



**GOVERNING BOARD AGENDA
REGULAR MEETING OF THE GOVERNING BOARD
TUESDAY, SEPTEMBER 13, 2016
4:00 P.M. (CLOSED SESSION) 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:** 4:00 p.m.

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

C. **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.*

D. **RECESS TO CLOSED SESSION**

Interim Vice President Popielski will participate in closed session via conference call as needed.

1. Conference with Legal Counsel – Existing Litigation (Government Code Section 54956.9) Case: City of San Diego v. Palomar Community College District (San Diego Sup. Ct. Case No. 37-2016-00024225-CU-MC-CTL)
2. Public Employee Discipline/Dismissal/Release Pursuant to Government Code Section 54957 et seq.
3. Conference with District negotiator, Mike Popielski and/or Bill Shaeffer, regarding negotiations with CCE/AFT, pursuant to Government Code Section 54957.6
4. Conference with District negotiator, Mike Popielski and/or Bill Shaeffer, regarding negotiations with PFF/AFT, pursuant to Government Code Section 54957.6

E. **RECONVENE TO OPEN SESSION:** 5:00 p.m.

Actions Taken In Closed Session: *Governing Board President must report the individual votes of each trustee, in addition to the overall action.*

Pledge of Allegiance

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:

- July 12, 2016
- August 9, 2016

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

HH. **PUBLIC HEARING – PROPOSED 2016-2017 BUDGET**

1. PRESENTATION OF PROPOSED 2016-2017 BUDGET
2. OPEN PUBLIC HEARING ON PROPOSED 2016/17 BUDGET
3. CLOSE PUBLIC HEARING
4. RECOMMENDATION: ACTION – APPROVE ADOPTION OF THE 2016-2017 BUDGET

EXHIBIT HH

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**

- **SUPERINTENDENT/PRESIDENT**

1. Report of Interim Vice President for Instruction
 - a. Accreditation Update
2. Report of Vice President for Student Services
3. Report of Vice President for Finance and Administrative Services and 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: **Berke, Kay**
Discipline: Reading
- b. Name: **Finneran, John**
Discipline: Apprenticeship (Sound Technician)
- c. Name: **Hegel, Eileen**
Discipline: Communication Studies
- d. Name: **Holmes, Leilani**
Discipline: American Studies
- e. Name: **Hoste, Tricia**
Discipline: ESL: Noncredit
- f. Name: **Kuiper, Catherine**
Discipline: ESL

- g. Name: **Mir, Stephan**
Discipline: Chemistry
- h. Name: **Nguyen, Quan**
Discipline: Physics
- i. Name: **Ridley, Laura**
Discipline: Architecture
- j. Name: **Zavodny, Anastasia**
Discipline: Business

2. RECOMMENDATION: ACTION – RATIFY REVISION TO ACADEMIC CONTRACT

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

- a. Name: **STACEY TRUJILLO**
Position: Assistant Professor, English
Department: English
Degrees: Ph.D., Literature
M.A., Literature
B.A., English
Position #: 5106
New?: Yes
Remarks: Increased salary step placement due to verification of additional related experience.
Sal Grade/Stp: **H/2**
Salary: **\$7,314.24/month**
% of Position: 100%
of Mos: 10
Effective: August 19, 2016
Account #(s): A-111000-324200-15010-0000000/100%

3. 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 Fall 2016 (day and/or evening); said part-time faculty are not scheduled to teach more than a 67 percent load in a single semester:

Fall 2016

- Department: American Indian Studies
- a. Name: **Holmes, Leilani**
Discipline: American Studies
Degrees: Ph.D., Education
M.A., Social Science
B.S., Special (Pol. Soc. & Ethnic Studies)
Minimum qualifications satisfied via equivalency.
Sal Grade/Stp: **D/1**
Salary: **\$60.69**

Department: Behavioral Sciences
a. Name: **Williams, Edwina**
Discipline: Sociology
Degrees: M.A., Sociological Practice
B.A., Psychology
Sal Grade/Stp: **B/1**
Salary: **\$57.15**

Department: Chemistry
a. Name: **Desmarais, Samantha**
Discipline: Chemistry
Degrees: Ph.D., Chemistry
B.A., Chemistry
Sal Grade/Stp: **D/1**
Salary: **\$60.69**

b. Name: **Mir, Stephan**
Discipline: Chemistry
Degrees: B.S., Pharmacological Chemistry
Minimum qualifications satisfied via equivalency.
Sal Grade/Stp: **A/1**
Salary: **\$55.79**

c. Name: **Williford, Amy**
Discipline: Chemistry
Degrees: Doctor of Philosophy, Chemical and Biological Sciences
B.A., Chemistry
Sal Grade/Stp: **D/1**
Salary: **\$60.69**

