reduced and consolidated where appropriate. In closing, she discussed some of the many opportunities and challenges moving forward including SEM and Guided Pathways plans, the new education centers in Fallbrook and Rancho Bernardo, the Promise Program and FYE requirements and, Multiple Measures and Placement.

L. **ADJOURNMENT**

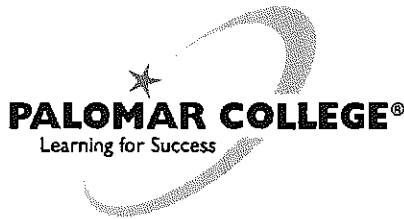
The meeting adjourned at 6:50 p.m.



Paul McNamara, Board President



Mark Evilsizer, Secretary



APPROVED 7/10/2018
GOVERNING BOARD MINUTES
MEETING OF THE GOVERNING BOARD
TUESDAY, JUNE 12, 2018
PALOMAR COMMUNITY COLLEGE DISTRICT
ROOM SSC-1, SAN MARCOS CAMPUS
1140 W. MISSION RD., SAN MARCOS, CALIFORNIA

A. **CALL MEETING TO ORDER**

Board President Paul McNamara called the meeting to order at 4:00 p.m. in SSC-1.

B. **ROLL CALL**

PRESENT

PAUL P. MCNAMARA, PRESIDENT

JOHN HALCÓN, VICE PRESIDENT

MARK R. EVILSIZER, SECRETARY

NINA DEERFIELD, TRUSTEE

NANCY ANN HENSCH, TRUSTEE

AMBER BANCROFT, STUDENT TRUSTEE (arrived 5:00 pm)

ABSENT

NONE

C. **PUBLIC COMMENTS** There were none.

D. **RECESS TO CLOSED SESSION** The Board recessed to closed session in room A-1 at 4:00 p.m.

E. **RECONVENE TO OPEN SESSION** The Board reconvened to open session in SSC-1 at 5:42 p.m. All trustees present.

1. Reporting of actions(s) taken in Closed Session. Board President McNamara reported there were three reportable actions taken in closed session as follows:
 - By unanimous vote, the Board took action to approve the Final Settlement Agreement with Release of all Claims between the District and employee #007560785.
 - By unanimous vote, the Board took action to approve the Final Settlement Agreement with Release of all Claims between the District and employee #004201742.
 - The Board took final action by unanimous vote to terminate employee number # 009482406 effective June 12, 2018.
2. Presentation: 2018 NAACP Salute To Women of Color Distinguished Woman Award. Representatives from the North San Diego County NAACP: Satia Austin, Kelley Gillespie, Inez Williams and Stephen Davis attended the meeting and presented an award to Dr. Blake.
3. Following the Pledge of Allegiance the meeting continued.
4. Board President McNamara Administered Oath of Office to incoming Student Trustee, Amber Bancroft, and to newly hired Police Officers: Daniel Lopez, Gerald Rabidou and Mark Lynch.
5. Call for Removal of Items from – or Changes to – the Agenda. There were none.

F. EXPULSION OF THREE STUDENTS

Pursuant to Education Code Section 72122 and Administrative Procedure 5520 - Student Discipline Procedures, in closed session, the Governing Board considered the District's recommendation for the expulsion of student # 011152359. The Board, by a vote of 5/0 in open session, approved the recommended disciplinary action of expelling student 011152359 from all Palomar Community College District's campuses, programs, educational sites and activities pursuant to California Education Code section 72122 effective: June 12, 2018. MSC Evilsizer/Hensch

Pursuant to Education Code Section 72122 and Administrative Procedure 5520 - Student Discipline Procedures, in closed session, the Governing Board considered the District's recommendation for the expulsion of student # 003833603. The Board, by a vote of 5/0 in open session, approved the recommended disciplinary action of expelling student 003833603 from all Palomar Community College District's campuses, programs, educational sites and activities pursuant to California Education Code section 72122 effective: June 12, 2018. MSC Halcón/Hensch

Pursuant to Education Code Section 72122 and Administrative Procedure 5520 - Student Discipline Procedures, in closed session, the Governing Board considered the District's recommendation for the expulsion of student # 000235871. The Board, by a vote of 5/0 in open session, approved the recommended disciplinary action of expelling student 011152359 from all Palomar Community College District's campuses, programs, educational sites and activities pursuant to California Education Code section 72122 effective: June 12, 2018. MSC Deerfield/Hensch

G. PUBLIC COMMENTS There were none.

H. APPROVAL OF MINUTES FOR THE REGULAR AND SPECIAL MEETINGS IN THE PREVIOUS MONTH

MSC Halcón/Evilsizer

The Board approved the May 8, 2018 minutes as written. The vote was unanimous. Student Trustee -abstain.

MSC Evilsizer/Halcón

The Board approved the May 22, 2018 minutes as written. The vote was 4/0/1 (Hensch abstaining). Student Trustee - abstain.

I. REPORTS

Presentation on Parking Fees/License Plate Readers – Police Chief Christopher Moore

Chief Moore shared that long wait lines at the cashier's office triggered nine months of research into the situation and possible solutions. The problem was determined to be related to student parking permits and associated issues with parking citations/fines. He introduced a proposed solution – electronic parking permits – and discussed costs involved with the proposal as well as costs associated with the district's current processes. The product proposed is ParkingPlus® by Credential Solutions. Chief Moore reported that his vendor is the same one that manages Palomar's transcript service. He discussed the rationale behind the use of the system as well as the proposed parking permit fee increase of \$6.00. Trustees asked for clarification on the license plate readers and expressed concerns with privacy. Student Trustee Bancroft shared the ASG's concerns and noted that the ASG voted to support the fee increase.

Board President McNamara talked about the commencement ceremony and commented on the Palomar "P" mountain icon.

Trustee Halcón reported on his attendance at the Honor's night event, the CALWorks luncheon, the fire fighters graduation and commencement.

Trustee Evilsizer welcomed student trustee Amber Bancroft. He reported attending the Puente graduation, the Harvey Milk breakfast, the Faculty Achievement Celebration of Excellence ("FACE")

event, Honor's Night, MEChA event, Cabinet and Furniture Awards celebration and Commencement. He talked about the Encuentro's leadership event, the Fallbrook Education center grand opening, and the Classified Appreciation luncheon.

Trustee Deerfield responded that she too attended many of the same events as trustee Evilszler. She talked about the fire fighter graduation, the MEChA event, and the Classified Appreciation luncheon.

Trustee Hensch expressed appreciation to her fellow trustees for their support during a difficult personal time. She welcomed student trustee Amber Bancroft to the Board.

Student Trustee Amber Bancroft thanked the Board for their support. She had no report.

Superintendent/President Blake thanked those involved with getting the North and South Centers up and running. She talked about attending a Rancho Bernardo Community Council meeting and noted it was very productive.

Vice President Jack Kahn reported that the first classes at the newly opened North and South centers started on Monday, June 11 and expressed appreciation to all the faculty and staff involved in making students feel welcomed at the new facilities.

Vice President Adrian Gonzales acknowledged the Student Services staff on the agenda as new hires. He welcomed Amber Bancroft. He acknowledged two retirements, Rebecca Barr and Marilyn Lunde, and commented on their many years of service to the District. VP Gonzales updated the Board on the Promise Program numbers including the gross applications, eligible applicants and full- and part-time enrolled students. He talked about the many benefits to students enrolled via the Promise Program. In closing, he noted that Palomar is the largest Promise Program in the County. He thanked everyone involved for the institutional effort in making it a success.

Vice President Ron Perez thanked the Fiscal and Administrative staff for their efforts in getting the new centers open. He expressed gratitude for VP Adrian Gonzales' years of service to Palomar and wished him the very best in his new position with San Diego CCD.

Vice President Lisa Norman thanked the HR staff for their efforts at getting the new centers staffed.

J. APPROVAL OF CONSENT CALENDAR ITEMS

Action: On a motion by Trustee Deerfield, seconded by Trustee Hensch, the Board approved items 1-3a and 4-33 (item 3b was pulled for discussion.)
Ayes: McNamara, Halcón, Evilszler, Deerfield, and Hensch
Noes: None
Absent: None
Student Trustee: Aye

1. RATIFY ACADEMIC EMPLOYMENT

The Governing Board ratified the recommendation of the Superintendent/President regarding the employment of the following academic employees:

a. **Name:** Rebecca Mattson
 Position: Assistant Professor, Nursing (Maternal Health/Obstetrics)
 Department: Nursing Education
 Degrees: M.S., Nursing: Nurse Educator
 B.S.N., Nursing
 Position #: 6367
 New?: Yes
 Remarks: Position approved 9/12/17.
 Sal Grade/Stp: C/8
 Salary: \$8,096.39/month

% of Position: 100%
of Mos: 10
Effective: August 16, 2018
Account #(s): A-111000-348200-12300-0000000/100%

b. Name: Gina Wilson
Position: Assistant Professor, Child Development/Early Childhood Education
Department: Child Development
Degrees: M.A., Human Development
B.S., Child Development
Position #: 6729
New?: Yes
Remarks: Position approved 12/12/17.
Sal Grade/Stp: C/8
Salary: \$8,096.39/month
% of Position: 100%
of Mos: 10
Effective: August 16, 2018
Account #(s): A-111000-364200-13050-0000000/100%

c. Name: Elise Lindgren
Position: Assistant Professor, Biological Sciences
Department: Biology
Degrees: M.S., Biology
B.S., Biochemistry and Cell Biology
Position #: 6727
New?: Yes
Remarks: Position approved 12/12/17.
Sal Grade/Stp: C/1
Salary: \$6,200.53/month
% of Position: 100%
of Mos: 10
Effective: August 16, 2018
Account #(s): A-111000-346200-04010-0000000/100%

d. Name: Joseph Lucido
Position: Assistant Professor, Architecture
Department: Design and Manufacturing Technologies
Degrees: Master of Architecture, Real Estate Development
Bachelor of Architecture
2+ Years of Experience
Position #: 6301
New?: Yes
Remarks: Position approved 12/12/17.
Sal Grade/Stp: C/8
Salary: \$8,096.39/month
% of Position: 100%
of Mos: 10
Effective: August 16, 2018
Account #(s): A-111000-335600--02010-0000000/100%

- e. Name: Efrem Alexander
 Position: Counselor/Assistant Professor
 Department: Counseling Services
 Degrees: M.A., Education
 B.B.A., Business
 Minimum qualifications approved by the Faculty Senate Equivalency
 Committee on 6/12/15.
 Position #: 6724
 New?: Yes
 Remarks: Position approved on 11/14/17.
 Sal Grade/Stp: C/2
 Salary: \$6,471.38/month
 % of Position: 100%
 # of Mos: 11
 Effective: July 1, 2018
 Account #(s): N-122100-462100-63100-0000000/100%
- f. Name: Ladylyn Dominguez
 Position: Counselor/Assistant Professor
 Department: Counseling Services
 Degrees: M.S., Educational Counseling
 B.S., Bus. Admin. (High Tech. Mgmt.)
 Position #: 6723
 New?: Yes
 Remarks: Position approved on 11/14/17.
 Sal Grade/Stp: D/1
 Salary: \$6,471.38/month
 % of Position: 100%
 # of Mos: 11
 Effective: July 1, 2018
 Account #(s): W-122100-462100-63100-0000000/100%

2. RATIFY PART-TIME FACULTY EMPLOYMENT

The Governing Board ratified the recommendation of the Superintendent/President regarding the employment of the following part-time faculty; said part-time faculty are not scheduled to teach more than a 67 percent load in a single semester:

- a. Name: Buquet, Lori
 Discipline: Emergency Medical Technologies
 Department: Emergency Medical Education
 Degrees: B.S., Nursing
 2+ Years of Experience
 Sal Grade/Stp: A/1
 Salary: \$58.37
 Effective: Spring 2018
- b. Name: Bergmanis, Eric
 Discipline: Oceanography
 Department: Earth, Space and Environmental Sciences
 Degrees: M.S., Geology & Geophysics
 B.A., Geology
 Sal Grade/Stp: B/1
 Salary: \$59.79
 Effective: Summer 2018

- c. Name: Haisten, David
 Discipline: Biological Sciences
 Department: Biology
 Degrees: M.S., Evoltn, Ecol & Organismal Bio
 B.S., Ecology and Evolution

 Sal Grade/Stp: B/1
 Salary: \$59.79
 Effective: Summer 2018

- d. Name: Harris, Bryan
 Discipline: Sociology
 Department: Behavioral Sciences
 Degrees: M.A., Sociological Practice
 B.A., Sociology

 Sal Grade/Stp: B/1
 Salary: \$59.79
 Effective: Summer 2018

- e. Name: Hill Cummings, Kristie
 Discipline: Biological Sciences
 Department: Biology
 Degrees: Ph.D., Microbiology
 B.S., Biology

 Sal Grade/Stp: D/1
 Salary: \$63.49
 Effective: Summer 2018

- f. Name: Khalulyan, Alina
 Discipline: Psychology
 Department: Behavioral Sciences
 Degrees: M.A., Psychology
 Sal Grade/Stp: C/1
 Salary: \$60.85
 Effective: Summer 2018

- g. Name: MacMillan, Brian
 Discipline: Emergency Medical Technologies
 Department: Emergency Medical Education
 Degrees: A.A., Paramedic Training
 6+ Years of Experience

 Sal Grade/Stp: A/1
 Salary: \$58.37
 Effective: Summer 2018

- h. Name: Padilla, Laura
 Discipline: Chicano Studies
 Department: Multicultural Studies
 Degrees: M.A., Chicana and Chicano Studies
 B.A., History

 Sal Grade/Stp: B/1
 Salary: \$59.79
 Effective: Summer/Fall 2018

- i. Name: Seigel, Charles
 Discipline: Political Science
 Department: Economics, History and Political Science
 Degrees: Master in Public Administration
 B.A., History

Minimum qualifications approved by the Faculty Senate Equivalency Committee on 4/26/2018.

Sal Grade/Stp: B/1
Salary: \$59.79
Effective: Summer 2018

- j. Name: Titus, Weston
Disciplines: Health
Kinesiology
Department: Health, Kinesiology, and Recreation Management
Degrees: M.A., Kinesiology
B.S., Kinesiology
A.A., General Studies: Science & Mathematics and Liberal Arts & Sciences
Sal Grade/Stp: B/1
Salary: \$59.79
Effective: Fall 2018

3. RATIFY EARLY CHILDHOOD EDUCATION LAB SCHOOL TEACHER EMPLOYMENT

The Governing Board ratified the recommendation of the Superintendent/President regarding the employment of the following Early Childhood Education Lab School Teachers:

- a. Name: Baza, Jestina
Title: Teacher
Degrees: A.S., Infant/Toddler Teacher
24+ units in Child Development or Early Childhood Education from an accredited college or university including child growth and development, child, family and community and at least one program/curriculum class.
16+ units General education as required by the current California Child Development Permit Matrix
Sal Grade/Stp: C1/1
Salary: \$14.00
Effective: Spring 2018
- b. This item removed from consent

4. APPROVE A SALARY INCREASE EQUIVALENT TO THE 2018-19 STATE FUNDED COST OF LIVING ADJUSTMENT (COLA) FOR UNREPRESENTED EMPLOYEES IN THE EXECUTIVE BRANCH FOR FISCAL YEAR 2018-2019

The Governing Board of the Palomar Community College District approved a salary increase equivalent to 2.71% or final COLA as approved in the state budget for all executive administrators effective fiscal year 2018-19. The following executive administrators are included:

Adrian Gonzales
Assistant Superintendent/Vice President, Student Services

Jack Kahn, Ph.D.
Assistant Superintendent/Vice President, Instruction

Lisa Norman, Ed.D., J.D.
Assistant Superintendent/Vice President, Human Resource Services

Ronnie Ballesteros-Perez
Assistant Superintendent/Vice President, Finance & Administrative Services

5. RATIFY MEMORANDUM OF UNDERSTANDING BETWEEN THE DISTRICT AND THE ADMINISTRATIVE ASSOCIATION

The Governing Board ratified the Memorandum of Understanding (MOU) between the District and the Administrative Association with respect to the 2018-19 state funded Cost Of Living Adjustment (COLA).

EXHIBIT J-5

6. RATIFY MEMORANDUM OF UNDERSTANDING BETWEEN THE DISTRICT AND THE CONFIDENTIAL AND SUPERVISORY TEAM

The Governing Board ratified the Memorandum of Understanding (MOU) between the District and the Confidential and Supervisory Team with respect to the 2018-19 state funded Cost Of Living Adjustment (COLA).

EXHIBIT J-6

7. RATIFY A MEMORANDUM OF UNDERSTANDING BETWEEN THE DISTRICT AND THE COUNCIL OF CLASSIFIED EMPLOYEES/AFT LOCAL 4522

The Governing Board ratified a Memorandum of Understanding (MOU) between the District and the Council of Classified Employees/AFT Local 4522:

- MOU: Janus Ruling

EXHIBIT J-7

8. RATIFY THREE (3) MEMORANDA OF UNDERSTANDING AND FIVE (5) TENTATIVE AGREEMENTS BETWEEN THE DISTRICT AND THE PALOMAR FACULTY FEDERATION/AFT LOCAL 6161

The Governing Board ratified three (3) Memoranda of Understanding (MOUs) and five (5) Tentative Agreements (TAs) between the District and the Palomar Faculty Federation/AFT Local 6161 with respect to the following sections of the PFF/District Agreement:

- MOU: Part-Time and Full-Time Coaching Contract Language
- MOU: Janus Ruling
- MOU: Article 9
- TA: Request to Use Banked Leave Form
- TA: Article 17 – Evaluation Procedure
- TA: Appendix L – Early Childhood Education Lab School Teachers
- TA: ECELS Part-Time Employee Review Report
- TA: ECELS Part-Time Employee Performance Improvement Plan

EXHIBIT J-8

9. RATIFY ADMINISTRATIVE EMPLOYMENT

The Governing Board ratified the recommendation of the Superintendent/President regarding the employment of the following administrative employee:

- a. Name: Steven Salter
Position: Director, Extended Opportunity Programs and Services
Department: EOP&S/CARE/CalWORKs
District Location: Main campus
Position #: 5546
New?: No

Remarks: Replacement for Anne Stadler.
Sal Grade/Stp: 66/1
Salary: \$8,426.53/month
% of Position: 100%
of Mos: 12
Effective: August 6, 2018
Account #(s): A-123600-473100-64300-0000000/100%

10. RATIFY CONFIDENTIAL AND SUPERVISORY TEAM EMPLOYMENT

The Governing Board ratified the recommendation of the Superintendent/President regarding the employment of the following Confidential and Supervisory Team employees:

- a. Name: Maria Zapien Rangel
Position: Executive Assistant (to Vice President)
Department: Human Resource Services
District Location: Main campus
Position #: 5735
New?: No
Remarks: Replacement for Jennie Vastola; promotion for Ms. Zapien Rangel.
Sal Grade/Stp: 48/1
Salary: \$5,404.17/month
% of Position: 100%
of Mos: 12
Effective: June 13, 2018
Account #(s): A-211000-611100-66600-0000000/100%
- b. Name: David Negrete
Position: Supervisor II, Custodial Services
Department: Custodial Services
District Location: Main campus
Position #: 6660
New?: No
Remarks: Replacement for Carlos Huerta.
Sal Grade/Stp: 41/1
Salary: \$4,545.87/month
% of Position: 100%
of Mos: 12
Effective: June 15, 2018
Account #(s): A-212100-542200-65300-0000000/100%
Normal Work Schedule: Monday – Thursday, 10:00 p.m. – 6:30 a.m.; Friday, 5:00 p.m. – 1:30 a.m. A 3% differential pay will be paid for hours worked between 6:00 p.m. and 10:00 p.m. A 6% differential pay will be paid for hours worked between 10:00 p.m. and 6:00 a.m.
- c. Name: Timothy Cross
Position: Supervisor II, Custodial Services
Department: Custodial Services
District Location: North Education Center
Position #: 6717
New?: Yes
Remarks: Position approved 11/14/17.
Sal Grade/Stp: 41/1
Salary: \$4,545.87/month
% of Position: 100%
of Mos: 12
Effective: June 15, 2018

Account #(s): N-212100-542200-65300-0000000/100%
Normal Work Monday – Friday, 2:30 p.m. – 11:30 p.m. A 3% differential pay will be paid
Schedule: for hours worked between 6:00 p.m. and 10:00 p.m. A 6% differential pay
will be paid for hours worked between 10:00 p.m. and 6:00 a.m.

- d. Name: Izabel M. Solis
Position: Supervisor, TRIO/Student Support Services
Department: Grant Funded Student Programs
Position #: 6615
New?: No
Remarks: Replacement for Juan Reyna; transfer for Ms. Solis.
Sal Grade/Stp: 45/1
Salary: \$5,018.00/month
% of Position: 100%
of Mos: 12
Effective: June 25, 2018, pending final approval by the US Department of Education
Account #(s): K-212100-471300-64300-1112300/100%

11. RATIFY CLASSIFIED EMPLOYMENT

The Governing Board ratified the recommendation of the Superintendent/President regarding the employment of the following classified employees:

- a. Name: Amy Hinchman
Position: Academic Department Assistant
Department: Nursing Education
District Location: Main campus
Position #: 5299
New?: No
Remarks: Replacement for Kelly Donaghy; promotion for Ms. Hinchman.
Sal Grade/Stp: 23/3
Salary: \$4,520.90/month
% of Position: 100%
of Mos: 12
Effective: June 15, 2018
Account #(s): A-212200-348100-60910-0000000/100%
- b. Name: Aaron Sifferman
Position: Assessment Specialist
Department: Counseling Services
District Location: North Education Center
Position #: 6683
New?: Yes
Remarks: Position approved on 11/14/17.
Sal Grade/Stp: 21/1
Salary: \$3,904.59/month
% of Position: 100%
of Mos: 12
Effective: June 15, 2018
Account #(s): W-212200-462100-63100-0000000/100%
- c. Name: Arnulfo Arellano
Position: Assessment Specialist
Department: Counseling Services
District Location: South Education Center
Position #: 6682
New?: Yes
Remarks: Position approved on 11/14/17.

