



**GOVERNING BOARD AGENDA
REGULAR MEETING OF THE GOVERNING BOARD
TUESDAY, MARCH 8, 2016
5:00 P.M. (OPEN SESSION)
PALOMAR COMMUNITY COLLEGE DISTRICT
ROOM SSC-1, SAN MARCOS CAMPUS
1140 W. MISSION RD., SAN MARCOS, CALIFORNIA**

TO SPEAK TO THE BOARD AT TONIGHT'S MEETING:

- For items listed on the agenda: Please fill out a BLUE "Speaker" card.
- For items NOT listed on the agenda: Please fill out a YELLOW "Public Comment" card.
- Cards should be given to Debra Doerfler, Senior Executive Assistant.

In accordance with Board Policy 2350, members of the public who wish to address the Board on matters within its jurisdiction have a five-minute time limit per person. The Board may ask a group to select a spokesperson and may limit the number of speakers on a particular topic unless the proposed speakers are addressing different concerns.

ORDER OF BUSINESS: *The Board reserves the right to modify the order of business in the manner it deems appropriate. Please note all meetings are recorded electronically.*

THE REGULAR MEETING of the Board convenes the second Tuesday of every month starting at 5:00 p.m. in the Governing Board Room (SSC-1) of the Student Services Building on the Palomar College Campus in San Marcos, California, unless changed in advance by Board action.

In compliance with Government Code §54957.5, non-exempt writings that are distributed to the Governing Board Members in advance of their meetings, may be viewed at the Governing Board Office, LL-204, or on the Governing Board web site at www.palomar.edu/gb. In addition, if you would like a copy of any record related to an agenda item, please contact Debra Doerfler, Senior Executive Assistant, at (760) 744-1150, extension 2104, or ddoerfler@palomar.edu. Written agenda related items provided to the Board after distribution of the packet will be available for inspection during normal business hours. All Agenda related items will also be available at each meeting of the Board.

PUBLIC NOTICE—NONDISCRIMINATION:

Palomar College does not discriminate on the basis of ethnicity, religion, age, gender, sexual orientation, color, or disability in any of its programs or activities.

AMERICANS WITH DISABILITIES: *Palomar College is committed to providing reasonable accommodations for persons with disabilities. Upon request, this publication will be made available in alternate formats. Please contact Debra Doerfler, Senior Executive Assistant to the Superintendent/Governing Board, 1140 West Mission Road, San Marcos, CA 92069, (760) 744-1150 extension 2104, 8:00 a.m. to 5:00 p.m., Monday – Friday.*

A. **CALL MEETING TO ORDER:** 5:00 p.m.

B. **ROLL CALL:** Establishment of a Quorum

Pledge of Allegiance

C. Not used

D. Not used

E. Not used

F. **PUBLIC COMMENTS** *In accordance with Board Policy 2350, members of the public who wish to address the Board on matters within its jurisdiction have a five-minute time limit per person. The Board may ask a group to select a spokesperson and may limit the number of speakers on a particular topic unless the proposed speakers are addressing different concerns.*

G. **RECOMMENDATION: ACTION – APPROVAL OF MINUTES**

The Governing Board hereby approves the minutes of:

- January 26, 2016
- February 9, 2016
- February 16, 2016

H. **CALL FOR REMOVAL OF ITEMS FROM OR CHANGES TO AGENDA**

I. **REPORTS**

NOTICE TO PUBLIC: *Section 54954.2(a) of the Ralph M. Brown Act states that “No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of a legislative body or its staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights under Section 54954.3. In addition, on their own initiative or in response to questions posed by the public, a member of a legislative body or its staff may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities. Furthermore, a member of a legislative body, or the body itself, subject to rules or procedures of the legislative body, may provide a reference to staff or other resources for factual information, request staff to report back to the body at a subsequent meeting concerning any matter, or take action to direct staff to place a matter of business on a future agenda.”*