Department: Design and Consumer Education
a. Name: **Ferraro, Katie**
Discipline: Nutritional Science/Dietetics
Degrees: Master of Public Health
B.S., Coordinated Dietetics
Sal Grade/Stp: **B/1**
Salary: **\$57.15**

Department: Disability Resource Center
a. Name: **Gorham, Laura**
Discipline: Counseling: Disabled Student Programs and Services
Degrees: M.S., Rehabilitation Counseling
B.S., Recreation Administration (Outdoor Resource Management)
Sal Grade/Stp: **B/1**
Salary: **\$57.15**

- b. Name: **Menchaca, Sabrina**
Discipline: Counseling: Disabled Student Programs and Services
Degrees: Ed.D., Counseling Psychology
M.A., Counselor Education
B.S., Sociology: Social Work
2+ years of experience in counseling and/or guidance in industry, government, public agencies, military or private social welfare organizations in which the responsibilities of the position are predominantly for persons with disabilities.
- Sal Grade/Stp: **D/1**
Salary: **\$60.69**
- Department: Economics, History and Political Science
- a. Name: **Brunstein, Luis**
Discipline: Economics
Degrees: Doctor of Philosophy, Economics
M.A., Economics
B.A., Economics
- Sal Grade/Stp: **D/1**
Salary: **\$60.69**
- b. Name: **Carlson, Kristin**
Discipline: U.S. History
Degrees: M.A., History
B.A., History
- Sal Grade/Stp: **B/1**
Salary: **\$57.15**
- c. Name: **Malebranche, Mark**
Discipline: History
Degrees: M.A., History
B.A., History
- Sal Grade/Stp: **B/1**
Salary: **\$57.15**
- d. Name: **Newby, Brenda**
Discipline: History
Degrees: M.A., History
B.A., History
- Sal Grade/Stp: **B/1**
Salary: **\$57.15**
- e. Name: **Perry, Bethanie**
Discipline: History
Degrees: M.A., History
B.A.
- Sal Grade/Stp: **C/1**
Salary: **\$59.06**

- Department: English
- a. Name: **Backman, Russell**
Discipline: English
Degrees: Ph.D., English
M.A., Humanities
Sal Grade/Stp: **D/1**
Salary: **\$60.69**
- b. Name: **Lasater, Lisette**
Discipline: English
Degrees: M.A., English
B.A., Literature and Writing Studies
Sal Grade/Stp: **C/1**
Salary: **\$59.06**
- c. Name: **Sanchez, Alejandra**
Discipline: English
Degrees: M.F.A., Creative Writing
B.A., English
Sal Grade/Stp: **B/1**
Salary: **\$57.15**
- Department: English as a Second Language
- a. Name: **Hoste, Tricia**
Discipline: ESL: Noncredit
Degrees: Master of Education, Globalization and Educ Change
M.A., Theology
B.A., Intercultural Studies
Minimum qualifications satisfied via equivalency.
Sal Grade/Stp: **D/1**
Salary: **\$60.69**
- b. Name: **Kuiper, Catherine**
Discipline: ESL
Degrees: Master of Education
Minimum qualifications satisfied via equivalency.
Sal Grade/Stp: **B/1**
Salary: **\$57.15**
- c. Name: **Lundquist, Irene**
Discipline: ESL: Noncredit
Degrees: M.A., Linguistics
B.A., Spanish and French
TESL/TEFL Certificate
Sal Grade/Stp: **B/1**
Salary: **\$57.15**
- d. Name: **Mages, Sandra**
Discipline: ESL
Degrees: M.A., TeachEng-SpkrsOtherLang
B.A., Management of Human Resources
Sal Grade/Stp: **B/1**
Salary: **\$57.15**

Department: Health, Kinesiology, and Recreation Management
a. Name: **McMahen, Derrick**
Disciplines: Health
Kinesiology
Degrees: M.S., Kinesiology and Health
B.S., Physical Ed/Teaching
A.A., General Studies: Social & Behavioral Sci
Sal Grade/Stp: **B/1**
Salary: **\$57.15**

Department: Health Services
a. Name: **Allard, Robyn**
Discipline: Counseling
Degrees: M.A., Counseling Psychology
B.A., Social Science, General
A.A., Liberal Arts and Sciences
Sal Grade/Stp: **B/1**
Salary: **\$57.15**