Sal Grade/Stp: 21/1
Salary: \$3,904.59/month
% of Position: 100%
of Mos: 12
Effective: June 15, 2018
Account #(s): N-212200-462100-63100-0000000/100%

- d. Name: Terhea Williams
Position: Instructional Support Assistant IV
Department: Biology
District Location: South Education Center
Position #: 6699
New?: Yes
Remarks: Position was approved 11/14/17.
Sal Grade/Stp: 27/1
Salary: \$4,520.90/month
% of Position: 100%
of Mos: 12
Effective: June 15, 2018
Account #(s): W-222000-346200-04070-0000000/100%

- e. Name: Andrea Salvatierra
Position: Administrative Specialist I
Department: Languages and Literature
District Location: South Education Center
Position #: 6676
New?: Yes
Remarks: Position was approved 11/14/17.
Sal Grade/Stp: 18/1
Salary: \$3,629.69/month
% of Position: 100%
of Mos: 12
Effective: June 13, 2018
Account #(s): W-212200-321110-61100-0000000/100%

- f. Name: Skyler Pray
Position: Custodian I
Department: Custodial Services
District Location: South Education Center
Position #: 6687
New?: Yes
Remarks: Position was approved 11/14/17.
Sal Grade/Stp: 9/1
Salary: \$2,913.57/month
% of Position: 100%
of Mos: 12
Effective: June 15, 2018
Account #(s): W-212200-542200-65300-0000000/100%

12. RATIFY DISTRICT-INITIATED DEMOTION OF CLASSIFIED POSITION

The Governing Board ratified the recommendation of the Superintendent/President regarding the change to the following classified position:

- a. Position: Administrative Specialist I
Department: Instruction Office
District location: Main campus
Name: Barbara Llamas
Position #: 6571

New?: No
Remarks: District-initiated involuntary transfer and demotion. Position was formerly Education Center Specialist grade 19 at the Mt. Carmel Education Center.
Sal Grade/Step: 18/24
Salary: \$2,141.97/month
% of Position: 45%
of Mos: 12
Effective: June 4, 2018
Account #(s): A-212200-311100-60910-0000000/100%
Normal Work Monday – Thursday, 12:30 p.m. – 5:00 p.m.
Schedule:

13. RATIFY NEW CLASSIFIED POSITION

The Governing Board ratified the recommendation of the Superintendent/President regarding the approval of the following new classified position

a. Position: Environmental Health and Safety Specialist
Department: Environmental Health and Safety
District Location: Main campus
Position #: 6470
New?: Yes
Sal Grade/Step: 32/1
Salary: \$3,640.20/month
% of Position: 100%
Months: 12
Effective: June 13, 2018
Account #(s): A-212200-545100-67740-0000000/100%

14. APPROVE PERSONNEL ACTIONS/HISTORY FOR MAY AND JUNE

The Governing Board approved the Personnel Actions/History report, including student employee hires for the months of May 2018 and short-term employee hires for the month of June 2018.

EXHIBIT J-14

15. RATIFY LEAVE(S) OF ABSENCE FOR ONE EMPLOYEE

The Governing Board ratified the recommendation of the Superintendent/President granting a 26.67% Personal Leave of Absence without pay and with no effect on benefits, effective August 20, 2018 through December 20, 2018 to Daniel Clegg, Professor, Mathematics Department.

16. RATIFY REVISION TO RETIREMENT FOR ONE EMPLOYEE

On behalf of the Governing Board of the Palomar Community College District, the following retirement has been revised and accepted by the Superintendent/President, as authorized by the Governing Board, under Group I:

- Takashi Nakajima, Professor, Physics and Engineering, effective June 1, 2018. He has served Palomar College for 28 years from February 6, 1986 to May 31, 2018.

17. RATIFY RESIGNATIONS

The Governing Board ratified the resignations, accepted by the Superintendent/President in accordance with Board Policy 7350, of the following employees:

- Mitch Howard, Senior Programmer Analyst, Programming, effective May 16, 2018.
- Katherine Kelp-Stebbins, Assistant Professor, English Department, effective August 1, 2018.

18. INFORMATION – ACKNOWLEDGEMENT OF RETIREMENT(S) OF THREE EMPLOYEES

The Governing Board acknowledged the following retirement(s) accepted on its behalf by the Superintendent/President in accordance with Administrative Procedure 7380 – Retiree Health Benefits:

Group I

- Rebecca Barr, Professor, Counseling Department, effective August 14, 2018. She has served Palomar College for 32 years from August 19, 1986 to August 13, 2018.
- Marilyn Lunde, Administrative Specialist II, Student Affairs Department, effective June 30, 2018. She has served Palomar College for 32 years from August 1, 1986 to June 29, 2018.

Group II

- Henry P. Ordille, Director, Emergency Medical Education Department, effective August 1, 2018. He has served Palomar College for 13 years from August 19, 2005 to July 31, 2018.

19. INFORMATION: FACULTY INITIATED WITHDRAW OF SABBATICAL LEAVE APPLICATIONS FOR THREE FACULTY

- Travis Ritt, Economics, History, Political Science Department, has withdrawn his application for sabbatical leave for the Spring 2019 term, previously approved March 13, 2018.
- Cynthia Anfinson, Mathematics Department, has withdrawn her application for sabbatical leave for the Fall 2018 term, previously approved March 13, 2018.
- Daniel Finkenthal, Physics/Engineering Department has withdrawn his application for sabbatical leave for the Spring 2018 term, previously approved March 14, 2017.

20. INFORMATION: REVIEW OF SABBATICAL LEAVE ABSTRACTS HIGHLIGHTING WORK AND PROJECTS UNDERTAKEN AS WELL AS BENEFITS DERIVED

EXHIBIT J-20

21. APPROVE MAY 2 AND 16, 2018 CURRICULUM ACTION ITEMS FOR INCLUSION IN THE COLLEGE CURRICULUM INVENTORY EFFECTIVE FALL 2018

The Governing Board approved Curriculum Action Items dated May 2, 2018 and May 16, 2018 previously approved by the Curriculum Committee and the Faculty Senate.

EXHIBIT J-21

22. APPROVE NEW COMMUNITY EDUCATION OFFERINGS AND AUTHORIZE WORKFORCE DEVELOPMENT & EXTENDED STUDIES TO CONTRACT WITH PERSONNEL AS LISTED IN THE EXHIBIT

EXHIBIT J-22

23. APPROVE REAPPOINTMENT OF SARAH ROSENFELD TO THE INDEPENDENT CITIZENS' OVERSIGHT COMMITTEE (ICOC)

EXHIBIT J-23

RESOLUTION 17-21541

24. APPROVE REIMBURSEMENT OF CANDIDATE FOR INTERVIEW EXPENSES

The Governing Board approved reimbursement of travel expenses for interview for the following candidate:

- a. Name: Daisy Pitel
 For: Airfare and parking
 To Attend: Second-level interview for Director, Education Center
 Location: Tucson, AZ to San Marcos, CA
 Date: April 25, 2018
 Amount: \$560.46
 Budget Account #: 575400-11-611200-67600-10-0611950/100%

25. APPROVE BANK SIGNATURE AUTHORIZATIONS EFFECTIVE JULY 1, 2018 THROUGH JUNE 30, 2019

The Governing Board authorizes the following individuals:

- Joi Blake, Ed.D., Superintendent/President, or
- Ronnie E. Ballesteros-Perez, Assistant Superintendent/Vice President, Finance & Administrative Services, or
- Carmen Coniglio, Director, Fiscal Services

To deposit and/or withdraw funds currently deposited to the following Palomar Community College District accounts:

- Financial Aid Federal Account
- State of California Cal Grant Account
- Transfer Account and the Revolving Cash Fund

The Governing Board authorizes the following individuals to deposit and/or withdraw funds currently deposited to the Palomar Community College District Associated Students of Palomar College.

- Joi Blake, Ed.D., Superintendent/President, or
- Ronnie E. Ballesteros-Perez, Assistant Superintendent/Vice President, Finance & Administrative Services, or
- Carmen Coniglio, Director, Fiscal Services, and
- Amber Bancroft, President, Associated Student Government

The Governing Board authorizes (and requires) any two of the following individuals to sign for deposits and/or withdrawals of funds currently deposited to the Palomar College Payroll Account (automatic payroll deposit and electronic funds transfer for state and federal taxes).

- Joi Blake, Ed.D., Superintendent/President, or
- Ronnie E. Ballesteros-Perez, Assistant Superintendent/Vice President, Finance and Administrative Services, or
- Carmen Coniglio, Director, Fiscal Services, or
- Brandi Y. Taveuveu, Manager, Budget and Payroll

26. APPROVE SIGNATURES FOR COUNTY BUSINESS EFFECTIVE JULY 1, 2018 THROUGH JUNE 30, 2019

The Governing Board of Palomar Community College District authorizes the following business procedures effective July 1, 2018 through June 30, 2019. 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:

- Ronnie E. Ballesteros-Perez, Assistant Superintendent/Vice President, Finance and Administrative Services, or
- Carmen Coniglio, Director, Fiscal Services

Persons authorized to receive mail from the Accounting Section of the San Diego County Office of Education:

- Ronnie E. Ballesteros-Perez, Assistant Superintendent/Vice President, Finance and Administrative Services, or
- Carmen Coniglio, Director, Fiscal Services

Persons authorized to designate employees that can initiate, authorize and process wire transfers with the County of San Diego:

- Ronnie E. Ballesteros-Perez, Assistant Superintendent/Vice President,
- Finance and Administrative Services, or
- Carmen Coniglio, Director, Fiscal Services

27. AUTHORIZE DESIGNATED PERSONNEL TO SIGN CONTRACTS

The Governing Board of the Palomar Community College District authorizes Joi Blake, Ed.D., Superintendent/President or Ronnie E. Ballesteros-Perez, Assistant Superintendent/Vice President, Finance and Administrative Services or Carmen M. Coniglio, Director, Fiscal Services, to sign contracts on behalf of the District, pursuant to California Education Code Section 81655.

28. APPROVE QUARTERLY REPORT OF THE FISCAL SERVICES DIRECTOR

The Governing Board approved the Quarterly Report of Fiscal Services Director, Regarding Disclosure of District Investments as of March 31, 2018.

EXHIBIT J-28

29. APPROVE CALIFORNIA COMMUNITY COLLEGES QUARTERLY FINANCIAL STATUS REPORT

The Governing Board approved the California Community Colleges Quarterly Financial Status Report (CCFS-311Q) for quarter ending March 31, 2018.

EXHIBIT J-29

30. CONFIRM CLASSIFICATION OF THE OFFICE OF CONTRACT SERVICES RECORDS TO CLASS-3 DISPOSABLE AND AUTHORIZE DESTRUCTION OF RECORDS

The Governing Board authorized the classification of expired agreements/contracts prior to May 2012 to Class 3: Disposable Records and authorizes destruction pursuant to Title 5, Sections 16023 through 16028, California Administrative Code.

EXHIBIT J-30

31. RECOMMENDATION: ACTION (SECOND READING) – APPROVE PALOMAR COMMUNITY COLLEGE DISTRICT BOARD POLICIES

The Governing Board approved the following Board Policies, previously reviewed and approved by the Policies and Procedures Committee and the Strategic Planning Council. These items were presented to the Board for first reading on May 8, 2018.

BP 7260 – Classified Administrators
and Supervisors

BP 7270 – Student Workers

EXHIBIT J-31

32. ACCEPT DONATIONS WITH A TOTAL ESTIMATED VALUE OF \$1,000.00.

The Governing Board accepted the following gifts and directs that appropriate letters of appreciation be sent to Josie Silva, 1119 Ariana Rd., San Marcos, CA 92069 for the donation of luxury fabrics, lace and trims, value estimated by donor totals \$1,000.00.

33. EXCUSE ABSENCE OF TRUSTEES

In accordance with Section 72425(d) of the CA Education Code, the Governing Board acknowledged and excused the absences of Chris Hopp and Nancy Ann Hensch from the May 22, 2018 special meeting due to personal necessity.

RESOLUTION 17-21542

**Resumption of
REGULAR AGENDA**

K. ACTION ON ITEMS REMOVED FROM CONSENT CALENDAR

MSC Hensch/Halcón

Trustee Evilsizer discussed his concerns with this item being the hourly rate of \$11.00, which he described as not a working wage. He and trustee McNamara discussed the matter and then the Board voted on the item.

3. RATIFY EARLY CHILDHOOD EDUCATION LAB SCHOOL TEACHER EMPLOYMENT

The Governing Board ratified the recommendation of the Superintendent/President regarding the employment of the following Early Childhood Education Lab School Teacher:

b.	Name:	Martinez, Elizabet
	Title:	Assistant Teacher
	Degrees:	B.S., Child Development
		6+ units in Child Development
		Valid Child Development Permit
	Sal Grade/Stp:	A/3
	Salary:	\$11.00
	Effective:	Spring 2018

The vote was 4/1 (Evilsizer no.) Student Trustee aye.

L. REPORTS FROM COLLEGE GROUPS

1. INFORMATION: Report of the Faculty Senate

Travis Ritt, President of the Faculty Senate, reported that he will serve as the Faculty Senate President for two additional years. He thanked the Board for their approval of the new faculty and counselor hires. In closing, he reported that the FACE event raised nearly \$2,400.00 for the Anita

and Stan Maag Food and Nutrition Center. He congratulated Rebecca Barr and Pete Ordille on their retirements.

2. INFORMATION: Report of the Palomar Faculty Federation

Teresa Laughlin, Co-President of the PFF, commented on commencement and welcomed Amber Bancroft to the Board. She extended her best wishes to VP Gonzales for continued success in his new endeavors.

3. INFORMATION: Report of the Administrative Association

Connie Sterling, President of the Administrative Association, commented on the new Fallbrook center. She reported that everyone is working together putting the final changes on the facility.

4. INFORMATION: Report of the Confidential and Supervisory Team

Jenny Akins, President of the Confidential and Supervisory Team, had no report.

5. INFORMATION: Report of the CCE/AFT

Anel Gonzalez, President of the CCE, talked about the Classified Appreciation lunch and acknowledged the work of the CCE Executive Council and Stewards for all their work over the past year.

6. INFORMATION: Report of the Associated Student Government

Amber Bancroft, ASG President, reported on the new ASG Constitution and restructuring that are underway.

M. UNFINISHED BUSINESS There was no unfinished business.

N. NEW BUSINESS

1. REVIEW AND APPROVE PURCHASES MADE MARCH 23 – MAY 31, 2018 TOTALING \$4,153,961.59

MSC Evilsizer/Hensch

The Governing Board pursuant to Resolutions 14-21157 and 14-21158 adopted November 12, 2013 reviewed and approved purchase transactions and contracts entered into on behalf of the Palomar Community College District as listed on the attached exhibit. Purchases listed are made against the 2017-2018 fiscal year budgets:

Purchase Orders Time Period: 04/26/18–05/31/18	\$3,852,294.14
Procurement Card Time Period: 03/23/18–04/22/18	\$138,373.30
Procurement Card Time Period: 04/23/18–05/22/18	<u>\$163,294.15</u>
	<u>\$4,153,961.59</u>

EXHIBIT N-1

The vote was unanimous. Student Trustee vote: aye.

2. APPROVE NOTICE OF PUBLIC HEARING FOR THE FISCAL YEAR 2018-2019 ADOPTED BUDGET

MSC Halcón/Evilsizer

The Governing Board approved that the proposed Fiscal Year 2018-2019 Adopted Budget for the Palomar Community College District will be on display and available for public inspection from Tuesday, September 4, 2018 through Monday, September 10, 2018 8:00 a.m. to 4:30 p.m. in Fiscal Services, Room A-4C Administrative Services Building at Palomar College.

FURTHER, The Governing Board of the Palomar Community College District will conduct a Public Hearing on the Adopted Budget at a meeting of the Governing Board on Tuesday, September 11,

2018 at 5:00 p.m., Board Conference Room, Palomar College. Said Notice of Public Hearing is to be published by the San Diego Union Tribune on July 30, July 31, August 6, and August 7, 2018.

The vote was unanimous. Student Trustee vote: aye.

3. APPROVE FISCAL YEAR 2017-2018 BUDGET ADJUSTMENTS AND YEAR-END TRANSFERS

MSC Halcón/Evilsizer

The Governing Board of Palomar Community College District approved the budget transfers and adjustments of Fiscal Year 2017-2018 from August 31, 2017 through May 30, 2018. The Governing Board of Palomar Community College District also authorizes the Vice President, Finance and Administrative Services to make any year-end transfers as necessary to assist with the close of the books for the fiscal year. This report shows the revised budgets as of May 30, 2018.

EXHIBIT N-3

The vote was unanimous. Student Trustee vote: aye.

4. APPROVE THE FISCAL YEAR 2018-2019 TENTATIVE BUDGET FOR THE PALOMAR COMMUNITY COLLEGE DISTRICT

MSC Evilsizer/Halcón

Ron Ballesteros-Perez, Vice President for Finance & Administrative Services, reviewed the Governor's 2018/19 proposed budget and possible effects to Palomar. He discussed the Governor's funding formula proposal and the changes that have taken place since the initial proposal was released. VP Ballesteros-Perez then reviewed the district's 2017/18 adopted vs. projected budget actuals, reviewed the 2018/19 revenue and expenditure assumptions, and explained the 3-year "hold-harmless" clause in the state's proposed funding formula. The Governing Board approved the Fiscal Year 2018-2019 Tentative Budget for the Palomar Community College District.

EXHIBIT N-4

The vote was unanimous. Student Trustee vote: aye.

5. APPROVE EDUCATION PROTECTION ACT RESOLUTION AND 2017-2018 PROP 30 EPA EXPENDITURE REPORT

MSC Halcón/Evilsizer

The Governing Board adopted resolution 17-21543 in accordance with the provisions of Article XIII, Section 36 of the California Constitution and accepts the 2017-2018 Prop 30 Education Protection Account (EPA) Expenditure Report.

EXHIBIT N-5

RESOLUTION 17-21543

The vote was unanimous. Student Trustee vote: aye.

6. APPROVE 2018-2019 GANN APPROPRIATION LIMIT PER ARTICLE XIII-B, CALIFORNIA CONSTITUTION (GANN LIMIT) FOR PALOMAR COMMUNITY COLLEGE DISTRICT

MSC Evilsizer/Halcón

The Governing Board hereby adopts a resolution establishing the 2018-2019 Gann Appropriation Limit as required by Article 13B of the California State Constitution and State Law.

EXHIBIT N-6

RESOLUTION 17-21544

The vote was unanimous. Student Trustee vote: aye.

7. APPROVE CHANGE ORDERS

MSC Hensch/Halcón

The Governing Board approved the following Change Orders as detailed in the exhibit:

1. CO #1 for \$9,675.00 for changes required by unforeseen conditions and modifications to the construction details for the Anita & Stan Maag Food and Nutrition Center Project.
2. CO #8 for \$302,139.00 for Owner Additions and Unforeseen Conditions for the Rancho Bernardo Education Center project.
3. CO #3 for \$390,113 for Owner Additions and Unforeseen Conditions for the M&O project.

EXHIBIT N-7

The vote was unanimous. Student Trustee vote: aye.

8. APPROVE SUBSCRIPTION AGREEMENT WITH AD ASTRA INFORMATION SYSTEMS FOR PLATINUM ANALYTICS, A SAAS ENTERPRISE-CLASS SCHEDULING SOFTWARE AND ASTRA SCHEDULING

MSC Hensch/Halcón

Trustee Evilsizer asked whether an exit clause was included in this agreement. VP Ballesteros-Perez responded. The Governing Board approved an agreement with Ad Astra Information Systems for a scheduling system that provides analysis and optimization of academic resources and supports management of resources. Platinum Analytics is a solution that provides predictive analytics for the creation of aligned course schedule that incorporates historical records, degree audit, student progress, student plan data and business intelligence. The agreement is for five (5) year term with five (5) additional one-year renewals. Total amount of agreement is \$460,000.00.

EXHIBIT N-8

The vote was unanimous. Student Trustee vote: aye.

9. ACCEPT MEMORANDUM OF UNDERSTANDING FROM THE SAN DIEGO MIRAMAR COLLEGE

MSC Evilsizer/Hensch

The Governing Board approved memorandum of understanding with San Diego Miramar College's sub-award master of Advanced Transportation and Renewable Energy (ATRE) initiative to foster a partnership between San Diego Miramar College and the drone program at Palomar College in conjunction with the Drone Conference for Educators and Industry Professionals. Paid to District: \$6,000.00.

EXHIBIT N-9

The vote was unanimous. Student Trustee vote: aye.

10. APPROVE LICENSE AGREEMENT FOR INTERNSHIP PROGRAM WITH MOSTRA COFFEE, INC. TO INSTALL AND OPERATE ONE COFFEE CART AT THE RANCHO BERNARDO EDUCATION CENTER AND TO SELL MOSTRA COFFEE PRODUCTS AND PASTRIES

MSC Evilsizer/Hensch

The Governing Board approved a license agreement with Mostra Coffee, Inc. to install one coffee cart at the Rancho Bernardo Education Center campus for the purpose of facilitating internships and job training in food services, coffee roasting and business management for District students to obtain academic credit for internship/work experience. Paid to District: License base fee \$1,000.00/month plus, if goal of \$24,000.00/month is achieved, District to receive 15% monthly revenue.

EXHIBIT N-10

The vote was unanimous. Student Trustee vote: aye.