- **GOVERNING BOARD PRESIDENT**
- **GOVERNING BOARD TRUSTEES**
- **STUDENT TRUSTEE**

- **INTERIM SUPERINTENDENT/PRESIDENT**

1. Report of Vice President for Instruction
2. Report of Vice President for Student Services
3. Report of Vice President for Finance and Administrative Services
4. Report of Vice President for Human Resource Services

J. APPROVAL OF CONSENT CALENDAR ITEMS

NOTICE TO PUBLIC: *There will be no separate discussion of these items unless a Governing Board member or member of the public requests that particular item(s) be removed from the Consent Calendar. Items so removed will be considered separately. All matters remaining under Consent Calendar are considered to be routine and will be approved by one motion.*

1. RECOMMENDATION: ACTION – GRANT EQUIVALENCY FOR DISCIPLINES

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

- a. Name: **Ashley, Ed**
Discipline: Accounting

- b. Name: **Steirnagle, Michael**
Discipline: Art

2. RECOMMENDATION: ACTION – RATIFY PART-TIME FACULTY EMPLOYMENT

The Governing Board hereby ratifies the recommendation of the Superintendent/President regarding the employment of the following part-time faculty, at the hourly rates indicated for Spring 2016 (day and/or evening); said part-time faculty are not scheduled to teach more than a 67 percent load in a single semester:

Spring 2016

- Department: Art
- a. Name: **Steirnagle, Michael**
Discipline: Art
Degrees: B.F.A., Painting
Minimum qualifications satisfied via equivalency.
Sal Grade/Stp: **YA/11**
Salary: **\$72.83**

- Department: Design and Consumer Education
- a. Name: **Bahar, Yoon**
Discipline: Fashion and Related Technologies
Degrees: M.A., Clothing Science
M.F.A., Visual Arts
B.A., Fashion
Sal Grade/Stp: **D/1**
Salary: **\$60.69**

- b. Name: **Vega, Ruby**
Discipline: Fashion and Related Technologies
Degrees: A.A., Fashion Design: Technical
A.A., Fashion Merchandising: Technical
A.A., French
6+ years of experience
Sal Grade/Stp: **A/1**
Salary: **\$55.79**

Department: Emergency Medical Education
a. Name: **Andrews, Donna**
Discipline: Emergency Medical Technologies
Degrees: B.S., Nursing - RN to BSN
A.S., Nursing
2+ years of experience
Sal Grade/Stp: **A/1**
Salary: **\$55.79**

Department: EOP&S/CARE/CalWorks
a. Name: **Gutierrez, Isabel**
Discipline: Counseling: EOPS
Degrees: M.A., Counseling
B.A., Speech Communication: Interpersonal and Organizational
2+ years of occupational experience
EOPS counselor requirements set after October 24, 1987 fulfilled.
Sal Grade/Stp: **B/1**
Salary: **\$57.15**

Department: Health Services
a. Name: **Cook, Jean**
Discipline: Counselor
Degrees: Doctor of Psychology, Clinical Psychology
M.S., Family Environment
B.S., Psychology
Sal Grade/Stp: **D/1**
Salary: **\$60.69**

Department: Nursing Education
a. Name: **Morgan, Susan**
Discipline: Nursing Science/Clinical Practice
Degrees: B.S., Nursing
2+ years of experience
Sal Grade/Stp: **A/1**
Salary: **\$55.79**

Department: Performing Arts
a. Name: **Garner, Jonathan**
Discipline: Music
Degrees: M.M., Music
Bachelor of Music
Sal Grade/Stp: **B/1**
Salary: **\$57.15**

Department: Physics and Engineering
a. Name: **Nanz, Robert**
Discipline: Physical Science
Degrees: M.S., Physics
M.A., Education/Secondary Teacher Education
B.A.
Sal Grade/Stp: **D/1**
Salary: **\$60.69**