Department: Life Sciences
a. Name: **Kelley, Steven**
Discipline: Biological Sciences
Degrees: Ph.D., Botany: Genetics
B.A., Biology
Sal Grade/Stp: **D/1**
Salary: **\$60.69**

b. Name: **Segal, Sabrina**
Discipline: Biological Sciences
Degrees: Ph.D., Biological Sciences
B.S., Biopsychology
Sal Grade/Stp: **D/1**
Salary: **\$60.69**

Department: Media Studies
a. Name: **Connors, Kevin**
Discipline: Photographic Technology
Degrees: B.S., Geology
6+ years of experience.
Sal Grade/Stp: **A/1**
Salary: **\$55.79**

Department: Nursing Education
a. Name: **Allen, Andre**
Discipline: Nursing
Degrees: M.S., Nursing
B.S., Nursing
Sal Grade/Stp: **B/1**
Salary: **\$57.15**

b. Name: **McGurk, Karen**
Discipline: Nursing
Degrees: Ph.D., Nursing
Master of Nursing
Sal Grade/Stp: **YD/12**
Salary: **\$79.60**

Department: Physics and Engineering

a. Name: **Nguyen, Quan**
Discipline: Physics
Degrees: M.S., Engineering Management and Leadership
B.S., Aerospace Engineering
Minimum qualifications satisfied via equivalency.
Sal Grade/Stp: **B/1**
Salary: **\$57.15**

Department: Reading Services

a. Name: **Berke, Kay**
Discipline: Reading
Degrees: M.A., Education
B.A., Early Childhood
Minimum qualifications satisfied via equivalency.
Sal Grade/Stp: **B/1**
Salary: **\$57.15**

Department: Speech Communication/Forensics/ASL

a. Name: **Brown, Daniel**
Discipline: Communication Studies
Degrees: M.A., Communication Studies
B.A., Sociology
Sal Grade/Stp: **B/1**
Salary: **\$57.15**

b. Name: **Hegel, Eileen**
Discipline: Communication Studies
Degrees: Doctor of Education
M.A., Dramatic Communication
B.A., Radio-Television
Minimum qualifications satisfied via equivalency.
Sal Grade/Stp: **D/1**
Salary: **\$60.69**

c. Name: **James, Jill**
Discipline: Communication Studies
Degrees: M.A., Communication Studies
B.A., Communication Studies
Sal Grade/Stp: **B/1**
Salary: **\$57.15**

- d. Name: **Saner, Julie**
Discipline: Communication Studies
Degrees: M.A., Communication
B.A., Communication Studies
Sal Grade/Stp: **B/1**
Salary: **\$57.15**
- e. Name: **Thomas, Nicholas**
Discipline: Communication Studies
Degrees: Ph.D., Comm Arts & Sciences, College of the Liberal Arts
M.A., Speech Communication
Sal Grade/Stp: **D/1**
Salary: **\$60.69**
- Department: Trade and Industry
- a. Name: **Ridley, Laura**
Discipline: Architecture
Degrees: B.A., Religion
Minimum qualifications satisfied via equivalency.
Sal Grade/Stp: **A/1**
Salary: **\$55.79**

4. RECOMMENDATION: ACTION – RATIFY APPRENTICESHIP INSTRUCTOR CERTIFICATION

The Governing Board hereby ratifies the recommendation of the Superintendent/President regarding the certification of the following apprenticeship instructor, for Fall 2016 (day and/or evening); said instructor is employed by the respective Program Sponsor:

- Department: Occupational & Noncredit Programs
Sponsor: **San Diego Electrical Training Trust**
- a. Name: **Finneran, John**
Degrees: Minimum qualifications satisfied via equivalency

5. RECOMMENDATION: ACTION – RATIFY ADDENDUM TO MEMORANDUM OF UNDERSTANDING DATED AUGUST 24, 2016 BETWEEN THE DISTRICT AND THE PALOMAR FACULTY FEDERATION (PFF)/AFT LOCAL 6161.

The Governing Board hereby ratifies the Addendum to Memorandum of Understanding with the Palomar Faculty Federation (PFF)/AFT Local 6161 dated August 24, 2016 related to course maximums.