11. APPROVE REQUEST TO REDUCE CONTRACTOR'S RETENTION

MSC Evilsizer/Halcon

The Governing Board approved the request to reduce retention being held from 5% to 2.5% for Elite Earthworks & Engineering, Bid #CM-17-18-01-NEC-01-A: North Education Center.

The Governing Board approved the request to reduce retention being held from 5% to 2.5% for Rossin Steel, Bid #CM-17-18-01-NEC-01-A: South Education Center.

EXHIBIT N-11

The vote was unanimous. Student Trustee vote: aye.

12. REVIEW AND APPROVE THE SIX FACILITY NAMING ITEMS AS RECOMMENDED BY THE SUPERINTENDENT/PRESIDENT

MS Hensch/Halcón (item not approved)

Trustee Deerfield expressed concern that these namings had perhaps not be thoroughly vetted, she proposed the item be tabled for further consideration, trustees Halcón and Evilsizer supported tabling. Board President McNamara asked President Blake to comment. She reported that she would work with the Executive Director of the Foundation to return funds as appropriate until the Board has made its decision on the matter.

EXHIBIT N-12

The vote to approve was McNamara: no, Halcón: no, Evilsizer: no, Deerfield: no, Hensch: no.
Student Trustee vote: no.

13. REVIEW AND APPROVE INCREASING THE STUDENT PARKING PERMIT FEE FROM \$40.00 TO \$46.00 AND THE BOG WAIVER PERMIT FROM \$20.00 TO \$26.00.

MSC Halcon/Hensch

The Governing Board approved the adoption of \$46.00 (\$26.00 for BOG waiver students) student parking permit fee effective Fall 2018 for the San Marcos and Escondido campus locations and effective June 2019 for the Rancho Bernardo and Fallbrook locations.

EXHIBIT N-13

The vote was unanimous. Student Trustee vote: aye.

14. CALL FOR SPECIAL MEETING OF THE GOVERNING BOARD IN JUNE

MSC Hensch/Deerfield

Trustees discussed the proposed date of June 26th and, following discussions, amended the motion to a date "to be determined."

The vote on the amended motion was unanimous. Student Trustee vote: aye.

O. BOARD REQUESTS FOR REPORTS

There were none.

P. RECESS TO CLOSED SESSION: The Board recessed to closed session at 7:09 p.m. to continue discussion of the following item(s) as listed on the posted agenda as follows:

1. Public Employee Discipline/Dismissal/Release Pursuant to Government Code Section 54957, et seq. (3 cases)
2. Conference with Legal Counsel – Anticipated Litigation. Significant exposure to litigation pursuant to Government Code 54956.9(b) (2 cases)
3. Pursuant to Education Code Section 72122 – Deliberation regarding recommendation for the expulsion of students: 011152359, 003833603, and 000235871. (*Action will be taken and reported in Open Session in accordance with California Education Code Section 72122.*)
4. Public Employee Performance Evaluation, pursuant to Government Code §54957. Position Title: Superintendent/President

Q. RECONVENE TO OPEN SESSION: The Board reconvened to Open Session outside Room A-1. Board President McNamara reported that there were no additional reportable actions taken.

R. ADJOURNMENT The meeting adjourned at 8:14 p.m.


Paul McNamara, Board President


Mark Evilsizer, Secretary



APPROVED 8/14/201
GOVERNING BOARD MINUTES
MEETING OF THE GOVERNING BOARD
TUESDAY, JULY 10, 2018
PALOMAR COMMUNITY COLLEGE DISTRICT
ROOM SSC-1, SAN MARCOS CAMPUS
1140 W. MISSION RD., SAN MARCOS, CALIFORNIA

A. Opening Items

1. Call meeting to Order

Board President McNamara called the meeting to order at 4:00 p.m. in SSC-1.

2. Roll Call

PRESENT

PAUL P. MCNAMARA, PRESIDENT
JOHN HALCÓN, VICE PRESIDENT
MARK R. EVILSIZER, SECRETARY
DEERFIELD, TRUSTEE
NANCY ANN HENSCH, TRUSTEE
AMBER BANCROFT, STUDENT TRUSTEE (arrived 5:00 pm)

ABSENT

NONE

3. Public Comment in accordance with Board Policy 2350

Susan Snow expressed concern regarding item O.1. - Review and Approve third amendment to Superintendent/President Contract.

B. Recess to Closed Session The Board recessed to closed session in room A-1 at 4:00 p.m.

C. Reconvene to Open Session The Board reconvened to open session in SSC-1 at 6:09 p.m. All trustees present.

1. Actions Taken in Closed Session: Board President McNamara reported that there were no reportable actions taken in closed session.
2. Following the Pledge of Allegiance the meeting continued.
3. Public Comment in accordance with Board Policy 2350. There were no speakers.
4. Adoption of Agenda: Call for Removal of Items from – or Changes to – the Agenda. There were none, the agenda was approved by unanimous consent.

D. Approval of Minutes for the Regular Meeting of the previous month

The Board approved the Governing Board meeting minutes of June 12, 2018 as written.

Motion by Halcón, second by Evilsizer.

Vote – Aye: McNamara, Hensch, Evilsizer, Halcón, Deerfield, Student Trustee vote: aye.

Final Resolution: Approved

E. E. Reports

Board President McNamara had no report.

Trustee Halcón had no report.

Trustee Evilsizer commented on the abundance and quality of Palomar student projects including woodworking, art, and photography presented at the San Diego County Fair. He shared that he lead a week-long academy at UCSD and was able to pitch Palomar to the attendees and commented on the drone conference "Drone-Con". Trustee Evilsizer reported that he would run for re-election in November.

Trustee Deerfield had no report.

Trustee Hensch reported that she attended the Rancho Bernardo "block party" held at the Education Center.

Student Trustee Bancroft commented on the digital parking passes approved at the last Board meeting and stated that due to the delay in implementation of the new system the increase in parking fees (approved at the last meeting) should also be delayed.

Superintendent/President Blake commented on the "block party" held in Rancho Bernardo and thanked staff for putting on an excellent event. She stated that a similar event would be held in August at the Fallbrook site. Dr. Blake commented on the drone conference.

Vice President for Instructional Services, Jack Kahn talked about Drone-Con and thanked faculty and others involved for putting on an exceptional event. He noted that it was a very collaborative endeavor with regional support. Dr. Kahn commented on the Rancho Bernardo "block party."

Vice President for Fiscal and Administrative Services, Ron Perez had no report.

Vice President for Human Resource Services, Lisa Norman reported that they would be attending the League of United Latin American Citizens conference.

F. Approval of Consent Calendar items

Action: On a **Motion** by Trustee Evilsizer, seconded by Trustee Hensch, the Board Approved items G.1 – J.1.
Ayes: McNamara, Halcón, Evilsizer, Deerfield, and Hensch
Noes: None
Absent: None
Student Trustee: Aye

G. Instruction (Consent)

1. Approved Curriculum Action items for inclusion in the Palomar College Curriculum Inventory effective Fall 2018.
2. Approved new Community Education offerings and authorized Workforce Development & Extended Studies to contract with personnel as listed in the exhibit.

H. Human Resource Services (Consent)

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

2. Ratified five (5) Memoranda of Understanding and eight (8) Tentative Agreements between the District and the Palomar Faculty Federation/AFT Local 6161.
3. Ratified Memorandum of Understanding between the District and the Administrative Association.
4. Ratified Memorandum of Understanding between the District and the Confidential and Supervisory Team.
5. Ratified Memorandum of Understanding between the District and the Council of Classified Employees AFT, Local 4552.

I. Fiscal & Administrative Services (Consent)

1. Approved Educational Dental Group Enterprise Agreement with Alameda County Schools Insurance Group to administer Dental Insurance as detailed in the exhibit.
2. Approved agreement for District participation in Workforce Innovation and Opportunity Act funding from Education to Career Network for fiscal year 18-19.
3. Approved Palomar's participation in the "Beyond the Pill" grant funded study of the Bixby Center for Global Reproductive Health at UC San Francisco's School of Medicine.
4. Approved childcare services contract CSPP-8464 with the California Department of Education for fiscal year 2018/19 and accepted funding of \$537,145.00.
Resolution 18-21545
5. Approved the Palomar College Early Childhood Education Lab School revised and updated Employee Operations Manual.
6. Approved three agreements with Ocean Institute for single-day field trips in April 2019 at a cost of \$1,700.00 per program agreement.
7. Ratified Subgrant Agreement with Butte-Glenn CCD up to \$50,000.00 to upgrade technology infrastructure in support of 10Gb connections.
8. Approved Agreement with eBenefits Solutions to provide software solutions for employee benefits, enrollment and administration from June 2018 through June 2021.

J. Superintendent/President (Consent)

1. Accepted donation(s) with a total estimated value of \$168.75 and directed that appropriate letter(s) of appreciation be sent to the donor(s).

K. Action on Items Removed from Consent There were none.

L. Reports from College Groups

1. **INFORMATION: Report of the Faculty Senate**
Kelly Falcon filling in for Travis Ritt, President of the Faculty Senate, read a resolution titled: Resolution to promote Mutual Respect and Trust through Transparency and Open Communications (on file in the Governing Board Office in accordance with AP 3310.)
2. **INFORMATION: Report of the Palomar Faculty Federation**
Teresa Laughlin, Co-President of the PFF, introduced Barbara Bear, the new part-time PFF Co-President. She reported that negotiations have concluded and that the process was respectful. She expressed concern regarding the manner in which recent acting positions were filled. She stated her opinion that the District is in violation of Title 5 Education Code

section 53021 when it does not open up acting/interim positions to all district employees. She then read section 53021(b)(2) and asked that the Board not approve future interim positions unless they have been recruited for properly.

3. INFORMATION: Report of the Administrative Association

Jim Odom filling in for Connie Sterling, President of the Administrative Association had no report.

4. INFORMATION: Report of the Confidential and Supervisory Team

Absent

5. INFORMATION: Report of the CCE/AFT

Carmelino Cruz filling in for Anel Gonzalez, President of the CCE, reported on upcoming CCE meetings and mentioned the CCE is looking for a new space. He thanked Buddy Springer for her service on the Board and welcomed Tricia Frady to the Board.

6. INFORMATION: Report of the Associated Student Government

Amber Bancroft, ASG President, had no report

M. Information – No Action Required None this month.

N. New Business

O. Human Resource Services (New Business)

1. Reviewed and approved third amendment to the Superintendent/President's contract.

Speaker: Teresa Laughlin commented on this item, specifically the term of the contract, car allowance, life-time benefits, and annuity sections and asked the Board to amend it prior to approval.

Motion by Halcón, second by Evilsizer. There was no discussion.

Vote – Aye: McNamara, Halcón, Evilsizer and Hensch. Nay: Deerfield. Student Trustee advisory vote: Nay.

Final Resolution: Approved

2. Reviewed and approved employment and contract for Acting Executive Administrator, Aiden Ely as Acting Assistant Superintendent/Vice President, Student Services.

Motion by Evilsizer, second by Hensch. There was no discussion.

Vote – Aye: McNamara, Halcón, Evilsizer, Deerfield and Hensch, Student Trustee advisory vote: Aye

Final Resolution: Approved

P. Fiscal & Administrative Services (New Business)

1. Ratified contracts and agreements made May 1, 2018 through June 30, 2018 on behalf of the District as detailed in the exhibit.

Motion by Hensch, second by Evilsizer. There was no discussion.

Vote – Aye: McNamara, Halcón, Evilsizer, Deerfield and Hensch, Student Trustee advisory vote: Aye

Final Resolution: Approved

2. **Reviewed and approved purchases made between May 23, 2018 and June 28, 2018 totaling \$4,969.641.52 as listed in the exhibit.**

Motion by Halcón, second by Hensch. There was no discussion.

Vote – Aye: McNamara, Halcón, Evilsizer, Deerfield and Hensch, Student Trustee advisory vote: Aye

Final Resolution: Approved

3. **Approved agreement with BrightPath Consulting Services to serve as the District's Health & Benefit Program broker for \$130,000.00 a year.**

Motion by Hensch, second by Evilsizer. There was no discussion.

Vote – Aye: McNamara, Halcón, Evilsizer, Deerfield and Hensch, Student Trustee advisory vote: Aye

Final Resolution: Approved

4. **Approved Easement granting SDG&E underground and communication facilities and appurtenances at the Escondido Education Center for EV charging stations.**

Motion by Evilsizer, second by Hensch. There was no discussion.

Vote – Aye: McNamara, Halcón, Evilsizer, Deerfield and Hensch, Student Trustee advisory vote: Aye

Final Resolution: Approved

5. **Accepted California Community College Mental Health Services Grant from the Chancellor's Office in the amount of \$250,000.00 for fiscal years 2018/19 and 2019/20.**

Motion by Evilsizer, second by Halcón. There was no discussion.

Vote – Aye: McNamara, Halcón, Evilsizer, Deerfield and Hensch, Student Trustee advisory vote: Aye

Final Resolution: Approved

Q. Superintendent/President (New Business)

1. **Reviewed and approved the five facility naming items as recommended by the Superintendent/President.**

Motion by Evilsizer, second by Halcón. There was no discussion.

Vote – Aye: McNamara, Halcón, Evilsizer and Hensch. Nay: Deerfield. Student Trustee advisory vote: Aye.

Final Resolution: Approved

- R. Board Requests for Reports** Trustee Hensch requested that VP Norman provide her a copy of the Ed Code that Teresa Laughlin cited during the Public Comment period.

- S. Continuation of Closed Session:** Not needed.

- O. Adjournment** The meeting adjourned at 6:33 p.m.



Paul McNamara, Board President



Mark Evilsizer, Secretary



APPROVED 9/11/2018
GOVERNING BOARD MINUTES
SPECIAL MEETING, MONDAY, JULY 30, 2018
PALOMAR COMMUNITY COLLEGE DISTRICT
ROOM SEC-111 (COMMUNITY ROOM)
RANCHO BERNARDO EDUCATION CENTER
11111 RANCHO BERNARDO ROAD
SAN DIEGO, CA 92127

A. Opening Items

1. Call meeting to Order

Board President McNamara called the meeting to order at 9:00 a.m. in SEC-111.

2. Roll Call

PRESENT

PAUL MCNAMARA, PRESIDENT

JOHN HALCÓN, VICE PRESIDENT

MARK R. EVILSIZER, SECRETARY

NINA DEERFIELD, TRUSTEE (Arrived at 9:08 a.m.)

NANCY ANN HENSCH, TRUSTEE

ABSENT

AMBER BANCROFT, STUDENT TRUSTEE

3. Public Comment in accordance with Board Policy 2350 There were none.

B. Recess to Closed Session The Board recessed to closed session in SEC-119 at 9:00 a.m.

C. Reconvene to Open Session The Board reconvened to open session in SEC-111 at 11:25 a.m.
All trustees present (Bancroft absent.)

1. Board President McNamara stated that there were no reportable actions taken in closed session.

2. Public Comment in accordance with Board Policy 2350 There were none.

3. Adoption of Agenda: Call for Removal of items - or changes to - the agenda. The agenda was adopted by unanimous consent.

D. Superintendent/President Workshop Topics Items were taken in a different order than was presented on the agenda by unanimous consent of the Board.

1. Educational Master Plan Update

Senior Director Institutional Research and Planning, Michelle Barton, updated the Board on the status of the Master Plan 2022 (MP 2022). She talked about the timeline associated with the existing Plan (which includes both the Education and Facilities Master Plans) and the development of the new Master Plan. She shared that consultants (CBT) were hired to assist the District during the update process. Director Barton discussed the three phases of the Educational Master Plan (EMP) update process. She noted that Phases 1 and 2 (including discovery, data gathering, portfolio update and, planning assumptions) have been completed and that Phase 3 will be starting in August when EMP goals, implementation strategies and alignment will take place. She noted that the goal is to sunshine the draft MP 2022 Update in September after it is reviewed by the planning groups and the Strategic Planning Council (SPC.) She hope to have the final Board approval in October.

Trustees asked for clarification regarding the external stakeholders and how projections are made when today's external stakeholders are different than future stakeholders. Director Barton talked about the different stakeholders that were involved in the listening sessions that

were conducted; discussion ensued. Dr. Blake reported that she is establishing a President's Community Advisory Group to help gather further insights from external stakeholders.

2. Accreditation Mid-term Report Update

Sr. Director Barton updated the Board on the District's mid-term accreditation report and timeline, noting it is due to ACCJC in March 2019. She discussed the three major sections of the report: Self-identified improvement Plans, Institutional Effectiveness Recommendations, and Data Trends Analysis. She reviewed five self-identified Improvement Plans including Participatory Governance (increasing participation in governance), Diversity in Staffing, Fiscal Planning, Participatory Governance (information accessibility and standardization), and Distance Education Online Tutoring. Trustees expressed concern that there are two improvement plans focused on Participatory Governance. Director Barton elaborated on the rationale for having the redundancy. She continued this portion of the retreat with a review of the Institutional Effectiveness Recommendations, Data Trend Analysis and Timeline for completion. She shared that the first reading with the Governing Board is slated for January 2019 and second reading and approval in February.

3. Year-End Review and Establishment of 2018/19 Board Goals

Sr. Director Barton discussed establishing the Board's 2018-19 goals and offered some suggestions based on the Governing Board self-evaluation results, the Chancellor's Office priorities, Institutional Effectiveness recommendations for accreditation, and the California Community College Board of Governors roles and responsibilities. She facilitated a discussion with the Board on each of the existing goals and related tasks and how the Board could maintain, amend, delete or add items. Trustees offered suggestions and feedback on the tasks related to Goal #1 including which tasks they wished to maintain for 2018-19. Following discussions, they approved six proposed tasks related in part to: MP 2022, Fiscal Recovery Plan, new Funding Model, Strategic Enrollment Plan and Guided Pathways. Director Barton reviewed and discussed goals #2 and #3 and potential options for updating the related tasks. Dr. Blake talked about the importance of workforce diversity and training on unconscious bias. Trustees discussed receiving a 5-6 year hiring trend report by department. Discussion ensued and Director Barton agreed to work with Dr. Norman to address this reporting request. Dr. Norman talked about the pending exodus of employees over the next five years and how Human Resources is preparing to manage the situation. Trustees asked if an aspirational goal could be established related to aligning employee demographics with student demographics. Dr. Jack Kahn talked about some of the efforts that are being taken to encourage diverse applicants in the Natural and Health Sciences division. Barbara Baer, PFF Co-President, commented that the PT faculty is more diverse than the FT faculty. Trustees discussed the importance of streamlining the hiring process to improve the diversity of the applicant pools.

Director Barton talked about goals #4 through #6 and the related tasks. Dr. Blake talked about holding a Report to the Community event to increase engagement within the community, Board retreats each semester, the trustee on-boarding process, and creating a new regular "Report to the Community." Trustees talked about whether to make the CCLC Excellence in Trusteeship a required part for on-boarding for new trustees. Sr. Director Barton agreed to prepare a draft copy of 2018/19 goals and related tasks based on the Board's feedback.

At 12:30 p.m., the Board took a five-minute recess while lunch was distributed. The meeting continued at 12:35.

4. Palomar Foundation Update

Foundation Executive Director, Stacy Rungaitis, reported that 2019 marks the 60th year of the Foundation's support of Palomar and noted the Foundation is planning a celebration. She discussed the Foundation priorities including: Creating a Philanthropic Culture, diversifying the donor base and, fundraising initiatives. She reviewed the Foundations "road map" including the four key objectives: 1) Fundraising, 2) Donor Relations, 3) Community Engagement and, 4) Infrastructure. Director Rungaitis identified the funding priorities

including the core programs: Scholarships, textbook assistance, emergency grants and key initiatives including: Palomar Promise, Naming Opportunities, Comet Affordable Learning Materials ("CALM"), Veterans, food pantry, and faculty innovation. She reported that over the last five years the Foundation has averaged \$1.1M in revenue with \$1.5M raised in 2017/18. Board President McNamara asked about Foundation employee salaries; Director Rungaitis reported that four positions are supported by the District with an additional 1.5 positions supported by the Foundation and total funding is approximately \$600K, discussion ensued. Dr. Blake talked about the targeted fundraising goals and the many new donors that are giving to the Foundation due to the work being done in the community. Director Rungaitis talked about two new initiatives, 1) "Path to Success" - an engraved brick sale and 2) the Dynamic Pay app which provides support for the Foundation's goals. She talked about "sunsetting" the Starlit gala and instead holding a 5K Run/Walk - the "Monster Dash & Bash" on October 20, 2018 and a fall "Community Showcase." Trustees discussed the overhaul taking place in the Foundation and offered their support and encouragement to Director Rungaitis.

Director Rungaitis reviewed the current Board Policy and Administrative Procedure 3830 titled Naming of Facilities. Trustees discussed current and future donors, safeguards in place for donors who violate Palomar standards, criteria used to evaluate facility naming requests and possible ways to modify the current practices. Discussion ensued regarding clarifying the District's values beyond those in the district's written vision, mission and values statement. Trustees talked about valuing veterans, LGBTQ individuals and families, DACA students, and reminded attendees that they had passed several resolutions in support of students.

Director Rungaitis, referencing the Naming of Facilities Policy and Administrative Procedure, talked about the vetting process that naming opportunities go through prior to being presented to the Board for final approval. Dr. Blake talked about the importance of remembering that donors support the District's students who are a very diverse population. She shared that the way to reach the \$30M Foundation endowment goal is through naming opportunities. She asked the Board to provide clarity on what they want to do regarding the policies and procedures stating that there are potential donors interested in naming opportunities. Trustees discussed the importance of understanding Palomar's values and how they align with potential donors. Trustees discussed different options for improving the policy/procedure noting ultimately that naming opportunities are vetted through multiple shared governance groups.

5. Board Bulletin

Dr. Blake talked about developing a special monthly report to the community and asked the Board if they wanted to have something similar to SDCCD's report. Dr. Blake talked about including Board actions and events to help highlight the District. The Board supported the idea.