3. RECOMMENDATION: ACTION – RATIFY REHIRING OF PROBATIONARY FACULTY

The Governing Board hereby ratifies the recommendation of the Superintendent/President regarding the **rehiring** for the **2016-2017 academic year** of the following **as second year probationary faculty members:**

Jose C. Briceno	Behavioral Sciences
Amy Caterina	Media Studies
Marquesa J. Cook-Whearty	Speech/Forensics/ASL
Jeffrey H. Epstein	Behavioral Sciences
William S. Kardel	Earth Sciences & Aviation Sciences
Sara K. Krause	Life Sciences
Beatrice H. Manneh	World Languages
Shelbi R. Mayo	Mathematics
Adam J. Meehan	English
Lorraine Pagni-Kiefer	Nursing Education
Loren Pope	Nursing Education
Heriberto Rivera	Chemistry
Claire E. Rolens	English
Irma D. Salazar	Design & Consumer Education
Gina L. Sanders	Mathematics
Samantha Sangsanoi	Nursing Education
Angelica M. Yanez	Multicultural Studies

The Governing Board hereby ratifies the recommendation of the Superintendent/President regarding the **rehiring** for the **2016-2017/2017-2018 academic years** of the following **as third/fourth-year probationary faculty members:**

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

4. RECOMMENDATION: ACTION – RATIFY REHIRING OF PROBATIONARY CERTIFICATED EMPLOYEE

The Governing Board hereby ratifies the recommendation of the Superintendent/President regarding the **rehiring** for the **2016-2017/2017-2018 academic years** of the following **as third/fourth-year probationary certificated employee:**

Sari S. Morris Early Childhood Education Lab School

5. RECOMMENDATION: ACTION – RATIFY REVISION TO TEMPORARY ACADEMIC EMPLOYMENT CONTRACT

The Governing Board hereby ratifies the recommendation of the Superintendent/President regarding the **revision** to a **temporary academic contract:**

a.	Name:	MATA, PEGGY
	Position:	Assistant Professor, Nursing
	Department:	Nursing Education
	Position #:	5293
	New?:	No, temporary contract
	Remarks:	Increased salary step placement due to verification of additional related experience.

Sal Grade/Stp: **C/8**
Salary: **\$7,739.83**
% of Position: **100%**
of Mos: **5**
Effective: **January 19, 2016**
Account #(s): **A-111000-348200-12300-0000000/100%**

6. RECOMMENDATION: ACTION – RATIFY TEMPORARY CERTIFICATED EMPLOYMENT

The Governing Board ratifies the recommendation of the Superintendent/President regarding the **employment** of the following **one-semester temporary certificated employee**:

a. Name: **ROBELIN, RENE**
Position: **Site Supervisor (temporary)**
Department: **Early Childhood Education Lab School**
Degrees: **B.A., Liberal Studies**
12 units of ECE/CD coursework
3 units supervised field experience in ECE/CD
Position #: **5408**
New?: **No, temporary contract**
Remarks: **Temporary contract; non-tenure-track certificated appointment through June 30, 2016 only.**
Sal Grade/Stp: **E/1**
Salary: **\$4,640.86/month**
% of Position: **100%**
of Mos: **4**
Effective: **March 1, 2016**
Account #(s): **U-111000-364300-69200-0000000/100%**

7. RECOMMENDATION: ACTION – RATIFY ADMINISTRATIVE EMPLOYMENT AND CONTRACT

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

a. Name: **ROBERT THREATT**
Position: **Internal Auditor/Analyst**
Department: **Finance & Administrative Services**
Position #: **5576**
New?: **No**
Remarks: **Replacement for Susan Coleman.**
Sal Grade/Stp: **55/5**
Salary: **\$7,478.25/month**
% of Position: **100%**
of Mos: **12**
Effective: **March 17, 2016**
Account #(s): **A-212600-511100-66500-0000000/100%**

EXHIBIT J-7

8. RECOMMENDATION: ACTION – RATIFY CONFIDENTIAL AND SUPERVISORY TEAM EMPLOYMENT

The Governing Board hereby ratifies the recommendation of the Superintendent/President regarding the **employment** of the following **Confidential and Supervisory Team employee**:

- a. Name: **DAVID A WILLIAMS**
 Position: Supervisor I, Custodial Services
 Department: Custodial Services
 Position #: 5657
 New?: No
 Remarks: Replacement for Roy Vick; promotion for Mr. Williams.
 Sal Grade/Stp: **36/4**
 Salary: **\$4,453.06/month**
 % of Position: 100%
 # of Mos: 12
 Effective: March 9, 2016
 Account #(s): A-212100-54220-06530-0000000/100%
 Normal Work Monday – Friday, 5:30 am – 2:30 pm. A 6% differential pay will be paid for
 Schedule: hours worked between 10:00 pm and 6:00 am.

9. RECOMMENDATION: ACTION – APPROVE SABBATICAL LEAVES

The Governing Board of the Palomar Community College District hereby approves sabbatical leaves for 2016-17 for the following faculty members:

FALL 2016

1. Jose Esteban, Economics, History, Political Science Department
2. Matthew Estes, Economics, History, Political Science Department
3. Tracy Fung, ESL Department
4. Fred Levine, Art Department
5. Dennis Lutz, Trade and Industry Department
6. Pamela McDonough, English Department
7. Carlton Smith, English Department
8. Anne Voth, Mathematics Department

SPRING 2017

1. Adelina Acevedo, Dental Assisting Department
2. Mark Bealo, Graphic Communications Department
3. Brent Gowen, English Department
4. Anne-Marie Mobilia, Behavioral Sciences Department
5. Wendy Nelson, Media Studies
6. Lisa Romain, Counseling Department
7. Alan Trujillo, Earth, Space, and Aviation Sciences Department
8. April Woods, Counseling Department

Full Year 2016-2017

1. Wendy Metzger, Mathematics Department
2. Julia Robinson, Nursing Education Department

EXHIBIT J-9

10. RECOMMENDATION: ACTION – APPROVE WINTER HOLIDAYS SCHEDULE FOR 2016-2017, 2017-2018, AND 2018-2019

The Governing Board hereby approves the Winter Holidays Schedule for 2016-2017, 2017-2018, and 2018-2019 as shown in the attached exhibit.

EXHIBIT J-10

11. RECOMMENDATION: ACTION – APPROVE THE FY2016-2017 ACADEMIC CALENDAR

The Governing Board hereby approves the FY2016-2017 Academic Calendar as shown in the attached exhibit.

EXHIBIT J-11

12. RECOMMENDATION: ACTION – APPROVE HOLIDAY SCHEDULE FOR 2016-2017

The Governing Board hereby approves the Holiday Schedule for 2016-2017 as shown in the attached exhibit.

EXHIBIT J-12

13. RECOMMENDATION: ACTION – APPROVE PERSONNEL ACTIONS/HISTORY

The Governing Board hereby approves the **Personnel Actions/History** report, which includes hires for **student employees** for the month of **February 2016**, and **short-term employees** for the month of **March 2016**.

EXHIBIT J-13

14. RECOMMENDATION: ACTION – RATIFY LEAVES OF ABSENCE

a. The Governing Board hereby ratifies 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 2015-2016 fiscal year:

<u>Employee ID</u>	<u>Start Date</u>	<u>End Date</u>	<u>Percent</u>
005989713	01/25/2016	06/30/2016	100%
002347599	02/22/2016	04/30/2016	100%

b. The Governing Board hereby ratifies the recommendation of the Superintendent/President granting the following employee an **Intermittent Family Medical Leave of Absence with no effect on benefits** for a maximum of 480 hours for the 2015-2016 fiscal year:

<u>Employee ID</u>	<u>Start Date</u>	<u>End Date</u>
002347599	05/01/2016	06/30/2016

c. The Governing Board hereby ratifies the recommendation of the Superintendent/President granting a **100% Leave of Absence without pay and without benefits**, effective February 22, 2016 to April 25, 2016, to **Roslyn M. Amen**, Library Media Technician III, Library. The employee's probationary period will be extended equivalent to the duration of the leave.