Dr. Blake reflected on the 2017/18 Campus Theme and two books, Simon Sinek's , *"Together is Better"* and Thomas Bailey's *"Redesigning America's Community Colleges"* which helped guide the college last year. She reported that while talking with Kelly Falcone, Professional Development Coordinator, about plenary, faculty needs and interests, the desire was to have three priorities that faculty could focus on in 2018/19. Further discussions narrowed the institutional priorities to these areas: Diversity, Guided Pathways and, Fiscal Stabilization.

Board President McNamara asked if the campus was involved or surveyed about establishing the institutional priorities. Dr. Blake responded that Sr. Director Barton conducts "campus climate" surveys.

E. Finance/Administrative Services Workshop Topics

1. Facilities Update

Vice President for Finance and Administrative Services, Ron Ballesteros-Perez, and Dr. Blake talked about options for "diversifying" funding to create alternative revenue streams. He reported on four items including:

- A marketplace/land lease on several acres at the Fallbrook site. VP Perez reported the site cannot be developed by the District due to DSA requirements. Dr. Blake talked about establishing partnerships with potential student employers at the marketplace. There was discussion regarding a Starbucks drive-thru (or something similar) that could benefit the community and as well Palomar students by providing employment/internship opportunities.
- An electronic bulletin board in Fallbrook (marquis sign similar to - but smaller - than the one at the at Westfield North County shopping mall in Escondido)
- A solar farm in Borrego Springs (discussions with PG&E and SDG&E – for a ground lease and a % of revenues are in the works), and
- Student housing on the San Marcos campus. (Public Private Housing - no money "out of pocket.") VP Perez shared that there are three sites that have been identified: 1) at the church parking lot on Mission east of the cactus garden, 2) next to Lot 12 near the Las Posas area or 3) the area on campus where the current M&O facilities are located. VP Perez stated that the M&O site would be preferable so as not to lose any parking. Dr. Blake talked about a turnkey situation where all maintenance and student oversight/resident servicing is provided. She talked about focusing on international students, athletes, and transfer students. There was discussion of faculty/staff housing and possible incentives for new hires.

VP Perez shared that the District is looking at establishing a Corporation to manage these potential alternative revenue streams and noted that initial discussions have begun on the possible land lease with a developer (CBRE) doing the building and the District receiving a portion of the retail revenues as well as the land lease income. Trustees asked questions about each potential project, VP Perez and Dr. Blake responded. VP Perez clarified that selling the properties under consideration for the projects is an option but that the funds would have to be returned to the taxpayers and therefore they would not provide additional revenue to the district. He also shared that the district is considering a full-service property management firm to manage these possible projects. He reported that an RFQ would need to be prepared for any of the projects to move forward. Dr. Blake suggested these alternative revenue streams could generate \$5-10M a year thereby mitigating the district's deficit.

Vice President Perez provided a status update on the Prop M bond projects that are currently in process and talked about unmet needs that will be identified when the facilities master plan is updated. He mentioned that if the Board decides to go out for another bond it could begin the process in 2019 to make the 2020 election.

2. Budget Update

Vice President Perez talked about fiscal stabilization and the new 70/20/10 funding model, noting everything is changing to a performance-based model. He reported that 2017/18 is the starting year of a three-year "hold harmless" transition period and shared that the district was able to pull 1,000 summer '18 FTES to the 2017/18 academic year. Dr. Blake stated that was the rationale for changing the academic calendar last year. She talked about building out the centers during the hold harmless period, increasing Pell and BOG eligible student enrollments and, building Guided Pathways. She noted that 2018/19 was the year Palomar was to have "fallen out" of stability and that the new funding model works for Palomar. VP Perez clarified the transitioning of the new funding model and responded to questions posed

by the trustees. He also addressed questions related to any future economic downturns and Palomar's ability to respond to large increases in enrollments.

F. Instructional Services Workshop Topics

1. Enrollment Update

Vice President for Instruction, Dr. Jack Kahn, provided an overview of the Chancellor's vision of Guided Pathways. He shared that Palomar will do well to integrate the various practices that are currently separate. He used the example of tutoring, noting that the District has numerous excellent options for tutoring and there are multiple ways for students' access the services. However, due to the organization of tutoring services is difficult for students to determine where they need to go because the services are spread across various areas and departments.

Vice President Kahn reviewed the summer 2018 enrollments and shared that the summer WSH/FTES had increased even though enrollments were down across the region. He talked about the ASU/CSUSM Retro awards partnership and described how the program works by awarding students their AA degrees retroactively once they have completed their remaining units at CSUSM.

2. Centers Update

Vice President Kahn provided a summary update on the new Education Centers. In closing, he reviewed the child development short-term salaries and what it would cost the district to increase the lowest pay rate to \$15/hr. He talked about possible issues the District would need to consider if it opts to make the change. Board President McNamara reported that the Board supports the increase. Dr. Blake reported additional research is needed to understand the implications across the District including, but not limited to, categorical programs.

G. Student Services Workshop Topics

1. Palomar Promise Update

Acting Vice President for Student Services, Aiden Ely, talked about targeted outreach, community engagement and the Palomar Promise. Vice President Ely talked about enrollment strategies, retention initiatives, completions strategies, and financial aid. He shared that Guided Pathways is designed to help students complete their educational journey at Palomar. Trustee Evilsizer asked about outreach efforts directed specifically towards the parents of Latino students. In response, Dr. Blake talked about the 'Parent Nights' outreach effort. Trustee Halcón talked about some of the different perspectives the Latino community has regarding higher education.

H. Human Resource Services Workshop Topics

1. Employee Benefits Update

Vice President for Human Resource Service, Dr. Lisa Norman, shared that the department regularly utilizes data to assess hiring trends including underrepresented groups. She shared that since 2013/14 there has been a 4% increase in Latino faculty hires and there have been increases in other underrepresented groups over the five-year period. Dr. Norman discussed targeted recruitment efforts undertaken this past year and EEO Training conducted and planned. She reviewed fiscal stabilization and discussed efforts underway to increase cost savings on medical and ancillary services. She shared that employees will now have five choices for medical coverage and discussed the incentives being offered for the HSA and FAS program options.

2. Staffing Plan Update

Due to time constraints, there was no time to provide a Staffing Plan Update.

- I. **Board Requests for Reports** There were none.
- J. **Continuation of Closed Session**
1. **The Board will recess to Closed Session (if needed.)**
No additional closed session was needed.
 2. **Reconvene to Open Session**
Not applicable, no additional closed session was needed.
- K. **Adjournment** The meeting adjourned at 2:59 p.m.


Paul McNamara, Board President


Mark Evilsizer, Secretary



APPROVED 9/11/2018
GOVERNING BOARD MINUTES
MEETING OF THE GOVERNING BOARD
TUESDAY, AUGUST 14, 2018
PALOMAR COMMUNITY COLLEGE DISTRICT
ROOM SSC-1, SAN MARCOS CAMPUS
1140 W. MISSION RD., SAN MARCOS, CALIFORNIA

A. Opening Items

1. Call meeting to Order

Board President McNamara called the meeting to order at 4:00 p.m. in SSC-1.

2. Roll Call

PRESENT

PAUL P. MCNAMARA, PRESIDENT
JOHN HALCÓN, VICE PRESIDENT
MARK R. EVILSIZER, SECRETARY
NINA DEERFIELD, TRUSTEE
NANCY ANN HENSCH, TRUSTEE
AMBER BANCROFT, STUDENT TRUSTEE (arrived 5:00 pm)

ABSENT

NONE

3. Public Comment in accordance with Board Policy 2350

Diane Studinka, an employee, shared concerns regarding the Anthem Blue Cross SISC health benefits as related to surgical limitations. She asked the District to notify plan participants of the limitations.

B. Recess to Closed Session The Board recessed to closed session in room A-1 at 4:06 p.m.

C. Reconvene to Open Session The Board reconvened to open session in SSC-1 at 5:02 p.m. All trustees present.

1. Actions Taken in Closed Session. Board President McNamara reported that there were no reportable actions taken in closed session.

2. Pledge of Allegiance. Following the Pledge of Allegiance the meeting continued.

3. Public Comment in accordance with Board Policy 2350:

- a. Lisa Cirillo, a student, expressed concerns regarding an incident that occurred to her in the financial aid office with a district employee. Ms. Cirillo said she felt harassed and threatened.
- b. Lesley Williams, an employee, handed out a report titled *Data, Analyses and Perspectives regarding the terms of the 3rd Amended Contract for the Superintendent/President* dated August 14, 2018 and an undated addendum "Sources of Information" (both on file in the Governing Board Office in accordance with AP 3310.) She expressed concerns regarding various aspects of the 3rd amended contract of the Superintendent/President approved by the Board at the July 10, 2018 Board meeting. She asked that the Board hire a third-party to poll employees regarding the campus climate.
- c. Ellen Weller, an employee, talked about the Palomar Symphony Orchestra's free Grape Day Park event and asked the Board to increase its support of Palomar's Performing Arts by attending events in the community.

- d. Anel Gonzalez, CCE President, expressed concern regarding the recently amended Superintendent/President's contract, proposed changes to the Library/Learning Resource Center (LRC), and interim employment appointments. She asked for increased transparency.
- e. Roger Morrissette, an employee, talked about low enrollments and questioned the Board's rational in approving the amendment of the Superintendent/President's contract.
- f. Shannon Lienhart, an employee, expressed concerns regarding the current administration and governing board, the recently amended Superintendent/President's contract, the proposed changes to the LRC, deficit spending, instructional budget reductions, and a California Public Records Act request related to the LRC project.
- g. Zameer Karim, a former student, discussed an incident that occurred on the San Marcos campus that he felt was not properly investigated. He reported feeling his due process rights were denied. He asked that Acting Vice President Ely re-open the case.
- h. Lee Dulgeroff, a candidate for the Governing Board, introduced himself and talked briefly about his background as a senior executive at San Diego Unified.
- i. Patrick O'Brian, speaking as an individual, expressed concern regarding low campus moral, public shaming of contracted employees, stability spending, declining enrollments and the recently amended Superintendent/President's contract.

D. Approval of Minutes for the Regular Meeting of the previous month

The Board approved the Governing Board meeting minutes of July 10, 2018 as written.

Motion by Deerfield, second by Evilsizer.

Vote – Aye: McNamara, Halcón, Evilsizer, Deerfield, and Hensch. Student Trustee vote: aye.

Final Resolution: Approved

E. Reports

Board President McNamara thanked attendees for coming and expressing their views. He talked about Dr. Blake being a change agent, encouraged discussion and debate about controversial topics, and reminded people that personnel matters are not open to public discussion.

Trustee Halcón had no report.

Trustee Evilsizer reported on his attendance at the Emergency Medical Education graduation event and commented on the increased diversity of the students graduating from the program. He talked about the "Meet your Elected Officials" event and reflected on the Governing Board retreat held at the Rancho Bernardo facility.

Trustee Deerfield talked about her first year as a trustee, completing the CCLC's Excellence in Trusteeship program, and expressed feeling that she has been chastised and misled by the administration. She talked about first amendment rights, characteristics of effective boards, and read the Brown Act's initial section that states the intent of the legislature in enacting the Brown Act.

Trustee Hensch thanked attendees for speaking, and for attending, the Board meeting.

Student Trustee Bancroft reported attending the CCLC Student Trustee conference. She expressed concerns and asked for clarification regarding the status of the Learning Resource Center.

Superintendent/President Blake talked about serving the campus and community by continuing with transparency, upholding the institution's values, and her open-door policy. She stated that she would not engage with falsehoods and allegations that are untrue. She reminded attendees

that when she arrived there was a deficit, enrollments were plummeting, and that the Board charged her with fixing those issues.

Vice President for Instructional Services, Jack Kahn talked about some of the upcoming plenary sessions and expressed optimism for the Fall semester.

Acting Vice President for Student Service, Aiden Ely provided a Promise Program update stating that last year's participants numbered 800 and this year is at 1,342. He attributed the increase to outreach efforts. In closing, he talked about the Discover Palomar event held at the Fallbrook site.

Vice President for Fiscal and Administrative Services, Ron Perez stated that he would be reporting on the finalized performance-based funding model and the district's allocation when he returned from the Chancellor's Budget Workshop. He shared that once the allocation is known the information will be integrated into the Fiscal Recovery Plan and that the draft plan will be routed through the participatory governance groups before it is brought to the Board.

Vice President for Human Resource Services, Lisa Norman reported having a recruitment table at the 2018 LULAC (League United of Latin American Citizens) National Conference.

ICOC 2016-17 Annual Report – Laura Gropen, Director Communications, Marketing, and Public Affairs presented the ICOC report (on file in the Governing Board Office in accordance with AP 3310) to the Board.

F. Approval of Consent Calendar items

Action: On a **Motion** by Trustee Halcón seconded by Trustee Evilsizer, the Board Approved items G.1. through J.2.
Ayes: McNamara, Halcón, Evilsizer, Deerfield, and Hensch
Noes: None
Absent: None
Student Trustee: Aye

G. Instruction (Consent)

1. Approve extended Field Trips for students and coaches to participate in three (3) different speech and/or debate tournaments.
2. Approve new Community Education offerings and authorize Workforce Development & Extended Studies to contract with Alexandra Sirocky as listed in the exhibit.
3. Approve new Community Education offerings and authorize Workforce Development & Extended Studies to contract with Timothy Lynch as listed in the exhibit.
4. Approve the Palomar College Early Childhood Education Lab School revised and updated Parent Handbook.
5. Confirm Classification of the Career Technical and Extend Education's Records to Class-3 Disposable and authorize destruction of Student records prior to August 2010.
6. Confirm Classification of the Occupational Non-Credit/Apprenticeship/Workforce Community and Continuing Education's Records to Class-3 Disposable and authorize destruction of records prior to fiscal year 2015-2016.
7. Accept Research Sub-award Agreement with Humboldt State University Sponsored Programs Foundation in the amount of \$10,000.00 for the period of 8/1/2018 through 9/30/2018.

8. Approve Agreement with Foundation for California Community Colleges to provide Foundation with Consultant Services. District to be compensated \$1,887,328.00.

H. H. Human Resource Services (Consent)

1. 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).
2. Ratify one (1) Memorandum of Understanding between the District and the Palomar Faculty Federation/AFT Local 6161.
3. Approve Agreement with Discovery Benefits, Inc. to permit payment of fees for the Health Savings Account for \$1.50 per participant per month.

I. I. Fiscal and Administrative Services (Consent)

1. Approve five (5) year Construction Plan for the period of 2020-2024.

J. J. Superintendent/President (Consent)

1. Approve the acceptance of various donations with a total estimated value of \$3,758.00 as shown in the exhibit.
2. Acknowledge and excuse trustee absence in accordance with Section 72024(d) of the CA Education Code.

K. Action on Items Removed from Consent There were none.

L. Reports from College Groups

1. INFORMATION: Report of the Faculty Senate

Travis Ritt, President of the Faculty Senate, absent.

2. INFORMATION: Report of the Palomar Faculty Federation

Teresa Laughlin, Co-President of the PFF, talked about the Janus decision and reported that more people joined than left the union following the Supreme Court decision. She shared several reasons people cited for joining the union. She expressed continued concern with the hiring process for acting and interim positions. She handed out copies of BP/AP 7120 (on file in the Governing Board Office in accordance with AP 3310) and elaborated on some reasons for her concerns including the perception of preferential treatment and the lack of transparency.

3. INFORMATION: Report of the Administrative Association

Connie Sterling, President of the Administrative Association had no report.

4. INFORMATION: Report of the Confidential and Supervisory Team

CAST had no report.

5. INFORMATION: Report of the CCE/AFT

Anel Gonzalez, President of the CCE, reported that the Janus decision did not have an impact on CCE union membership. She shared that during a CCE membership-meeting attendees expressed concerns about performance evaluations not being completed. Anel reported that the CCE held its retreat and goal setting session.

6. INFORMATION: Report of the Associated Student Government

Amber Bancroft, ASG President, reported on the Discover Palomar events and stated the first ASG meeting of the semester is scheduled for August 24.

M. New Business

N. Student Services (New Business)

1. **Approve two (2) trips for International Travel for one Educational Administrator, Yasue O'Neill, Coordinator, International Education.**

Motion by Evilsizer, second by Hensch. There was no discussion.

Vote – Aye: McNamara, Halcón, Evilsizer, Deerfield and Hensch.

Student Trustee advisory vote: Aye.

Final Resolution: Approved

2. **Approve Agreement with Dr. Enchanta Jenkins to implement the Family Planning, Access, Care and Treatment program at San Marcos Health Center in Fall 2018.**

Motion by Evilsizer, second by Halcón. There was no discussion.

Vote – Aye: McNamara, Halcón, Evilsizer, Deerfield and Hensch.

Student Trustee advisory vote: Aye.

Final Resolution: Approved

O. Fiscal and Administrative Services (New Business)

1. **Approve six (6) Change Orders for Bid CM-17-18-01-NEC-XX, Fallbrook Education Center for a total of \$132,482.00.**

Motion by Halcón, second by Evilsizer. There was no discussion.

Vote – Aye: McNamara, Halcón, Evilsizer, Deerfield and Hensch.

Student Trustee advisory vote: Aye.

Final Resolution: Approved

2. **Request to reduce the retention held on Bid CM-15-16-01-SEC-XX, Rancho Bernardo Education Center for Swinerton Builders from 5% to 2.5%.**

Motion by Evilsizer, second by Hensch. There was no discussion.

Vote – Aye: McNamara, Halcón, Evilsizer, Deerfield and Hensch.

Student Trustee advisory vote: Aye.

Final Resolution: Approved

3. **Approve Change Order #9 for \$300,307.00 for Owner added scope, site security and DSA changes on Bid CM-15-16-01-SEC-XX, Rancho Bernardo Education Center project.**

4. **Approve Change Order #4 for \$84,293.00 for Owner changes, unforeseen conditions and additional costs on the Maintenance & Operations Design/Build project.**

Board President McNamara asked that items 3 and 4, both being change orders, be considered together. There being no objection a motion was made to approve both items.

Motion by Halcón, second by Hensch. Trustee Evilsizer asked for clarification of the costs associated with attaining Net Zero for the M&O project. Director Chris Miller responded.

Vote – Aye: McNamara, Halcón, Evilsizer, Deerfield and Hensch.

Student Trustee advisory vote: Aye.

Final Resolution: Approved

5. **Accept as complete and final six (6) Bid Packages for Bid CM-17-18-01-NEC-XX North Education Center project, authorize release of retention in 35 days and record the Notice of Completions.**

Motion by Evilsizer, second by Halcón. There was no discussion.

Vote – Aye: McNamara, Halcón, Evilsizer, Deerfield and Hensch.

Student Trustee advisory vote: Aye.

Final Resolution: Approved

6. **Accept as complete and final Bid #104-18 Food Pantry and SU Remodel project and authorize release of retention to Fordyce Construction, Inc. in 35 days and record the Notice of Completion.**

Motion by Halcón, second by Evilsizer. There was no discussion.

Vote – Aye: McNamara, Halcón, Evilsizer, Deerfield and Hensch.

Student Trustee advisory vote: Aye.

Final Resolution: Approved

7. **Approve Agreement, Easements, Waivers and Releases and Permission to Grade with Pardee Homes and authorize recording with the County of San Diego for improvements on District Fallbrook Education Center property.**

Motion by Evilsizer, second by Hensch. There was no discussion.

Vote – Aye: McNamara, Halcón, Evilsizer, Deerfield and Hensch.

Student Trustee advisory vote: Aye.

Final Resolution: Approved

8. **Award Bid #105-18 South Education Center Offsite Intersection Improvement Project to PAL General Engineering, Inc. in the amount of \$288,467.00.**

Motion by Halcón, second by Hensch. There was no discussion.

Vote – Aye: McNamara, Halcón, Evilsizer, Deerfield and Hensch.

Student Trustee advisory vote: Aye.

Final Resolution: Approved

9. **Approve Lease transfer for two (2) construction trailers at the Fallbrook Education Center from Swinerton Construction to District for staff to work and store materials for 36 months at \$1,386.64/month.**

Motion by Halcón, second by Evilsizer. Trustee Evilsizer asked for clarification on the feasibility of moving the trailers off-site. Director Miller responded.

Vote – Aye: McNamara, Halcón, Evilsizer, Deerfield and Hensch.

Student Trustee advisory vote: Aye.

Final Resolution: Approved

10. **Accept and Approve Legal Finding for unforeseen conditions on the LRC Sidewalk Connector Project.**

Motion by Halcón, second by Evilsizer. There was no discussion.

Vote – Aye: McNamara, Halcón, Evilsizer, Deerfield and Hensch.

Student Trustee advisory vote: Aye.

Final Resolution: Approved

P. **Board Requests for Reports** Trustees made the following requests for information:

- Identify how Wells Fargo's values align with Palomar's
- Employee evaluations not being conducted timely
- Voids/gaps in medical coverage
- Update of Palomar's Information Technology/Security/Chancellor's Office "Hack Audit"
- Review/outcome of Zameer Karim Case
- Acting/Interim Recruitment process
- Student Lisa Cirillo, harassment and treatment from Director, Financial Aid

Q. **Continuation of Closed Session**: Not needed.

R. **Adjournment** The meeting adjourned at 6:29 p.m.


Paul McNamara, Board President


Mark Evilsizer, Secretary



APPROVED 10/09/2018
GOVERNING BOARD MINUTES
MEETING OF THE GOVERNING BOARD
TUESDAY, SEPTEMBER 11, 2018
PALOMAR COMMUNITY COLLEGE DISTRICT
ROOM SSC-1, SAN MARCOS CAMPUS
1140 W. MISSION RD., SAN MARCOS, CALIFORNIA

A. Opening Items

1. Call meeting to Order

Board President McNamara called the meeting to order at 4:00 p.m. in SSC-1.

2. Roll Call

PRESENT

PAUL P. MCNAMARA, PRESIDENT

JOHN HALCÓN, VICE PRESIDENT

MARK R. EVILSIZER, SECRETARY

NINA DEERFIELD, TRUSTEE

NANCY ANN HENSCH, TRUSTEE

AMBER BANCROFT, STUDENT TRUSTEE (arrived 5:00 pm)

ABSENT

NONE

3. Public Comment in accordance with Board Policy 2350

There were none.

B. Recess to Closed Session The Board recessed to closed session in room A-1 at 4:00 p.m.

C. Reconvene to Open Session The Board reconvened to open session in SSC-1 at 5:49 p.m. All trustees present.

1. Actions Taken in Closed Session. Board President McNamara reported that pursuant to Education Code Section 87734, in Closed Session, the Governing Board took action on a Notice of Unprofessional Conduct for employee #004132707 to send such notice to the employee. The vote was as follows: Aye: Evilsizer. Nay: Hensch, McNamara, Deerfield. Abstention: Halcon.
2. Pledge of Allegiance. Following the Pledge of Allegiance the meeting continued.
3. Public Comment in accordance with Board Policy 2350:
 - a. Ellen Weller talked about the District's mission and how the Arts improve skills needed for success in the real world. She provided additional information related to Palomar's Performing Arts.
 - b. Peter Rogers, President of the Palomar Associates, talked about role and growth of the President's Associates in supporting Palomar College.
 - c. Ray Clendening, President, North County African American Women's Association, said a few words of tribute for the college and presented Dr. Blake with a Salute to Community Service award.
 - d. Stacy Rungitus reported receiving a \$100,000 grant from the Board of Supervisors.

- e. Susan Snow expressed concerns regarding the LRC remodel and questioned why the proposal was not vetted on campus; she asked for collaboration and communication.
 - f. Chris Miller reported that the Maintenance and Operations building was awarded the Best Green Project in Southern California by ENRCalifornia.
 - g. Teresa Laughlin expressed concerns that trustees are not being responsive to faculty concerns including the lack of transparency and asked that the Board follow BP/AP 7120.
 - h. Lesley Blankenship-Williams commented on Mostra Coffee; asked for improved Board oversight; and expressed concerns regarding the annuity as written in the recently approved amendment to the Superintendent/President's contract.
 - i. Olga Diaz reported that the Upward Bound program is being reinstated following advocacy by Congressmen Hunter and Issa. She also reported on other components of Palomar's grant-funded student programs, the funding of which totals \$6.7M.
- 4. Presentation of Retirement Certificates: There were no retirees in attendance.
 - 5. Adoption of Agenda: Call for Removal of items - or changes to - the agenda: The agenda was adopted by unanimous consent.

D. Approval of Minutes for the meeting(s) of the previous month

Motion by Evilsizer, second by Hensch.

Trustee Hensch requested the August 14 2018 minutes be amended by adding "Nina" before "Deerfield" to the roll call and striking the word "Information" from section C.

The Board approved the Governing Board meeting minutes of July 10, 2018 as written and the August 14, 2018 minutes as amended.

Vote – Aye: McNamara, Halcón, Evilsizer, Deerfield, and Hensch. Student Trustee vote: aye.
Final Resolution: Approved

E. Hold Public Hearing(s) as required by law: Presentation and public hearing on, and approval of, the proposed Fiscal Year 2018-2019 Budget

1. PRESENTATION OF PROPOSED FISCAL YEAR 2018-19 BUDGET

Vice President Ron Ballesteros-Perez presented on the proposed fiscal year 2018-19 budget. VP Perez compared and discussed the 2017-18 adopted budget with the unaudited actuals; provided an overview of the 2018-19 budget; talked about the new funding formula and how Palomar's stability status, the new formula and the hold harmless component will work for Palomar. He reviewed planning assumptions and projected revenues and expenditures. VP Perez talked about fund balances, fund history, and compared Palomar's operating budget with local city budgets noting Palomar's economic impact in North County – he compared Palomar to a small city. In closing, VP Perez reported that he plans to have the Draft Fiscal Recovery Plan to the Board for approval by the end of the year.

2. OPEN PUBLIC HEARING ON PROPOSED FISCAL YEAR 2018-19 BUDGET The public hearing was opened at 6:40 p.m.

VP Perez responded to questions from the trustees related to the centers. There were no other speakers.

3. CLOSE PUBLIC HEARING The public hearing was closed at 6:42 p.m.

4. APPROVE ADOPTION OF THE FISCAL YEAR 2018-19 BUDGET

Motion by Halcon, second by Evilsizer.

Vote – Aye: McNamara, Halcón, Evilsizer, Deerfield, and Hensch. Student Trustee vote: aye.

Final Resolution: Approved

F. Reports

President, Paul McNamara thanked the speakers for their inputs and shared that he appreciates the discourse.

Trustee Halcón reported on his attendance to Vista Community Clinic's Report to the Community and shared that he attended Plenary and met with the speaker, Dr. Pedro Noguera. Trustee Halcón reported attending the Policies and Procedures Review Committee meeting and Faculty Senate meeting.

Trustee Evilsizer reported that he attended the SDICCCA Alliance meeting where diversity hiring practices were discussed. He reported sharing the following information with SCICCCA meeting attendees about Palomar: Fall enrollment numbers, the status of the Palomar Promise program, the \$100,000 grant awarded to the Foundation, the upcoming grand opening of the food and nutrition center, new faculty hires, the Monster Dash & Bash 5K event on October 20 and plans under consideration for student/staff housing.

Trustee Deerfield commented briefly on the amendment to the Superintendent/President's contract. She asked that when invitations to attend meetings/events are extended that invitations be sent in well in advance of the date. She requested that the Acting v. Interim topic be agendaized for a future meeting.

Trustee Hensch reported that she was able to view the Plenary event on-line. She reported attending the Forte for Children event.

Student Trustee Bancroft had no report.

Superintendent/President Blake thanked Fiscal Services, the Vice Presidents and the Deans for their work on the budget and thanked the executive team for their work around enrollments, hiring, class scheduling and improving efficiencies. She reported that the Board be offered a study session on the new funding formula.

Vice President for Instructional Services, Jack Kahn shared the new on-line Data Dashboard and reviewed three separate reports noting overall enrollment increases and specific increases in the areas of Math, Science and Engineering and, Social and Behavior Sciences.

Acting Vice President for Student Service, Aiden Ely announced that CCCApply is live.

Vice President for Fiscal and Administrative Services, Ron Perez reported that the Educational Master Plan and Facilities Master Plan updates are being sunshined and invited people to review and submit questions on the draft documents. In closing, he acknowledged the retirement of James McCann.

Vice President for Human Resource Services, Lisa Norman reported that the research for the Staffing Plan update revealed that nearly 30% of district employees are eligible for retirement and in five years 47% will be eligible. She reported that certain aspects of the Acting vs. Interim matter fall under negotiations and that the Policies and Procedures Committee needs to address the Board Policy/Administrative Procedure issue.

G. Approval of Consent Calendar items

Action: On a **Motion** by Trustee Evilsizer seconded by Trustee Halcón, the Board Approved items H.1. through L.2.
Ayes: McNamara, Halcón, Evilsizer, Deerfield, and Hensch
Noes: None
Absent: None
Student Trustee: Aye

H. Instruction (Consent)

1. Approve extended Field Trip for students and staff to participate in a trip to Mt. Calvary Monastery in Santa Barbara, see exhibit for details.
1. Accept \$20,000 Grant with Grossmont-Cuyamaca CCD to participate in the Work-Based Learning Assessment Regional Strong Workforce Program see exhibit for details.
2. Approve Agreement with California Community College Technology Center for participation in Single Cloud-Based Library Services Platform (LSP) from January 2019 through December 2020 at no cost to the District, see exhibit for details.

I. Student Services (Consent) None this month.

J. Human Resource Services (Consent)

1. 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).
2. Ratify four (4) Memoranda of Understanding between the District and the Palomar Faculty Federation/AFT Local 6161, see exhibit for details.

K. Fiscal & Administrative Services (Consent)

1. Approve the California Community Colleges Quarterly Financial Status Report, see exhibit for details.
2. Approve the Quarterly Report of the Fiscal Services Director, see exhibit for details.
3. Ratify all contracts and agreements made July 1, 2018 through August 31, 2018 on behalf of the District as detailed in the exhibit.

L. Superintendent/President (Consent)

1. Approve travel expenses for three trustees to attend two conferences: The ACCT Leadership Congress in October and the CCLC Annual Convention in November, see exhibit for details.
2. Approve the acceptance of various donations with a total estimated value of \$48,872.97 as shown in the exhibit.

M. Action on Items Removed from Consent None this month.

N. Reports from College Groups

1. INFORMATION: Report of the Faculty Senate

Travis Ritt, President of the Faculty Senate, thanked the Board for ratifying the part-time hires. He shared that the Senate is developing its 2018-19 goals; is hosting the Academic Senate for Community Colleges Area D pre-plenary meeting; and is working on Guided Pathways. He shared that work continues on the implementation of AB 705 mandates.

2. INFORMATION: Report of the Palomar Faculty Federation

Barbara Baer, Co-President of the PFF, talked about the growth of the membership, funding for faculty development and family-member scholarship opportunities. She shared that PFF is holding a number of workshops for faculty. Barbara stated that nearly 2/3 of faculty are part-time and teach about 50% of Palomar's classes.

3. INFORMATION: Report of the Administrative Association

Connie Sterling, President of the Administrative Association had no report.

4. INFORMATION: Report of the Confidential and Supervisory Team

Jenny Akins, President of CAST, had no report.

5. INFORMATION: Report of the CCE/AFT

Anel Gonzalez, President of the CCE, reported that CCE is in negotiations; expressed concerns regarding the lack of response to the inquiry regarding evaluations not being completed; and talked about classified hiring prioritization.

6. INFORMATION: Report of the Associated Student Government

Amber Bancroft, ASG President, reported that the ASG partnered with the Veteran's Center in honor of 9/11. In closing, she thanked Chelsea Kott for her service to the students.

O. Informational Items - No Action Required None this month.

P. New Business

Q. Instruction (New Business) None this month.

R. Student Services (New Business) None this month.

S. Human Resource Services (New Business) None this month.

T. Fiscal and Administrative Services (New Business)

- 1. Review and approve purchases made by purchase order 6/28/18 - 8/30/18 and purchases made by CALCard 6/23/18 - 8/22/18 totaling \$9,725,907.81 as listed on the exhibit.**

Motion by Evilsizer, second by Halcón. There was no discussion.

Vote – Aye: McNamara, Halcón, Evilsizer, Deerfield and Hensch.

Student Trustee advisory vote: Aye.

Final Resolution: Approved

- 2. Authorize contract with awarded bidder, Singh Group Inc., for bid #B19-02: Landscape Maintenance.**

Motion by Evilsizer, second by Halcón. There was no discussion.

Vote – Aye: McNamara, Halcón, Evilsizer, Deerfield and Hensch.

Student Trustee advisory vote: Aye.

Final Resolution: Approved

3. **Award RFP 300-19 Snacks & Coffee Vending Services to two companies; InstaHealthy USA and VendiBean, LLC for Snack Vending and Coffee Vending Machine Services.**

Motion by Halcón, second by Evilsizer. There was no discussion.

Vote – Aye: McNamara, Halcón, Evilsizer, Deerfield and Hensch.

Student Trustee advisory vote: Aye.

Final Resolution: Approved

4. **Approve request to reduce the retention held on Bid CM-14-15-01-LRC-XX for Gilbane Building Company from 5% to 2.5% as detailed in the exhibit.**

Motion by Evilsizer, second by Hensch. There was no discussion.

Vote – Aye: McNamara, Halcón, Evilsizer, Deerfield and Hensch.

Student Trustee advisory vote: Aye.

Final Resolution: Approved

5. **Accept as complete and final Bid Packages for Bid CM-15-16-01-SEC-XX South Education Center project, authorize release of retention in 35 days and record the Notice of Completion.**

Motion by Evilsizer, second by Hensch. There was no discussion.

Vote – Aye: McNamara, Halcón, Evilsizer, Deerfield and Hensch.

Student Trustee advisory vote: Aye.

Final Resolution: Approved

6. **Approve two (2) Change Orders for Bid CM-15-16-01-SEC-XX, Rancho Bernardo Education Center for a total of \$556,784.00, as detailed in the exhibit.**

Motion by Halcón, second by Evilsizer. Trustee Evilsizer asked for clarification regarding the accessibility ramp, Director Miller responded.

Vote – Aye: McNamara, Halcón, Evilsizer, Deerfield and Hensch.

Student Trustee advisory vote: Aye.

Final Resolution: Approved

U. Superintendent/President (New Business)

1. **Adopt the 2018-2019 Palomar Community College District Governing Board Annual Goals as detailed in the exhibit.**

Motion by Hensch, second by Evilsizer. Trustee Hensch thanked Director Barton for her assistance in the development of the Boards Goals. Trustee Evilsizer asked that Goal #1, Task #5 the word “a” be corrected to “and” after the word “state,” with those two changes the Board voted on the adoption of their 2018-19 goals.

Vote – Aye: McNamara, Halcón, Evilsizer, Deerfield and Hensch.

Student Trustee advisory vote: Aye.

Final Resolution: Approved

2. **Call for a Special Meeting of the Governing Board on September 25, 2018 to hold a first reading of the Ed Master Plan Update and the Facilities Plan Framework update.**

Motion by Hensch, second by Deerfield. Trustees McNamara, Deerfield and Halcón reported they could not make a September 25th meeting and asked that the President’s Office find an alternate date.

Final Resolution: Tabled by unanimous consent.

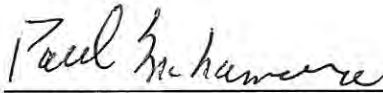
3. Rescind the approval of the July 10, 2018 naming opportunity: Wells Fargo, Veterans Resource Center – Study Room – Named for life of current facility.

Motion by Deerfield, second by Halcón. Trustee McNamara commented that if this item is approved the District will be passing up on money that would benefit students.

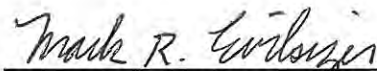
Vote – Aye: Deerfield Ney: McNamara, Halcón, Evilsizer, and Hensch.
Student Trustee advisory vote: Aye.

Final Resolution: Failed

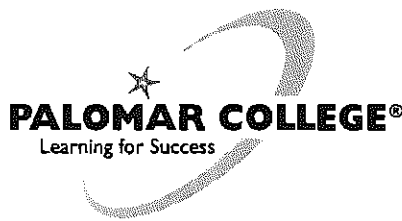
- V. **Board Requests for Reports** Trustee McNamara asked trustee Deerfield if the Acting v. Interim topic still needed to be agendized for a future meeting; Deerfield was uncertain. McNamara asked that the District provide clarity on the matter.
- W. **Continuation of Closed Session:** Not needed.
- X. **Adjournment** The meeting adjourned at 7:25 p.m.



Paul McNamara, Board President



Mark Evilsizer, Secretary



APPROVED 10/09/2018
GOVERNING BOARD MINUTES
SPECIAL MEETING, MONDAY, SEPTEMBER 24, 2018
PALOMAR COMMUNITY COLLEGE DISTRICT
ROOM SSC-1, SAN MARCOS CAMPUS
1140 W. MISSION RD., SAN MARCOS, CALIFORNIA

A. Opening Items

1. Call meeting to Order

Board President McNamara called the meeting to order at 4:30 p.m. in SSC-1.

2. Roll Call

PRESENT

PAUL MCNAMARA, PRESIDENT
JOHN HALCÓN, VICE PRESIDENT
MARK R. EVILSIZER, SECRETARY
NINA DEERFIELD, TRUSTEE
NANCY ANN HENSCH, TRUSTEE
AMBER BANCROFT, STUDENT TRUSTEE (*Arrived at 4:51 p.m.*)

ABSENT

NONE

3. Public Comment in accordance with Board Policy 2350 There were none.

B. Informational Items - No Action Required

4. Review of Educational Master Plan Update

Superintendent/President Blake discussed the purpose of the meeting and introduced Collaborative Brian Trust ("CBT") consultants, Dr. Nicki Harrington and Dr. John Spevak. Sr. Director Barton provided a brief update on the Educational Master Plan ("EMP") Update schedule, the rationale behind the timeframe, and a brief history of the plan. She reported that the EMP Update was drafted by the EMP Steering Committee with council and constituent input. Director Barton provided a summary overview of the District's college planning cycle and discussed how the District's different plans relate to one another. She then introduced Vice President for Instruction, Jack Kahn and Faculty Senate President, Travis Ritt.

Drs. Kahn and Ritt talked about trends in education and labor forces and shared that the contextual information derived during the EMP Update process feeds into the development of Facilities Master Plan ("FMP"). Dr. Kahn talked about each of the centers, their regional differences and the importance of developing unique identities for each one. He shared that the EMP sets a broad guideline for program development while remaining responsive to the needs of the community. Dr. Ritt talked about the thoughtful development of pedagogically sound programs. Facility and cost considerations with new programs was also discussed.

Drs. Harrington and Spevak introduced themselves and talked about their work consulting with the District during the EMP Update process. Dr. Harrington talked about the importance of a quality EMP Update if the Board opts to go out for another bond. She talked about the data and information gathered during the update process including at stakeholder listening sessions. Dr. Harrington reported on the importance of using the District's current

governance structure during the implementation of the EMP rather than creating new, or expanding existing, structures.

Dr. Spevak talked about the internal and external stakeholder inputs from across all groups of the college as well as external stakeholders from K-12, university and, business and industry. He reviewed the key themes identified by stakeholders including enrollment management, scheduling, instruction, student services, campus life, diversity & equity, technology, communications, fiscal management and facilities. Dr. Spevak reported that student input was substantial.

Dr. Harrington talked about the eleven planning assumptions used in developing the EMP Update including: Population projections, County employment rates, growth and changes in labor markets, population ageing, attendance patterns, new student markets, Hispanic population changes, migration patterns, FTES, efficiencies, and enrollment management.

Dr. Spevak highlighted ideas to consider for expansion at each of the District's education sites and the San Marcos campus. Dr. Harrington provided an overarching implementation strategy and introduced a driving slogan "20,000 FTES by 2020." She discussed six implementation strategies including: Growing the centers intentionally, increasing participation rates, improving college processes, growing the Distance Education program, improving the campus climate and engagement and, streamlining integrated planning. In closing, Dr. Harrington highlighted the desired outcomes of the EMP Update.

Sr. Director Barton shared next steps in the process. The Board asked questions associated with the use of a consultant during the EMP Update process and whether the information gained differs from data and information the District was already aware of. Trustees commented on the need to develop a strong identity for the Escondido center that addresses the needs of the community. Comments made included that it is not a comprehensive center and, space and offerings are limited. Superintendent/President Blake talked about the HVAC program in development. Trustees asked for clarification on AB705, discussion ensued. Director Barton responded that there is a lot of work underway across the state related to math and English placement. Trustees asked for clarification on matters related to the placement of programs at different centers, staff responded. Student Trustee Bancroft shared her experience regarding remedial courses and problems associated with financial aid and excess units.

- C. **Board Requests for Reports** There were none.
- D. **Adjournment** The meeting adjourned at 5:56 p.m.


Paul McNamara, Board President


Mark Evilsizer, Secretary



APPROVED 10/09/2018
GOVERNING BOARD MINUTES
MEETING OF THE GOVERNING BOARD
TUESDAY, SEPTEMBER 11, 2018
PALOMAR COMMUNITY COLLEGE DISTRICT
ROOM SSC-1, SAN MARCOS CAMPUS
1140 W. MISSION RD., SAN MARCOS, CALIFORNIA

A. Opening Items

1. Call meeting to Order

Board President McNamara called the meeting to order at 4:00 p.m. in SSC-1.

2. Roll Call

PRESENT

PAUL P. MCNAMARA, PRESIDENT

JOHN HALCÓN, VICE PRESIDENT

MARK R. EVILSIZER, SECRETARY

NINA DEERFIELD, TRUSTEE

NANCY ANN HENSCH, TRUSTEE

AMBER BANCROFT, STUDENT TRUSTEE (arrived 5:00 pm)

ABSENT

NONE

3. Public Comment in accordance with Board Policy 2350

There were none.

B. Recess to Closed Session The Board recessed to closed session in room A-1 at 4:00 p.m.

C. Reconvene to Open Session The Board reconvened to open session in SSC-1 at 5:49 p.m. All trustees present.

1. Actions Taken in Closed Session. Board President McNamara reported that pursuant to Education Code Section 87734, in Closed Session, the Governing Board took action on a Notice of Unprofessional Conduct for employee #004132707 to send such notice to the employee. The vote was as follows: Aye: Evilsizer. Nay: Hensch, McNamara, Deerfield. Abstention: Halcon.
2. Pledge of Allegiance. Following the Pledge of Allegiance the meeting continued.
3. Public Comment in accordance with Board Policy 2350:
 - a. Ellen Weller talked about the District's mission and how the Arts improve skills needed for success in the real world. She provided additional information related to Palomar's Performing Arts.
 - b. Peter Rogers, President of the Palomar Associates, talked about role and growth of the President's Associates in supporting Palomar College.
 - c. Ray Clendening, President, North County African American Women's Association, said a few words of tribute for the college and presented Dr. Blake with a Salute to Community Service award.
 - d. Stacy Rungitus reported receiving a \$100,000 grant from the Board of Supervisors.