15. RECOMMENDATION: ACTION – RATIFY RESIGNATIONS

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

- a. **Aaron Miller**, Trade and Industry Instructional Lab Technician, Trades and Industry Department, effective February 2, 2016 (last day of employment was February 1, 2016).
- b. **Karen M. Gonzales**, Administrative Aide, Mt. Carmel Educational Center, effective March 1, 2016 (last day of employment was February 29, 2016).

16. INFORMATION: PALOMAR COUNCIL OF CLASSIFIED EMPLOYEES CCE/AFT LOCAL #4522 INITIAL COLLECTIVE BARGAINING PROPOSAL

In accordance with **AP 2610 – Presentation of Initial Collective Bargaining Proposals**, the CCE 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 District's Human Resource Services Office. The public shall have an opportunity to respond to this proposal at the Governing Board meeting on March 29, 2016.

EXHIBIT J-16

17. 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 District's Human Resource Services Office. The public shall have an opportunity to respond to this proposal at the Governing Board meeting on March 29, 2016.

EXHIBIT J-17

18. INFORMATION: DISTRICT PROPOSAL FOR NEGOTIATIONS WITH THE COUNCIL OF CLASSIFIED EMPLOYEES CCE/AFT LOCAL #4522

In compliance with Palomar Community College District **AP 2610-Presentation of Initial Collective Bargaining Proposals**, the Governing Board of the Palomar Community College District will hold a public hearing on March 29, 2016 so that representatives of the public in this District may have an opportunity to express themselves to the Board regarding the Palomar Community College District's proposal for negotiations. The District's proposal is available for review in the Human Resource Services office.

EXHIBIT J-18

19. 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 Governing Board of the Palomar Community College District will hold a public hearing on March 29, 2016 so that representatives of the public in this District may have an opportunity to express themselves to the Board regarding the Palomar Community College District's proposal for negotiations. The District's proposal is available for review in the Human Resource Services office.

EXHIBIT J-19

20. RECOMMENDATION: ACTION – REVIEW AND APPROVE CONTRACTS AND AGREEMENTS MADE FOR PRIOR SIXTY (60) DAYS

The Governing Board hereby ratifies and approves all contracts and agreements for the period January 1, 2016 through February 29, 2016 and entered into on behalf of the Palomar Community College District, as detailed on accompanying exhibit.

EXHIBIT J-20

21. RECOMMENDATION: ACTION – APPROVE EXTENDED FIELD TRIPS

The Governing Board hereby approves the following extended field trips as detailed:

- a. Joshua Tree National Park, California, April 22-24, 2016 for students enrolled in Geology 110.
- b. Death Valley, Furnace Creek, California, March 16-20, 2016 for students enrolled Photography 212.

EXHIBIT J-21

22. RECOMMENDATION: ACTION – APPROVE DESIGNATED REPRESENTATIVE AND ALTERNATE TO SERVE ON SAN DIEGO NORTH ADULT EDUCATION PARTNERSHIP

The Governing Board authorizes the following individuals to represent Palomar Community College District on the San Diego North Adult Education Partnership (SDNAEP):

- Representative: Barbara Blanchard
- Alternate: Suzanne Sebring

23. RECOMMENDATION: ACTION – ACCEPT GIFT

The Governing Board hereby accepts the following gift and directs that an appropriate letter of appreciation be sent to the donor:

- a. Three Glastar stained glass grinders and assorted sheet glass donated by Geoff Mack, 12242 Crisscross Ln., San Diego, CA 92129. Total cash value as identified by the donor \$230.00

24. RECOMMENDATION: ACTION – EXCUSE ABSENCE OF TRUSTEE

In accordance with Section 72425(d) of the CA Education Code, the Governing Board hereby acknowledges that the absence of Malik Spence from the Special meetings of February 16 and 23, 2016 are excused due to personal necessity.