- e. Susan Snow expressed concerns regarding the LRC remodel and questioned why the proposal was not vetted on campus; she asked for collaboration and communication.
 - f. Chris Miller reported that the Maintenance and Operations building was awarded the Best Green Project in Southern California by ENRCalifornia.
 - g. Teresa Laughlin expressed concerns that trustees are not being responsive to faculty concerns including the lack of transparency and asked that the Board follow BP/AP 7120.
 - h. Lesley Blankenship-Williams commented on Mostra Coffee; asked for improved Board oversight; and expressed concerns regarding the annuity as written in the recently approved amendment to the Superintendent/President's contract.
 - i. Olga Diaz reported that the Upward Bound program is being reinstated following advocacy by Congressmen Hunter and Issa. She also reported on other components of Palomar's grant-funded student programs, the funding of which totals \$6.7M.
- 4. Presentation of Retirement Certificates: There were no retirees in attendance.
 - 5. Adoption of Agenda: Call for Removal of items - or changes to - the agenda: The agenda was adopted by unanimous consent.

D. Approval of Minutes for the meeting(s) of the previous month

Motion by Evilsizer, second by Hensch.

Trustee Hensch requested the August 14 2018 minutes be amended by adding "Nina" before "Deerfield" to the roll call and striking the word "Information" from section C.

The Board approved the Governing Board meeting minutes of July 10, 2018 as written and the August 14, 2018 minutes as amended.

Vote – Aye: McNamara, Halcón, Evilsizer, Deerfield, and Hensch. Student Trustee vote: aye.
Final Resolution: Approved

E. Hold Public Hearing(s) as required by law: Presentation and public hearing on, and approval of, the proposed Fiscal Year 2018-2019 Budget

1. PRESENTATION OF PROPOSED FISCAL YEAR 2018-19 BUDGET

Vice President Ron Ballesteros-Perez presented on the proposed fiscal year 2018-19 budget. VP Perez compared and discussed the 2017-18 adopted budget with the unaudited actuals; provided an overview of the 2018-19 budget; talked about the new funding formula and how Palomar's stability status, the new formula and the hold harmless component will work for Palomar. He reviewed planning assumptions and projected revenues and expenditures. VP Perez talked about fund balances, fund history, and compared Palomar's operating budget with local city budgets noting Palomar's economic impact in North County – he compared Palomar to a small city. In closing, VP Perez reported that he plans to have the Draft Fiscal Recovery Plan to the Board for approval by the end of the year.

2. OPEN PUBLIC HEARING ON PROPOSED FISCAL YEAR 2018-19 BUDGET The public hearing was opened at 6:40 p.m.

VP Perez responded to questions from the trustees related to the centers. There were no other speakers.

3. CLOSE PUBLIC HEARING The public hearing was closed at 6:42 p.m.

4. APPROVE ADOPTION OF THE FISCAL YEAR 2018-19 BUDGET

Motion by Halcon, second by Evilsizer.

Vote – Aye: McNamara, Halcón, Evilsizer, Deerfield, and Hensch. Student Trustee vote: aye.

Final Resolution: Approved

F. Reports

President, Paul McNamara thanked the speakers for their inputs and shared that he appreciates the discourse.

Trustee Halcón reported on his attendance to Vista Community Clinic's Report to the Community and shared that he attended Plenary and met with the speaker, Dr. Pedro Noguera. Trustee Halcón reported attending the Policies and Procedures Review Committee meeting and Faculty Senate meeting.

Trustee Evilsizer reported that he attended the SDICCCA Alliance meeting where diversity hiring practices were discussed. He reported sharing the following information with SCICCCA meeting attendees about Palomar: Fall enrollment numbers, the status of the Palomar Promise program, the \$100,000 grant awarded to the Foundation, the upcoming grand opening of the food and nutrition center, new faculty hires, the Monster Dash & Bash 5K event on October 20 and plans under consideration for student/staff housing.

Trustee Deerfield commented briefly on the amendment to the Superintendent/President's contract. She asked that when invitations to attend meetings/events are extended that invitations be sent in well in advance of the date. She requested that the Acting v. Interim topic be agendaized for a future meeting.

Trustee Hensch reported that she was able to view the Plenary event on-line. She reported attending the Forte for Children event.

Student Trustee Bancroft had no report.

Superintendent/President Blake thanked Fiscal Services, the Vice Presidents and the Deans for their work on the budget and thanked the executive team for their work around enrollments, hiring, class scheduling and improving efficiencies. She reported that the Board be offered a study session on the new funding formula.

Vice President for Instructional Services, Jack Kahn shared the new on-line Data Dashboard and reviewed three separate reports noting overall enrollment increases and specific increases in the areas of Math, Science and Engineering and, Social and Behavior Sciences.

Acting Vice President for Student Service, Aiden Ely announced that CCCApply is live.

Vice President for Fiscal and Administrative Services, Ron Perez reported that the Educational Master Plan and Facilities Master Plan updates are being sunshined and invited people to review and submit questions on the draft documents. In closing, he acknowledged the retirement of James McCann.

Vice President for Human Resource Services, Lisa Norman reported that the research for the Staffing Plan update revealed that nearly 30% of district employees are eligible for retirement and in five years 47% will be eligible. She reported that certain aspects of the Acting vs. Interim matter fall under negotiations and that the Policies and Procedures Committee needs to address the Board Policy/Administrative Procedure issue.

G. Approval of Consent Calendar items

Action: On a **Motion** by Trustee Evilsizer seconded by Trustee Halcón, the Board Approved items H.1. through L.2.
Ayes: McNamara, Halcón, Evilsizer, Deerfield, and Hensch
Noes: None
Absent: None
Student Trustee: Aye

H. Instruction (Consent)

1. Approve extended Field Trip for students and staff to participate in a trip to Mt. Calvary Monastery in Santa Barbara, see exhibit for details.
1. Accept \$20,000 Grant with Grossmont-Cuyamaca CCD to participate in the Work-Based Learning Assessment Regional Strong Workforce Program see exhibit for details.
2. Approve Agreement with California Community College Technology Center for participation in Single Cloud-Based Library Services Platform (LSP) from January 2019 through December 2020 at no cost to the District, see exhibit for details.

I. Student Services (Consent) None this month.

J. Human Resource Services (Consent)

1. 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).
2. Ratify four (4) Memoranda of Understanding between the District and the Palomar Faculty Federation/AFT Local 6161, see exhibit for details.

K. Fiscal & Administrative Services (Consent)

1. Approve the California Community Colleges Quarterly Financial Status Report, see exhibit for details.
2. Approve the Quarterly Report of the Fiscal Services Director, see exhibit for details.
3. Ratify all contracts and agreements made July 1, 2018 through August 31, 2018 on behalf of the District as detailed in the exhibit.

L. Superintendent/President (Consent)

1. Approve travel expenses for three trustees to attend two conferences: The ACCT Leadership Congress in October and the CCLC Annual Convention in November, see exhibit for details.
2. Approve the acceptance of various donations with a total estimated value of \$48,872.97 as shown in the exhibit.

M. Action on Items Removed from Consent None this month.

N. Reports from College Groups

1. INFORMATION: Report of the Faculty Senate

Travis Ritt, President of the Faculty Senate, thanked the Board for ratifying the part-time hires. He shared that the Senate is developing its 2018-19 goals; is hosting the Academic Senate for Community Colleges Area D pre-plenary meeting; and is working on Guided Pathways. He shared that work continues on the implementation of AB 705 mandates.

2. INFORMATION: Report of the Palomar Faculty Federation

Barbara Baer, Co-President of the PFF, talked about the growth of the membership, funding for faculty development and family-member scholarship opportunities. She shared that PFF is holding a number of workshops for faculty. Barbara stated that nearly 2/3 of faculty are part-time and teach about 50% of Palomar's classes.

3. INFORMATION: Report of the Administrative Association

Connie Sterling, President of the Administrative Association had no report.

4. INFORMATION: Report of the Confidential and Supervisory Team

Jenny Akins, President of CAST, had no report.

5. INFORMATION: Report of the CCE/AFT

Anel Gonzalez, President of the CCE, reported that CCE is in negotiations; expressed concerns regarding the lack of response to the inquiry regarding evaluations not being completed; and talked about classified hiring prioritization.

6. INFORMATION: Report of the Associated Student Government

Amber Bancroft, ASG President, reported that the ASG partnered with the Veteran's Center in honor of 9/11. In closing, she thanked Chelsea Kott for her service to the students.

O. Informational Items - No Action Required None this month.

P. New Business

Q. Instruction (New Business) None this month.

R. Student Services (New Business) None this month.

S. Human Resource Services (New Business) None this month.

T. Fiscal and Administrative Services (New Business)

- 1. Review and approve purchases made by purchase order 6/28/18 - 8/30/18 and purchases made by CALCard 6/23/18 - 8/22/18 totaling \$9,725,907.81 as listed on the exhibit.**

Motion by Evilsizer, second by Halcón. There was no discussion.

Vote – Aye: McNamara, Halcón, Evilsizer, Deerfield and Hensch.

Student Trustee advisory vote: Aye.

Final Resolution: Approved

- 2. Authorize contract with awarded bidder, Singh Group Inc., for bid #B19-02: Landscape Maintenance.**

Motion by Evilsizer, second by Halcón. There was no discussion.

Vote – Aye: McNamara, Halcón, Evilsizer, Deerfield and Hensch.

Student Trustee advisory vote: Aye.

Final Resolution: Approved

3. **Award RFP 300-19 Snacks & Coffee Vending Services to two companies; InstaHealthy USA and VendiBean, LLC for Snack Vending and Coffee Vending Machine Services.**

Motion by Halcón, second by Evilsizer. There was no discussion.

Vote – Aye: McNamara, Halcón, Evilsizer, Deerfield and Hensch.

Student Trustee advisory vote: Aye.

Final Resolution: Approved

4. **Approve request to reduce the retention held on Bid CM-14-15-01-LRC-XX for Gilbane Building Company from 5% to 2.5% as detailed in the exhibit.**

Motion by Evilsizer, second by Hensch. There was no discussion.

Vote – Aye: McNamara, Halcón, Evilsizer, Deerfield and Hensch.

Student Trustee advisory vote: Aye.

Final Resolution: Approved

5. **Accept as complete and final Bid Packages for Bid CM-15-16-01-SEC-XX South Education Center project, authorize release of retention in 35 days and record the Notice of Completion.**

Motion by Evilsizer, second by Hensch. There was no discussion.

Vote – Aye: McNamara, Halcón, Evilsizer, Deerfield and Hensch.

Student Trustee advisory vote: Aye.

Final Resolution: Approved

6. **Approve two (2) Change Orders for Bid CM-15-16-01-SEC-XX, Rancho Bernardo Education Center for a total of \$556,784.00, as detailed in the exhibit.**

Motion by Halcón, second by Evilsizer. Trustee Evilsizer asked for clarification regarding the accessibility ramp, Director Miller responded.

Vote – Aye: McNamara, Halcón, Evilsizer, Deerfield and Hensch.

Student Trustee advisory vote: Aye.

Final Resolution: Approved

U. Superintendent/President (New Business)

1. **Adopt the 2018-2019 Palomar Community College District Governing Board Annual Goals as detailed in the exhibit.**

Motion by Hensch, second by Evilsizer. Trustee Hensch thanked Director Barton for her assistance in the development of the Boards Goals. Trustee Evilsizer asked that Goal #1, Task #5 the word “a” be corrected to “and” after the word “state,” with those two changes the Board voted on the adoption of their 2018-19 goals.

Vote – Aye: McNamara, Halcón, Evilsizer, Deerfield and Hensch.

Student Trustee advisory vote: Aye.

Final Resolution: Approved

2. **Call for a Special Meeting of the Governing Board on September 25, 2018 to hold a first reading of the Ed Master Plan Update and the Facilities Plan Framework update.**

Motion by Hensch, second by Deerfield. Trustees McNamara, Deerfield and Halcón reported they could not make a September 25th meeting and asked that the President’s Office find an alternate date.

Final Resolution: Tabled by unanimous consent.

3. Rescind the approval of the July 10, 2018 naming opportunity: Wells Fargo, Veterans Resource Center – Study Room – Named for life of current facility.

Motion by Deerfield, second by Halcón. Trustee McNamara commented that if this item is approved the District will be passing up on money that would benefit students.

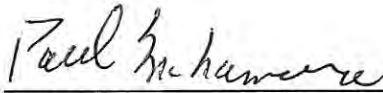
Vote – Aye: Deerfield Ney: McNamara, Halcón, Evilsizer, and Hensch.
Student Trustee advisory vote: Aye.

Final Resolution: Failed

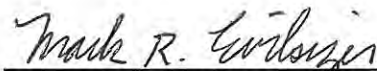
- V. **Board Requests for Reports** Trustee McNamara asked trustee Deerfield if the Acting v. Interim topic still needed to be agendized for a future meeting; Deerfield was uncertain. McNamara asked that the District provide clarity on the matter.

- W. **Continuation of Closed Session:** Not needed.

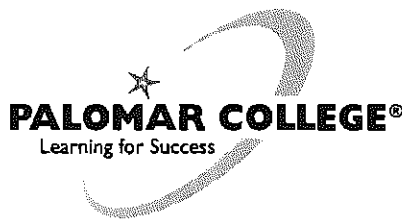
- X. **Adjournment** The meeting adjourned at 7:25 p.m.



Paul McNamara, Board President



Mark Evilsizer, Secretary



APPROVED 10/09/2018
GOVERNING BOARD MINUTES
SPECIAL MEETING, MONDAY, SEPTEMBER 24, 2018
PALOMAR COMMUNITY COLLEGE DISTRICT
ROOM SSC-1, SAN MARCOS CAMPUS
1140 W. MISSION RD., SAN MARCOS, CALIFORNIA

A. Opening Items

1. Call meeting to Order

Board President McNamara called the meeting to order at 4:30 p.m. in SSC-1.

2. Roll Call

PRESENT

PAUL MCNAMARA, PRESIDENT
JOHN HALCÓN, VICE PRESIDENT
MARK R. EVILSIZER, SECRETARY
NINA DEERFIELD, TRUSTEE
NANCY ANN HENSCH, TRUSTEE
AMBER BANCROFT, STUDENT TRUSTEE (*Arrived at 4:51 p.m.*)

ABSENT

NONE

3. Public Comment in accordance with Board Policy 2350 There were none.

B. Informational Items - No Action Required

4. Review of Educational Master Plan Update

Superintendent/President Blake discussed the purpose of the meeting and introduced Collaborative Brian Trust ("CBT") consultants, Dr. Nicki Harrington and Dr. John Spevak. Sr. Director Barton provided a brief update on the Educational Master Plan ("EMP") Update schedule, the rationale behind the timeframe, and a brief history of the plan. She reported that the EMP Update was drafted by the EMP Steering Committee with council and constituent input. Director Barton provided a summary overview of the District's college planning cycle and discussed how the District's different plans relate to one another. She then introduced Vice President for Instruction, Jack Kahn and Faculty Senate President, Travis Ritt.

Drs. Kahn and Ritt talked about trends in education and labor forces and shared that the contextual information derived during the EMP Update process feeds into the development of Facilities Master Plan ("FMP"). Dr. Kahn talked about each of the centers, their regional differences and the importance of developing unique identities for each one. He shared that the EMP sets a broad guideline for program development while remaining responsive to the needs of the community. Dr. Ritt talked about the thoughtful development of pedagogically sound programs. Facility and cost considerations with new programs was also discussed.

Drs. Harrington and Spevak introduced themselves and talked about their work consulting with the District during the EMP Update process. Dr. Harrington talked about the importance of a quality EMP Update if the Board opts to go out for another bond. She talked about the data and information gathered during the update process including at stakeholder listening sessions. Dr. Harrington reported on the importance of using the District's current

governance structure during the implementation of the EMP rather than creating new, or expanding existing, structures.

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Sr. Director Barton shared next steps in the process. The Board asked questions associated with the use of a consultant during the EMP Update process and whether the information gained differs from data and information the District was already aware of. Trustees commented on the need to develop a strong identity for the Escondido center that addresses the needs of the community. Comments made included that it is not a comprehensive center and, space and offerings are limited. Superintendent/President Blake talked about the HVAC program in development. Trustees asked for clarification on AB705, discussion ensued. Director Barton responded that there is a lot of work underway across the state related to math and English placement. Trustees asked for clarification on matters related to the placement of programs at different centers, staff responded. Student Trustee Bancroft shared her experience regarding remedial courses and problems associated with financial aid and excess units.

- C. **Board Requests for Reports** There were none.
- D. **Adjournment** The meeting adjourned at 5:56 p.m.


Paul McNamara, Board President


Mark Evilsizer, Secretary



APPROVED 11/13/2018
GOVERNING BOARD MINUTES
MEETING OF THE GOVERNING BOARD
TUESDAY, OCTOBER 9, 2018
PALOMAR COMMUNITY COLLEGE DISTRICT
ROOM SSC-1, SAN MARCOS CAMPUS
1140 W. MISSION RD., SAN MARCOS, CALIFORNIA

A. Opening Items

1. Call meeting to Order

Board President McNamara called the meeting to order at 4:00 p.m. in SSC-1.

2. Roll Call

PRESENT

PAUL P. MCNAMARA, PRESIDENT

JOHN HALCÓN, VICE PRESIDENT

MARK R. EVILSIZER, SECRETARY

NINA DEERFIELD, TRUSTEE

NANCY ANN HENSCH, TRUSTEE

AMBER BANCROFT, STUDENT TRUSTEE (arrived 5:00 pm)

ABSENT

NONE

3. Public Comment in accordance with Board Policy 2350 – There were none.

B. Recess to Closed Session The Board recessed to closed session in room A-1 at 4:00 p.m.

C. Reconvene to Open Session The Board reconvened to open session in SSC-1 at 5:08 p.m. All trustees present.

- 1. Adoption of Agenda:** Call for Removal of items - or changes to - the agenda: The agenda was adopted by unanimous consent.
- 2. Actions Taken in Closed Session.** Board President McNamara reported that no reportable actions were taken in closed session.
- 3. Pledge of Allegiance.** Following the Pledge of Allegiance the meeting continued.
- 4. Public Comment in accordance with Board Policy 2350:**
 - a. Mary Ellen Brooks, faculty member, talked about her experiences teaching at the Vista Detention Center.
 - b. Shalamar Jackson, Supervising Correctional Counselor with the San Diego Sheriff's Department, talked about the Vista Detention Center's education program and the positive impacts it is having on the incarcerated inmates.
 - c. Rebecca Cardenas, Program Coordinator for re-entry purposes, San Diego Sheriff's Department, talked about the educational partnership with Palomar.
 - d. Dr. Hugo Pedroza, Superintendent, Fallbrook Unified School District, talked about the partnership between the Fallbrook high schools, dual enrollment, CTE pathways, and the Palomar Promise.

- e. Ellen Weller, faculty member, thanked Dr. Norman for attending a Palomar concert and reminded attendees that Performing Arts has numerous events coming up. She invited everyone to attend.
- f. Gabriel Sanchez, Palomar Counselor and FYE (First Year Experience) Coordinator, thanked everyone involved with the Palomar Promise and talked about the growth of the program and the numerous program success stories.
- g. Dave Miller, Fire Academy Coordinator, talked about the Fire 98 Program. He then introduced Rincon Fire Department Chief, Ed Hatfield (a graduate from the first Palomar Fire program) who talked about the Rincon Fire Department and the partnership between Palomar & Rincon.
- h. Patricia Dixon, a faculty member, (with two high school students) talked about the importance of native languages and a legislative decision that will make American Indian Studies an educational requirement in 2020. She also talked about dual enrollment opportunities.
- i. Anel Gonzales, CCE President, talked about an item on the agenda and expressed concern that it's incorrectly as an 12 month position. She also expressed concerns with outside contractors doing classified work on campus.
- j.
- k. Olga Diaz, Acting Dean of Counseling Services talked about the upcoming Robert Reich event on November 16, 21018.
- l. Isabel Solis talked about the upcoming Undocumented Student Week of Action and the different events that will be taking place.

D. Approval of Minutes for the meeting(s) of the previous month

Motion by Deerfield, second by Evilsizer.

The Board approved the Governing Board meeting minutes of September 11, 2018 and September 24, 2018 as written.

Vote – Aye: McNamara, Halcón, Evilsizer, Deerfield, and Hensch. Student Trustee vote: aye.
Final Resolution: Approved

E. Hold Public Hearing(s) as required by law None this month.

F. Reports

President, Paul McNamara had no report however; he questioned some of Trustee Deerfield's remarks.

Trustee Halcón talked about student housing at CSUSM in response to Trustee Deerfield's comments.

Trustee Evilsizer reported on the CCLC conference planning meeting he attended at the Los Angeles offices of The Campaign for College Opportunity. He mentioned the Planned Parenthood booth he visited on campus and his candidate interview with the campus newspaper, The Telescope. Trustee Evilsizer reported on the Advisory Committee on Education Services ("ACES") meeting he attended which included discussions on AB 705 and planning for the 2019 CCLC Legislative Conference. He talked about the Encuentros Career Exploration and Education Conference held at Cuyamaca College; and acknowledged the two students selected to attend the national drone conference and the two faculty honored in the music program.

Trustee Deerfield commented on the size of the Pride Center and expressed concern over comments that the Board granted “green-light” approval to move forward with projects specifically: A proposed solar farm in Borrego, public-private retail partnerships, and student housing. She questioned why these projects are being rushed through the process without stakeholder input. Trustee Deerfield asked whether the District has considered facilitating students’ renting private rooms. In closing she expressed concern over empty library shelves at the Rancho Bernardo site.

Trustee Hensch had no report

Student Trustee Bancroft had no report however she responded to Dr. Blake’s comments regarding student concerns, including housing and food insecurity.

Superintendent/President Blake reported on the state funding formula and work being done with Fiscal Services on the budget, she shared that she is serving on the CEO Funding Formula Task Force. She shared that she was appointed to the UC President’s Council on Student Engagement for African-American students. She commented on the “green-light” term mentioned by trustee Deerfield and discussed the process used to gather information prior to bringing formal proposals to the Board. She asked Student Trustee Bancroft to comment on the topic of student housing. Dr. Blake clarified that the District is willing to partner with the Associated Student Government to address student issues.

Vice President for Instructional Services, Jack Kahn, announced that enrollment continues to be 2% above last year with Fast Track up 5% over last year. He discussed many of key operational components of the Escondido Center including a focus on General Education courses; the Fire and Paramedic programs and their respective FTES; the Del Lago Academy articulation; a middle college partnership with Escondido Unified and dual enrollment. He talked about a new HVAC program starting in fall 2019 and a possible culinary apprenticeship program and urban farming.

Acting Vice President for Student Service, Aiden Ely reported attending a multi-agency meeting to better support Veteran students. He talked about Guided Pathways and the importance of supporting our Veterans.

Vice President for Fiscal and Administrative Services, Ron Perez had no report.

Vice President for Human Resource Services, Lisa Norman, not present.

G. Approval of Consent Calendar items

Action: On a **Motion** by Trustee Evilsizer seconded by Trustee Halcón, the Board approved items H.1. through H.4. and J.2. through L.2. Item J.1. was removed from the Consent Calendar.

Ayes: McNamara, Halcón, Evilsizer, Deerfield, and Hensch

Noes: None

Absent: None

Student Trustee: Aye

H. Instruction (Consent)

1. Approve new Community Education offerings and authorize Workforce Development & Extended Studies to contract with personnel as listed in the exhibit.
2. Approve Field Trip for students and staff to participate in a three-night trip to Two Harbors, Catalina Islands for field studies in Biology and Geology.
3. Approve Field Trip for students to attend the Advanced Technology Education Principal Investigators' conference in Washington, DC to showcase their Drone projects and disseminate information about Palomar College's Drone Program.

4. Approve Agreement with Yosemite CCD Child Development Training Consortium for the 2018-2019 Instructional and Campus Coordinator and, accept funds in the amount of \$27,200.00.

I. Student Services

J. Human Resource Services

1. This item removed from the Consent Calendar.
2. Ratify the the reclassification of six (6) Administrator and Confidential and Supervisory Team positions, effective October 10, 2018.

K. Fiscal and Administrative Services

1. Review and approve purchases made by Purchase Order 08/30/18 - 09/26/18 and purchases made by CAL-Card 08/23/18 - 09/22/18 totaling \$2,313,237.60 as listed on the exhibit.
2. Approve periodic disposition of District surplus equipment and supplies via public auction, disposal, and recycling throughout the 2018-2019 fiscal year.
3. Approve amendment to sublease agreement with the City of San Marcos for the premises at 182, 184, and 186 Santar Place, San Marcos for an additional five year period.
4. Classification and Destruction of Purchasing Records Fiscal Year 2011-2012 as listed.

L. Superintendent/President

1. Ratify travel expenses for trustee Evilsizer's attendance to the CCLC Advisory Committee on Education Services (ACES) in Burlingame, CA.
2. First Reading: Review Board Policies that have been approved by the Policies and Procedures Committee and the Strategic Planning Council as shown in the exhibit.

M. Action on Items Removed from Consent

Following discussion the Board amend the details of the item as indicated below from a 12-month position to an 11-month position.

J. Human Resource Services

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

RECOMMENDATION: ACTION - RATIFY EMPLOYMENT

a. Name: Kimberlee Ahinger
Position: Student Health Administrative Assistant
Department: Health Services
District Location: Main Campus
Classification: Classified
Position #: 6065
New?: No
Remarks: Replacement for Yvette Martinez.
Sal Grade/Stp: 27/1
Salary: \$4,643.41/month
% of Position: 100%
of Mos: ~~12~~ 11
Effective: October 12, 2018
Account #(s): K-212200-474100-64400-1812090/100%
Normal Work Schedule: Monday - Friday; hours to be scheduled between 6:00 a.m. and 6:00 p.m.

Motion by Halcón, second by Evilsizer.

Vote – Aye: McNamara, Halcón, Evilsizer, Deerfield and Hensch.

Student Trustee advisory vote: Aye.

Final Resolution: Approved as amended.

N. Reports from College Groups

1. INFORMATION: Report of the Faculty Senate

Travis Ritt, President of the Faculty Senate, thanked the Board for confirming the hire of six new part-time faculty and nine new faculty positions. He shared that the Senate would be bringing a resolution forward, "reaffirming established processes" as they relate to hiring and Administrative Procedure AP 7120. He reported that Fall 2019 faculty hiring will be starting earlier and anticipated a more diverse pool of applicants. Travis responded to Trustee Deerfield's questions regarding the change in the hiring timeline. Conversation ensued regarding the FON between the Board, and Drs. Blake and Ritt.

2. INFORMATION: Report of the Palomar Faculty Federation

Teresa Laughlin, Co-President of the PFF, talked about the PFF Ombudsperson program. She reported that the PFF has budgeted funds to assist part- and full-time faculty members to attend academic and professional development events. Teresa shared that the PFF is sponsoring 20 Monster Dash and Bash entrees and talked about Political Economy Days. She also commented on the FON and the Spring hiring rush. In closed, she also expressed concern regarding the topic of Acting and Interim positions and clarified that while the classified unit is in negotiations this matter is applicable to the Administrators and should be discussed. She asked the Board to address the issue and follow established policies and procedures.

3. INFORMATION: Report of the Administrative Association

Connie Sterling, President of the Administrative Association in response to trustee Deerfield's comments reported that there is a collection of library books at the Rancho Bernardo site with empty shelving for additional books.

4. INFORMATION: Report of the Confidential and Supervisory Team

Jenny Akins, President of CAST, was absent.

5. INFORMATION: Report of the CCE/AFT

Anel Gonzalez, President of the CCE, reported that Professional Development funds will be available for classified staff. She reported on "union-fest" activities.

6. INFORMATION: Report of the Associated Student Government

Amber Bancroft, ASG President, reported that the ASG is currently operating 33 active clubs. She talked about the Undocumented Week of Action.

O. Informational Items - No Action Required None this month.

P. New Business

Q. Instruction (New Business) None this month.

R. Student Services (New Business) None this month.

S. Human Resource Services (New Business) None this month.

T. Fiscal and Administrative Services (New Business)

1. Accept as complete and final Bid #CM-17-18-01-NEC-01-A North Education Center Mass Grading and Site Utilities project, authorize release of retention and record the Notice of Completion.

Motion by Hensch, second by Halcón.

Vote – Aye: McNamara, Halcón, Evilsizer, Deerfield and Hensch.

Student Trustee advisory vote: Aye.

Final Resolution: Approved

2. Approve two (2) change orders related to the North Education Center totaling \$140,254.00.

Motion by Halcón, second by Hensch.

Vote – Aye: McNamara, Halcón, Evilsizer, Deerfield and Hensch.

Student Trustee advisory vote: Aye.

Final Resolution: Approved

U. Superintendent/President (New Business)

1. Adopt Resolution No. 18-21547 - Support for Undocumented Students Week of Action: October 15-19, 2018.

Motion by Hensch, second by Deerfield.

Vote – Aye: McNamara, Halcón, Evilsizer, Deerfield and Hensch.

Student Trustee advisory vote: Aye.

Final Resolution: Approved

V. **Board Requests for Reports** Trustees requested information on the following items:

- Incarcerated Students – how are they enrolled into the courses.
- AB 705 Implementation
- Acting and Interim positions
- Outsourcing of jobs/Comparison of employees vs. contractors

W. **Continuation of Closed Session**: Not needed.

X. **Adjournment** The meeting adjourned at 6:41 p.m.



Paul McNamara, Board President



Mark Evilsizer, Secretary



APPROVED 12/11/2018
GOVERNING BOARD MINUTES
MEETING OF THE GOVERNING BOARD
TUESDAY, NOVEMBER 13, 2018
PALOMAR COMMUNITY COLLEGE DISTRICT
ROOM SSC-1, SAN MARCOS CAMPUS
1140 W. MISSION RD., SAN MARCOS, CALIFORNIA

A. Opening Items

1. Call meeting to Order

Board President McNamara called the meeting to order at 4:00 p.m. in SSC-1.

2. Roll Call

PRESENT

PAUL P. MCNAMARA, PRESIDENT
JOHN HALCÓN, VICE PRESIDENT
MARK R. EVILSIZER, SECRETARY
NINA DEERFIELD, TRUSTEE
NANCY ANN HENSCH, TRUSTEE
AMBER BANCROFT, STUDENT TRUSTEE (arrived 5:00 pm)

ABSENT

NONE

3. Public Comment in accordance with Board Policy 2350

- a. Teresa Laughlin commented on the Superintendent/President's contract and the "annuity" language as used in the contract; she asked that the contract be amended to clarify the term. Teresa passed out a one-page undated sheet related to the term "annuity."
- b. Barbara Baer commented on the President's contract and the annuity language, she asked the Board for clarity on the terminology.
- c. Susan Snow commented that the agenda was posted after work hours on Friday.
- d. Anel Gonzales commented on the Superintendent/President contract specifically the life-time benefits being offered and the annuity language in the contract.

B. Recess to Closed Session The Board recessed to closed session in room A-1 at 4:12 p.m.

C. Reconvene to Open Session The Board reconvened to open session in SSC-1 at 6:47 p.m. All trustees present.

1. Actions Taken in Closed Session:

Board President McNamara reported that the Board took final action to release employee #005000442 from his part-time faculty/coach position with the District effective November 14, 2018. The vote was unanimous.

2. Pledge of Allegiance

Following the Pledge of Allegiance the meeting continued.

3. Public Comment in accordance with Board Policy 2350

- a. Stacy Rungaitis invited the Board to attend Giving Tuesday on November 27 and the Community Showcase on December 4.
- b. Shannon Lienhart commented on the proposed Presidential Suite and a public records act request she placed with the District.
- c. Norma Miyamoto commented on the Superintendent/President contract and the annuity language it contains.

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

D. Approval of Minutes for the Regular and Special Meeting(s) of the previous month

The Board approved the Governing Board meeting minutes of the October 9, 2018 Regular meeting as written.

Motion by Halcón, second by Hensch.

Vote: Aye: McNamara, Hensch, Evilsizer, Halcón, and Deerfield. Student Trustee vote: aye

Final Resolution: Approved

E. Hold Public Hearing(s) as required - none this month.

F. Reports

Governing Board President, Paul McNamara had no report.

Trustee Halcón presented a plaque of appreciation to outgoing Board President, Paul McNamara, and thanked him for his leadership this past year.

Trustee Evilsizer reported on the November 8 Veteran's Day Celebration on campus.

Trustee Deerfield commented on Wells Fargo's practices and Robert Reich's book.

Trustee Hensch reported on the Fallbrook Veteran's event.

Student Trustee Bancroft congratulated those who won on election night. She asked the Board to re-convene to closed session if needed after open session to not keep people waiting at the 5:00 pm open session. She commented on the Grand Opening of the Food Pantry.

Superintendent/President Blake reported she met with Rincon leaders, attended the following events: A task force meeting on drone technology, the Veteran's Day Celebration, and Fallbrook Veteran's event. She congratulated Trustee Evilsizer and Norma Miyamoto on winning the Board Trustee election.

Vice President for Instructional Services, Jack Kahn congratulated Trustee Evilsizer and trustee-elect Norman Miyamoto. VP Kahn reported enrollment increased 2.6% over last fall's enrollment. And commented on partnerships and agreements with high school districts and community groups.

Acting Vice President for Student Service, Aiden Ely announced the new Police Headquarters building is open and operational. He commented on mental health and food insecurity support for students.

Vice President for Fiscal and Administrative Services, Ron Perez reported on the Fallbrook Education Center. Palomar College received a Safety Award for the Rancho Bernardo Center. Those involved were introduced. A concept video of the permanent structure for the Fallbrook Center was presented.

Vice President for Human Resource Services, Lisa Norman reported on the campus-wide Title IV coordinators and reporters, hiring and diversity training, compliance officer and committee chair training, and a VAWA Grant awarded.

G. Approval of Consent Calendar items: Approval of Consent Calendar Items H-L.

Motion by Evilsizer, second by Hensch.

Vote: Aye: McNamara, Hensch, Evilsizer, Halcón, and Deerfield. Student Trustee Bancroft: Aye

Final Resolution: Approved

H. Instruction (Consent)

1. Approve Curriculum Action items for inclusion in the Palomar College Curriculum Inventory effective Fall 2018 and Fall 2019
2. Approve extended Field Trip for students to attend the National Student Advocacy Conference in Washington, D.C. on March 9 - 12, 2019.
3. Midwinter National College Journalism Convention Feb.28-Mar. 3 2019, San Diego, CA For Palomar College Journalism Students

I. Student Services (Consent)

1. Approve reclassification and destruction of Student Services records listed in the exhibit pursuant to Title 5.

J. Human Resource Services (Consent)

1. 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).
2. Ratify three (3) Memoranda of Understanding between the District and the Palomar Faculty Federation/AFT Local 6161.

K. Fiscal and Administrative Services (Consent)

1. Approve short-list of PeopleSoft Consultant 2018 firms to be designated to provide services on various upgrade PeopleSoft projects and approve contracts for each firm.
2. Ratify all contracts and agreements made September 1, 2018 through October 31, 2018 on behalf of the District as detailed in the exhibit.
3. Review and approve purchases made by Purchase Order 09/26/18 - 11/01/18 and purchases made by CAL-Card 09/23/18 - 10/22/18 totaling \$4,685,247.37 as listed on the exhibit.

L. Superintendent/President (Consent)

1. Approve Palomar Community College District Board Policies as shown in the exhibit (Second Reading).

2. First Reading: Review Board Policies that have been approved by the Policies and Procedures Committee and the Strategic Planning Council as shown in the exhibit.

M. Action on Items Removed from Consent There were none.

N. Reports from College Groups

1. Report of the Faculty Senate

Travis Ritt, President of the Faculty Senate, thanked the Board for their approval of the new full and part-time faculty members. He read a resolution affirming AP 7120 Recruitment and Hiring passed by the Faculty Senate.

2. Reports of the Palomar Faculty Federation

Teresa Laughlin, Co-President of the PFF, congratulated Norma Miyamoto for winning the Board Trustee election. Teresa reported on the following PFF events: a workshop on debt forgiveness and listening sessions on top priorities. She gave an update on the ombudsman and conference funding programs.

3. Report of the Administrative Association

No report.

4. Report of the Confidential and Supervisory Team

No report.

5. Report of the Council of Classified Employees

Anel Gonzalez, President of the CCE, commented on new classified positions and expressed concern about the two analyst positions and the upcoming Department of Education Site Visit regarding grants. The CCE leadership is visiting their members at all the Centers. She announced Union Fridays.

6. Report of the Associated Student Government

No report.

O. Informational Items - No Action Required

Review of newly approved Administrative Procedures as shown in the exhibit.

P. New Business

Q. Instruction (New Business)

1. Approve Amendment 1 to the CCAP Agreements for dual enrollment with Bonsall Unified School District, Fallbrook Union High School District, and Vista Unified School District.

Motion by Evilsizer, second by Halcón.

Vote: McNamara, Hensch, Evilsizer, Halcón, and Deerfield

Student Trustee advisory vote: Aye.

Final Resolution: Approved

2. Approve Agreement with High Tech High for the District to provide dual enrollment, college courses, on the High Tech High North County campus.

Motion by Evilsizer, second by Halcón.

Vote: McNamara, Hensch, Evilsizer, Halcón, and Deerfield

Student Trustee advisory vote: Aye.

Final Resolution: Approved

3. Palomar Community College District CCAP Partnership Agreement with Escondido Union High School District

Motion by Halcón, second by Evilsizer.

Vote: McNamara, Hensch, Evilsizer, Halcón, and Deerfield

Student Trustee advisory vote: Aye.

Final Resolution: Approved

4. Approve Agreement with San Diego County Office of Education Juvenile Court and Community Schools

Motion by Halcón, second by Evilsizer.

Vote: McNamara, Hensch, Evilsizer, Halcón, and Deerfield

Student Trustee advisory vote: Aye.

Final Resolution: Approved

R. Student Services (New Business) - none this meeting.

S. Human Resource Services (New Business)

1. Second Review and Approval of Third Amended Employment Agreement with Superintendent/President, Joi Blake, consideration of addendum to agreement. Possible actions include approve addendum to clarify modifications of Paragraphs 1, 3 and 7; final ratification of contractual modifications in Paragraphs 1, 3 and 7, effective retroactively; and any actions which may be considered to address, cure or correct the alleged noncompliance with the provisions of the Brown Act as to the action taken by the Governing Board with respect to Agenda Item O.1 at the regular meeting on July 10, 2018.

Trustee McNamara recommended a four-year contract, a one-time "retention incentive" payment of \$15,000.00 at separation, and the granting of lifetime medical. Trustee Evilsizer asked if dental benefits were also included. Trustees McNamara and Deerfield recommended that the Board's recommendations be incorporated into a new revised document and that it then be brought back for final review at the next meeting.

Following discussions trustee Hensch motioned to return the contract to staff to have the attorney amend and clarify the language as directed by the Board and the document be brought it back at the next meeting for Board review and approval.

Motion by Hensch, second by Evilsizer.

Vote: McNamara, Hensch, Evilsizer, Halcón, and Deerfield

Student Trustee advisory vote: Aye.

Final Resolution: Approved

T. Fiscal and Administrative Services (New Business)

1. Award Contract to Barnhart-Reese Construction, Inc. as the lowest, responsive and responsible bidder in the amount of \$2,932,870.00 for Bid 100-19 T Building - New Storage Buildings project. Trustee Halcón asked for clarification on the location of this project. Facilities staff responded.

Motion by Evilsizer, second by Halcón.

Vote: McNamara, Hensch, Evilsizer, Halcón, and Deerfield

Student Trustee advisory vote: Aye.

Final Resolution: Approved

2. Approve one (1) change order related to the Rancho Bernardo Education site project totaling \$ 35,000.00 as detailed in the exhibit.

Motion by Evilsizer, second by Hensch.

Vote: McNamara, Hensch, Evilsizer, Halcón, and Deerfield

Student Trustee advisory vote: Aye.

Final Resolution: Approved

U. Superintendent/President (New Business)

1. The Governing Board designated December 11, 2018 the District's Annual Organization Meeting.

Motion by Evilsizer, second by Hensch.

Vote: McNamara, Hensch, Evilsizer, Halcón, and Deerfield

Student Trustee advisory vote: Aye.

Final Resolution: Approved

2. The Governing Board reviewed and approved two facility naming items as recommended by the Superintendent/President in accordance with AP 3830 - Naming of Facilities.

Motion by Evilsizer, second by Halcón.

Vote: McNamara, Hensch, Evilsizer, Halcón, and Deerfield

Student Trustee advisory vote: Aye.

Final Resolution: Approved

3. Discuss and take action regarding a claim for personal legal defense of Governing Board Trustee Nina Deerfield in the matter of Palomar Faculty Federation, Local 6161, CFT/AFT, AFL-CIO and Teresa Laughlin v. Palomar Community College District; Trustee Evilsizer; John Halcón; Nancy Ann Hensch; Paul McNamara; Nina Deerfield; and DOES 1 through 15, San Diego Superior Court Case No. 37-2018-00048389-CU-MC-NC, filed September 25, 2018.

Recommended actions: 1) Reject claim for payment of all attorneys' fees incurred for personal legal counsel selected by Trustee Deerfield in the matter of Palomar Faculty Federation, Local 6161, CFT/AFT, AFL-CIO, et al. v. Palomar Community College District; et al. 2) Authorize joint representation of Trustee Deerfield by legal counsel selected by District or, alternatively, reimbursement to Trustee Deerfield for up to \$10,000.00 for attorneys' fees paid to personal legal counsel through June 30, 2019 for defense of the Trustee in the matter of Palomar Faculty Federation, Local 6161, CFT/AFT, AFL-CIO, et al. v. Palomar Community College District; et al.

Trustee Deerfield commented on the matter and asked to have the District pay her attorney fees related to this matter. Trustees requested that the District's attorney present in the audience respond. She commented that there is no basis for asserting a conflict of interest. Discussion ensued. Following discussions the Board motioned to approve reimbursement of up to \$10,000.00 to trustee Deerfield to cover attorney fees related to the matter: Palomar Faculty Federation, Local 6161, CFT/AFT, AFL-CIO and Teresa Laughlin v. Palomar Community College District; Trustee Evilsizer; John Halcón; Nancy Ann Hensch; Paul McNamara; Nina Deerfield; and DOES 1 through 15, San Diego Superior Court Case No. 37-2018-00048389-CU-MC-NC.

Motion by Halcón, second by Evilsizer.

Vote: McNamara, Hensch, Evilsizer, Halcón, and Deerfield

Student Trustee advisory vote: Aye.

Final Resolution: Approved

- V. **Board Requests for Reports** There were none.
- W. **Continuation of Closed Session** No additional closed session was needed.
- X. **Adjournment** The meeting adjourned at 7:59 p.m.


Board President


Board Secretary

A. Opening Items

1. Call meeting to Order

Board Vice President Halcón called the meeting to order at 4:00 p.m. in SSC-1.

2. Administration of Oath of Office to re-elected and newly elected trustees

Board Vice President John Halcón administered the Oath of Office to re-elected Trustee, Mark Evilsizer and Trustee Elect, Norma Miyamoto.

3. Roll Call

PRESENT

JOHN HALCÓN, VICE PRESIDENT
MARK R. EVILSIZER, SECRETARY
NINA DEERFIELD, TRUSTEE
NANCY ANN HENSCH, TRUSTEE
NORMA MIYAMOTO, TRUSTEE

ABSENT

AMBER BANCROFT, STUDENT TRUSTEE

4. Public Comment in accordance with Board Policy 2350

- a. Susan Snow commented on AB705.