RESOLUTION 16-21202

**Resumption of
REGULAR AGENDA**

K. ACTION ON ITEMS REMOVED FROM CONSENT CALENDAR

L. REPORTS FROM COLLEGE GROUPS

1. **INFORMATION: Report of the Faculty Senate**
2. **INFORMATION: Report of the Palomar Faculty Federation**
3. **INFORMATION: Report of the Administrative Association**
4. **INFORMATION: Report of the Confidential and Supervisory Team**
5. **INFORMATION: Report of the CCE/AFT**
6. **INFORMATION: Report of the Associated Student Government**

M. UNFINISHED BUSINESS

N. NEW BUSINESS

1. RECOMMENDATION: ACTION – REVIEW AND APPROVE PURCHASES

The Governing Board pursuant to Resolutions 14-21157 and 14-21158 adopted November 12, 2013 hereby reviews and approves 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 2015-2016 fiscal year budget:

Purchase Orders Time Period: 01/27/16 – 02/25/16	15,088,134.55
Procurement Card Time Period: 12/23/15 – 01/22/16	<u>138,198.06</u>
	<u>\$15,226,332.61</u>

EXHIBIT N-1

2. RECOMMENDATION: ACTION – APPROVE NEW LEASE AND ADDENDUM TO TWO EXISTING LEASES ON SPACE AT 365 S. SANTA FE

The Governing Board hereby approves a new lease and addendum to two existing leases with Thomas M. Murray Trust, the Darryl P. Miller and Teresa L. Miller Family Trust, Exeter 7710 DE, LLC and the Hohenstein/Roberts Family Trust (“Landlord”), to add an additional 3,482 sq. ft. and incorporate the two existing leases into one master lease. Lease is for premises used by Palomar College/TTIP South Grant (“Lessee”) and located at 365 S. Santa Fe, San Marcos, CA.

EXHIBIT N-2

3. INFORMATION: CCCT BOARD ELECTION-2016

An item will appear on the April 12, 2106 Governing Board meeting agenda, requesting the Governing Board to vote for eight candidates for the CCCT Board.

EXHIBIT N-3

4. RECOMMENDATION: ACTION – APPROVE INTERNATIONAL TRAVEL FOR TWO ADMINISTRATORS AND A FACULTY MEMBER

The Governing Board hereby approves travel for Yasue O’Neill, International Education; Jack Kahn, Dean, Social and Behavioral Sciences; and Jenny Ferrero, Associate Professor, Child Development travel to Hefei, China, Hefei Meicheng Innovation Training School, March 12-19, 2016 for the purpose of exploring partnerships with international educational partners.

EXHIBIT N-4

5. RECOMMENDATION: ACTION – AWARD CONTRACT TO PCN3, INC.

The Governing Board hereby awards a contract to PCN3, Inc., as the lowest, responsive and responsible bidder in the amount of \$2,787,000.00 for Bid #104-16: Palomar College Building “A” & Veterans Center Renovation Project, subject to receipt of all required bonds, for the construction of project.

6. RECOMMENDATION: ACTION – REVIEW AND APPROVE CONTRACT TO ASSOCIATION OF COMMUNITY COLLEGE TRUSTEES (ACCT)

The Governing Board hereby approves the contract to Association of Community College Trustees (ACCT), to serve as the consulting firm that will assist the District in its search for a new Superintendent/President in accordance with RFP 300-16.

EXHIBIT N-6

7. RECOMMENDATION: ACTION – CALL FOR SPECIAL MEETING OF THE GOVERNING BOARD

The Governing Board of the Palomar Community College District hereby calls a Special Meeting of the Board on _____ at 4:00 p.m. to discuss the Superintendent/President search.

O. BOARD REQUESTS FOR REPORTS

The Governing Board hereby approves the following agenda items for consideration at the next meeting:

P. ADJOURNMENT