B. Recess to Closed Session The Board recessed to closed session in room A-1 at 4:09 p.m.

C. Reconvene to Open Session The Board reconvened to open session in SSC-1 at 5:07 p.m. All trustees present.

1. Actions Taken in Closed Session:

Board Vice President Halcón reported that no reportable actions were taken in Closed Session and that the Board would be reconvening to closed session after the conclusion of the Open Session to consider the remaining items on the Closed Session agenda.

2. Reaffirmation of Oath of Office

Ceremonial Oaths of Office were administered to re-elected incumbent Trustee Mark Evilsizer and newly elected Trustee Norma Miyamoto.

3. Pledge of Allegiance

Following the Pledge of Allegiance the meeting continued.

4. Public Comment in accordance with Board Policy 2350

- a. Leslie Blankenship-Williams, a faculty member, comment on the Superintendent/ President contract and the campus climate. She asked the Board to hire a third party vendor to conduct a campus climate survey.
- b. Dennis Astl, Manager, Construction & Facilities Planning, reported that the Maintenance & Operations building project received another award.
- c. Tracy Johnston, a faculty member and district compliance officer, commented on hiring practices and expressed concerns that procedures are not being followed during the hiring process.

5. Adoption of Agenda: Call for Removal of items - or changes to - the agenda.

The Board voted to remove item J.3.a. Grants Manger from the agenda. Motion Evilsizer, second Deerfield. The vote was unanimous.

By unanimous consent the Board agreed to amend item S.2 Executive Administrator employment and contract by increasing the step placement from a level 21 to a level 22.

6. Annual Organizational Meeting: Election of Officers and Adoption of 2019 Board Calendar

1. ELECTION OF GOVERNING BOARD PRESIDENT

Board Vice President Halcón called for nominations for the Board President position and he nominated trustee Mark Evilsizer. There were no other nominations. Motion to approve by Evilsizer, seconded by Hensch. The vote was unanimous, there was no discussion.

2. ELECTION OF GOVERNING BOARD VICE PRESIDENT

Board President Evilsizer called for nominations for the Board Vice President position. Trustee Hensch nominated trustee John Halcón. There were no other nominations. Motion to approve by Hensch, seconded by Evilsizer. The vote was unanimous, there was no discussion.

3. ELECTION OF GOVERNING BOARD SECRETARY

Board President Evilsizer called for nominations for the Board Secretary position. Trustee Halcón nominated trustee Nancy Ann Hensch. There were no other nominations. Motion to approve by Halcón, seconded by Evilsizer. The vote was unanimous, there was no discussion.

4. APPOINTMENT OF SECRETARY TO THE BOARD

Board President Evilsizer called for a motion to appoint Superintendent/President Joi Blake to the position of Secretary to the Board. Motion to approve by trustee Miyamoto, seconded by Halcón. The vote was unanimous.

5. ESTABLISH DATE, TIME, AND PLACE OF REGULAR MEETINGS

Board President Evilsizer called for a motion to declare the Regular meetings of the Palomar CCD Governing Board be held on the 2nd Tuesday of each month. Motion to approve by trustee Deerfield, seconded by Hensch. The Regular meetings will start at 4:00 p.m. (with closed session) and open sessions commencing no sooner than 5:00 p.m on the 2nd Tuesday of each month. Trustee Miyamoto asked for clarification on the day choice; following discussion, the vote was taken.

The vote was unanimous.

By unanimous consent, the Board agreed to hold its workshops on the 4th Tuesday of the month.

D. Approval of Minutes for the Regular and Special Meeting(s) of the previous month

The Board approved the Governing Board meeting minutes of the November 13, 2018 Regular meeting as written.

Motion by Hensch, second by Halcón.

Vote: Aye: Hensch, Evilsizer, Halcón, and Deerfield. Abstention: Miyamoto.

Final Resolution: Approved

E. Presentations/Public Hearings

1. Facilities Framework Update

Sr. Director Institutional Research and Planning, Michelle Barton, provide an overview of the long-range Educational Master Plan and discussed the reasons for the current update. She shared that internal and external data was used in the update. She talked about the many listening sessions and focus groups that were held to gather additional information for the update. Dennis Astl, Manager, Construction & Facilities Planning explained that the Facilities Framework Update ("FFU") provides a broad framework for planning and that the details will be fleshed out over the next year. He talked about projects that have been completed and what projects are coming up in the process. He noted that upcoming legislation will impact the District and its upcoming projects; the legislation is being monitored. He shared that over the next year the District will be estimating bond funding needed to complete the desired upgrades and additional projects.

Trustees asked for clarification on community involvement, signage and way-finding, student housing and other components of the Facilities Framework Update. Staff responded to all questions. In the interest of time, Construction Manager Astl offered to provide responses to specific questions related to the FFU via email.

Superintendent/President Blake talked about the discussions that have taken place related to public-private partnerships. She shared that the District would seek legal input on the topic of land leases of District owned property.

2. Good Neighbor Outreach program

Vice President Fiscal and Administrative Services, Ron Ballesteros-Perez introduced Dennis Astl, Manager, Construction and Facilities Planning and, Palomar College Police Chief, Christopher Moore. The status of the Good Neighbor Outreach program was discussed. The trustees were provided a spreadsheet detailing each aspect of the program including currently available parking, EV parking, free student parking permits, carpool/vanpool spaces, signal modifications, and signage. Chief Moore detailed the efforts underway to increase communications with students about parking availability and he discussed monitoring efforts. Chief Moore responded to questions regarding campus security at the Rancho Bernardo site. Trustees shared concerns they have received from Rancho Bernardo community members regarding students parking in the neighborhood. President Blake reported that the District would be holding a community forum at the Rancho Bernardo site in January to discuss and receive feedback from the community on parking matters. Trustees asked if they could attend, President Blake responded.

F. **Reports**

Governing Board President, Mark Evilsizer, reported on his attendance at the CCLC conference in Rancho Mirage and shared that he and Dr. Halcón presented a workshop on Improving the educational pipeline of Latino males through community partnerships. He discussed the Campaign for College Opportunity session on increasing Latino students' college completion rates and the importance for California's economy. He shared that a presentation by Dr. Francisco Rodriguez and Cheryl Broom on a data-driven marketing and retention strategy was insightful. Board President Evilsizer also commented on the Giving Tuesday event, the importance of implicit bias training for hiring committee members, the INEA graduation, the District's Community Showcase event and the SDICCCA meeting. He also talked about the President's holiday luncheon, welcomed trustee Norma Miyamoto to the Board, congratulated former trustee Paul McNamara on his mayoral win at the City of Escondido, and thanked all the candidates that ran for a seat on the Palomar Community College District Governing Board. In closing, Board President Evilsizer talked briefly about moving from an at-large voting method to a by-district method.

Trustee Halcón welcomed trustee Miyamoto to the Board and congratulated trustee Evilsizer on his re-election. Trustee Halcón reported on his attendance at the INEA Graduation and the CCLC conference. He shared that there is a statewide problem fulfilling the need to hire diverse faculty members. He requested a report showing all data for the last five years by department on faculty diversity. He shared that a report by the Campaign for College Opportunity on Palomar College notes that 16% of the tenured faculty is Latino, 14% of the non-tenured faculty is Latino, 4% of the Academic Senate is Latino and senior leadership approximately 40% diverse.

Trustee Deerfield asked for clarification on the matter of her attorney fees, Attorney Regina Petty, seated in the audience, responded that fees up to \$10,000 incurred would be reimbursed through June 30, 2019. Trustee Deerfield asked about the possibility of the District's website being updated so that members of the public could contact the trustees individually, or wholly as a Board, via the website. President Blake supported the idea. Trustee Halcón expressed some concerns. Following discussion it was agreed to use only District email addresses for community access. Trustee Deerfield expressed concerns that there is a wall of separation between the faculty/deans/Board and sited an example where an individual wanted to invite trustees to a holiday event. President Blake responded that the protocol is to route all correspondence/invitations through the Governing Board office to streamline communications and be better able to track trustees' involvement at District events. She shared that in the past some trustees have missed events because the Governing Board office was unaware of them.

Trustee Hensch welcomed trustee Miyamoto to the Board; talked about the Nurse's Pinning event, the Police Academy graduation, the INEA graduation and the North County Food Bank gala

Trustee Miyamoto thanked her supporters for electing her to the Board. She shared that she is available and accessible to input from community members. She reported on the *Noche Havana* World Dance festival; talked about attending a memorial services for a former Palomar employee; reported attending the Giving Tuesday event; and briefly commented on a variety of other holiday events. In closing, she talked about the San Marcos campus landscaping and the production of the class schedule by the PAO and Creative Services, noting that both are stellar representatives of Palomar's excellence.

Superintendent/President Blake welcomed trustee Miyamoto to the Board and congratulated trustee Evilsizer on his re-election. She thanked the Foundation Office for putting on an excellent Community Showcase event; shared that enrollment is up 3.4%; talked about the business and industry partnerships; and, mentioned that Fallbrook is performing very well. She thanked the campus community and the Board in supporting her vision. In closing, she thanked Aiden Ely for his service as Acting Vice President for Student Services and noted that the full-time hire of Dr. Star Rivera-Lacey is on the agenda for the Board's approval.

Vice President for Instructional Services, Jack Kahn, congratulated trustees Evilsizer and Miyamoto and briefly updated the Board on faculty hiring and graduation events.

Acting Vice President for Student Service, Aiden Ely, talked about professional development for classified employees and shared that he held a Guided Pathways training session with student services employees to prepare them for handling questions in the upcoming semester.

Vice President for Fiscal and Administrative Services, Ron Perez, congratulated trustees Evilsizer and Miyamoto and he reported that the external auditors would be on campus next month.

Vice President for Human Resource Services, Lisa Norman, congratulated trustees Evilsizer and Miyamoto.

- G. Approval of Consent Calendar items:** Approval of Consent Calendar Items H-L except H.1., H.2., J.2., J.3., K.1., K.5., and L.1. which were pulled from the Consent Calendar.

Motion by Hensch, second by Halcón.

Vote: Aye: Hensch, Evilsizer, Halcón, Deerfield, and Miyamoto. Student Trustee Bancroft: absent.

Final Resolution: Approved

H. Instruction (Consent)

1. This item removed from the Consent Calendar.
2. This item removed from the Consent Calendar.
3. Approve Curriculum Action items for inclusion in the Palomar College Curriculum Inventory effective Fall 2018 and Fall 2019

I. Student Services (Consent) – None this month.

J. Human Resource Services (Consent)

1. Ratify three (3) Memoranda of Understanding and four (4) Tentative Agreements (TAs) between the District and the Palomar Faculty Federation/AFT Local 6161
2. This item removed from the Consent Calendar.
3. This item removed from the Consent Calendar.

K. K. Fiscal and Administrative Services (Consent)

1. This item removed from the Consent Calendar.
2. Approve Renewal of Lease Agreement for the Transmitter of KKSM AM Radio Station located at 2952 Oceanside Blvd., Oceanside, CA for the term of January 1, 2019 through December 31, 2020 at the rate of \$450.00 per month.
3. California Community Colleges Quarterly Financial Status Report, CCFS-311Q
4. Quarterly Report of the Fiscal Services Director
5. This item removed from the Consent Calendar.

L. Superintendent/President (Consent)

1. This item removed from the Consent Calendar.

M. Action on Items Removed from Consent

H.1. Fashion Study Tour for Palomar College FASH 155-World of Fashion Field Studies Class, New York, NY, June 10-15, 2019

H.2. Fashion Trade Show, Students (FASH 155) to develop resources in fashion supply chain & business opportunities, Feb. 12-14, 2019, Las Vegas

Trustee Miyamoto asked for clarification on the funding for items H.1. and H.2. Vice President for Instruction Kahn agreed to supply that information after the meeting.

J.2. Ratify Changes to hourly rates of pay for short-term and student employees to comply with the California minimum wage increase.

Trustee Miyamoto asked for clarification on the term "ratify," Board President Evilsizer and Vice President for Human Resource Services Norman responded.

J.3. 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).

Trustee Miyamoto asked for clarification on faculty start dates and whether faculty are working prior to the Board ratifying. Vice President for Human Resource Services Norman responded.

K.1. Review and approve purchases made by Purchase Order 11/01/18 - 11/29/18 and purchases made by CAL-Card 10/23/18 - 11/22/18 totaling \$1,721,941.47 as listed on the exhibits.

Trustee Miyamoto asked for clarification of a vehicle purchase, staff responded and agreed to research the matter further. Trustee Miyamoto also asked about the Alpha Graphics line item and expressed concern that print services were being outsourced.

K.5. Approve appointment to the Independent Citizens' Oversight Committee (ICOC).

Trustee Miyamoto asked what process is used when appointing members to the ICOC. Vice President for Fiscal and Administrative Services Ballesteros-Perez responded.

L.1. Approve travel for trustees to attend the CCLC New Trustees and Board Chair workshops and Legislative conference in January 2019 and discuss budget.

Board President Evilsizer requested that the dollar amount listed incorrectly for John Halcón's travel as Estimated Amount: \$ 1,8959.29 be corrected to \$1,859.28.

Following discussions a motion was made by trustee Halcón, seconded by trustee Miyamoto to approve items H.1., H.2., J.2., J.3., K.1., K.5., and (L.1. – as amended.)

Vote: Aye: Hensch, Evilsizer, Halcón, Deerfield, and Miyamoto. Student Trustee Bancroft: absent.

Final Resolution: Approved

N. Reports from College Groups

1. Report of the Faculty Senate

Travis Ritt, President of the Faculty Senate, thanked the Board for their approval of the new full and part-time faculty members. He talked about the difficulty in changing the diversity of faculty when there are few retirements. In closing, he commented on the diversity of the Faculty Senate as presented by the Campaign for College Opportunity and noted that Faculty Senate members are volunteers; he encouraged greater participation across all under-represented groups. Trustee Halcón commented and expressed his concerns again regarding faculty diversity.

2. Reports of the Palomar Faculty Federation

Barbara Baer, Co-President of the PFF, congratulated Norma Miyamoto for winning the Board Trustee election. She talked about PFF's San Diego Labor Council food drive; talked about the Ombuds program; and shared that preparations are underway for the Spring Plenary.

3. Report of the Administrative Association

Jim Odom, filling in for AA President Connie Sterling, congratulated Norma Miyamoto on her election to the Board and Mark Evilsizer on his re-election.

4. Report of the Confidential and Supervisory Team

No report.

5. Report of the Council of Classified Employees

Anel Gonzalez, President of the CCE, thanked trustee Miyamoto for acknowledging the importance of Classified Staff. Anel reported that CCE attended the Showcase event and talked about the Caring Campus initiative of the Chancellor's Office. In closing, she reported that the last CCE meeting of the year would be held next week.

6. Report of the Associated Student Government

Absent.

O. Informational Items - No Action Required

1. First Reading: Educational Master Plan and Facilities Master Plan. Board President Evilsizer asked for clarification on the square footage data of the Escondido Center. Dennis Astl and Michelle Barton responded.
2. Review of newly approved Administrative Procedures as shown in the exhibit. There were no comments.
3. Discuss setting 2019 Governing Board retreats and special meetings - including dates, times, locations, and topics. Trustees asked for clarification on which workshops were required. President Blake responded that there are a number of items that require the Board's review and interaction including but not limited to: Integrated Planning, goals, and the Board's self-evaluation. Board President Evilsizer asked that a recommended calendar be prepared and presented to the Board for approval. There was discussion on whether to hold several workshops or to try and consolidate some topics and hold a retreat. President Blake reported that a poll would be distributed to the trustees to try to find a suitable date for a retreat.

P. New Business

Q. Instruction (New Business)

1. Approve the College and Career Access Pathways (CCAP) Agreement with Escondido Union High School District for the term of January 25, 2019 through June 30, 2021.

Motion by Nancy A Hensch, second by John J Halcón.

Final Resolution: Approved

Aye: Nancy A Hensch, Mark Evilsizer, John J Halcón, Nina Deerfield and Norma Miyamoto
Student Trustee: absent

R. Student Services (New Business) - none this meeting.

S. Human Resource Services (New Business)

1. Second Hearing to Confirm Contract Addendum to Palomar Community College District Third Amended Employment Agreement Superintendent/President Approved at Governing Board Meeting on November 13, 2018.

Motion by Nancy A Hensch, second by John J Halcón.

Final Resolution: Approved

Aye: Nancy A Hensch, Mark Evilsizer, John J Halcón, and Norma Miyamoto

Noes: Nina Deerfield

Student Trustee: absent

2. Review and approve employment and contract as amended (change from salary step 21 to step 22) for Executive Administrator, Star Rivera-Lacey as Assistant Superintendent/Vice President, Student Services

Motion by Nancy A Hensch, second by John J Halcón.

Trustee Deerfield asked about the recruitment process and any relationships that Ms. Rivera-Lacey has with Palomar employees. Vice President Norman responded to the recruitment process question. Trustee Miyamoto expressed concern about the high step placement and commented that in the recent past executive administrators were typically started at a step 7 or 8 and noted the inequity of salary with other vice presidents. President Blake reported that there will be a classification study done for vice presidents after the current classification study for administrative and CAST employees is done.

Final Resolution: Approved

Aye: Nancy A Hensch, Mark Evilsizer, John J Halcón, Nina Deerfield and Norma Miyamoto

Student Trustee: absent

T. Fiscal and Administrative Services (New Business)

1. Approve Notice of Completion for acceptance of public water and sewer improvements with Rainbow Municipal Water District easement at the Fallbrook Education Center.

Motion by Nina Deerfield, second by Nancy A Hensch.

Final Resolution: Approved

Aye: Nancy A Hensch, Mark Evilsizer, John J Halcón, Nina Deerfield and Norma Miyamoto

Student Trustee: absent

2. Accept as complete and final Bid Packages for Bid CM-14-15-01-LRC-XX Learning Resource Center (LRC) project, authorize release of retention in 35 days and record the Notice of Completions.

Motion by John J Halcón, second by Nancy A Hensch.

Final Resolution: Approved

Aye: Nancy A Hensch, Mark Evilsizer, John J Halcón, Nina Deerfield and Norma Miyamoto

Student Trustee: absent

3. Award Contract to Conan Construction, Inc., as the lowest, responsive and responsible bidder in the amount of \$797,000.00 for Bid 101-19 President's Office Remodel project.

Motion by Norma Miyamoto to table this item, there was no second.

Discussion ensued; Trustee Halcón asked that a call for the awarding of the contract be voted on. Trustee Evilsizer asked staff for clarification on the timeline of this project. Dennis Astl responded. Trustee Hensch reported that she supports approval.

Final Resolution: Approved

Aye: Nancy A Hensch, Mark Evilsizer and John J Halcón

Noes: Nina Deerfield and Norma Miyamoto

Student Trustee: absent

U. Superintendent/President (New Business)

1. Call for a Special Meeting of the Governing Board. No action was taken on this item.
2. Second Reading: Review and approve Palomar Community College District Board Policies as shown in the exhibit.

Motion by Nancy A Hensch, second by John J Halcón.

Trustee Halcón expressed concerns that he was not at the Policies and Procedures meeting where this slate of policies was approved. Discussion ensued, there were no changes made.

Final Resolution: Approved

Aye: Nancy A Hensch, Mark Evilsizer, Nina Deerfield and Norma Miyamoto

Abstention: John J Halcón

Student Trustee: absent

V. Board Requests for Reports

- Trustee Halcón requested a report on the growth of faculty diversity over the last five years by department
- Trustee Miyamoto requested that the District provide a report comparing all legal expenses in 2017 and 2018 and requested that it be broken down in to the categories of: Investigations, employee discipline, lawsuits, board related items, negotiations, and other topics.
- Trustee Deerfield asked about the trustee photos in the Boardroom. Debra Doerfler responded.

W. Continuation of Closed Session

The Board recessed back to closed session at 7:38 p.m. in A-1.

The Board reconvened to open session at 9:06 p.m. outside of A-1. Board President Evilsizer reported that the Board took action to approve the final settlement agreement with release of all claims between the District and employee #009477115. The agreement provides that the employee will resign from the District effective December 31, 2018.

- X. Adjournment** The meeting adjourned at 9:06 p.m.



Mark Evilsizer, Board President



Nancy Ann Hensch, Board Secretary



GOVERNING BOARD MINUTES
SPECIAL MEETING OF THE GOVERNING BOARD
WEDNESDAY, DECEMBER 19, 2018
PALOMAR COMMUNITY COLLEGE DISTRICT
ROOM LL-202, SAN MARCOS CAMPUS
1140 W. MISSION RD., SAN MARCOS, CALIFORNIA

- A. **SATELLITE LOCATION:** Trustee Deerfield participated via teleconference from 28580 Mountain Meadow Rd. Escondido, CA 92026.

B. **Opening Items**

1. **Call meeting to Order**

Board President Evilsizer called the meeting to order at 4:15 p.m. in LL-202.

2. **Roll Call**

PRESENT

MARK R. EVILSIZER, PRESIDENT
JOHN HALCÓN, VICE PRESIDENT
NANCY ANN HENSCH, SECRETARY
NINA DEERFIELD, TRUSTEE (via teleconference)
NORMA MIYAMOTO, TRUSTEE

ABSENT

AMBER BANCROFT, STUDENT TRUSTEE

3. **Adoption of Agenda:** The agenda was adopted by unanimous consent.

4. **Public Comment** – There was no public comment.

- C. **RECESS TO CLOSED SESSION** The Board recessed to closed session in LL-202 at 4:15 p.m.

D. **RECONVENE TO OPEN SESSION**

1. The Board Reconvened to Open Session outside Room LL-202 (the 2nd fl. patio of the Library) in accordance with GC 54957.7(c).

Board President Evilsizer reported that there were no reportable actions taken in closed session.

- E. **ADJOURNMENT** The meeting adjourned at 5:15 p.m.

Mark Evilsizer, Board President

Nancy Ann Hensch, Board Secretary