EXHIBIT J-5

6. RECOMMENDATION: ACTION – APPROVE SABBATICAL LEAVE DATE CHANGE FROM FALL 2016 TO SPRING 2017

The Board approved sabbatical leave for Dennis Lutz on March 8, 2016. Due to unforeseen circumstances the Trade and Industry Department finds itself short staffed this Fall 2016; Mr. Lutz is requesting his sabbatical leave be changed to Spring 2017. The Governing Board of the Palomar Community College District hereby approves the change of dates for Mr. Lutz's sabbatical leave.

7. RECOMMENDATION: ACTION – RATIFY TITLE CHANGE TO CERTIFICATED POSITION

The Governing Board hereby ratifies the recommendation of the Superintendent/President regarding the approval of a **title change** to the following **certificated position**:

- a. Position: **SITE SUPERVISOR - CLASSROOM**
Department: Early Childhood Education Lab School
Name: Srisuda Luettringhaus
Position #: 6013
New?: No
Remarks: Former title was Site Supervisor.
Salary Grade/Step: E/15
Salary: \$5,600.60/month
% of Position: 100%
Months: 12
Effective: September 14, 2016
Account #(s): U-111000-364300-69200-0000000/100%

8. RECOMMENDATION: ACTION – RATIFY NEW CERTIFICATED POSITIONS

The Governing Board hereby ratifies the recommendation of the Superintendent/President regarding the approval of the following certificated positions:

- a. Position: **MASTER TEACHER**
Department: Early Childhood Education Lab School (San Marcos)
Position #: 6634
New?: Yes
Salary Grade/Step: **D/1**
Salary: **\$3,899.07/month**
% of Position: 100%
of Mos: 12
Effective: September 14, 2016
Account #(s): U-111010-364300-69200-0000000/100%

- b. Position: **SITE SUPERVISOR - LEADERSHIP**
Department: Early Childhood Education Lab School (Escondido)
Position #: 6635
New?: Yes
Salary Grade/Step: **E/1**
Salary: **\$4,640.86/month**
% of Position: 100%
of Mos: 12
Effective: September 14, 2016
Account #(s): V-111010-364300-69200-0000000/100%

- c. Position: **SITE SUPERVISOR - LEADERSHIP**
Department: Early Childhood Education Lab School (San Marcos)
Position #: 6636
New?: Yes
Salary Grade/Step: **E/1**
Salary: **\$4,640.86/month**
% of Position: 100%
of Mos: 12
Effective: September 14, 2016
Account #(s): U-111010-364300-69200-0000000/100%

9. RECOMMENDATION: ACTION – RATIFY TEMPORARY ACADEMIC EMPLOYMENT

The Governing Board ratifies the recommendation of the Superintendent/President regarding the **employment** of the following **temporary academic employee**:

- a. Name: **STEVEN HOLT**
Position: Assistant Professor, Computer Information Systems
Department: Computer Science and Information Technology
Degrees: M.S., Management Information Systems
B.S., Computer Science
Position #: 6638
New?: No, temporary contract
Remarks: One-semester temporary contract; non-tenure-track faculty appointment beginning August 19, 2016 through December 17, 2016.
Sal Grade/Step: **C/6**
Salary: **\$7,221.84/month**
% of Position: **100%**
of Mos: 6
Effective: August 19, 2016
Account #(s): A-111000-358100-07020-0000000/100%

10. RECOMMENDATION: ACTION – RATIFY CORRECTION TO ADMINISTRATIVE EMPLOYMENT AND CONTRACT

The Governing Board hereby ratifies the correction to the employment and contract of the following administrative employee:

- a. Name: **JOI BLAKE**
Position: Superintendent/President
Department: President's Office
Position #: 5010
New?: No
Remarks: Correction to salary to include doctoral stipend.
Salary: \$19,166.67/month plus \$1,370.76 annual doctoral stipend
% of Position: 100%
of Mos: 12
Effective: July 11, 2016
Account #(s): A-121100-211100-66200-0000000/100%

EXHIBIT J-10

11. RECOMMENDATION: ACTION – RATIFY CORRECTION TO SALARY SCHEDULE FOR THE POSITION OF SUPERINTENDENT/PRESIDENT

The Governing Board hereby ratifies the **correction to the salary schedule** for the position of **Superintendent/President** retroactive to July 1, 2016.

EXHIBIT J-11

12. RECOMMENDATION: ACTION – RATIFY PROFESSIONAL SERVICES CONTRACT

The Governing Board hereby ratifies the recommendation of the Superintendent/President regarding the ratification of professional services contracts between the District and **Barbara Blanchard**, to provide professional services as Interim Director, Occupational and Noncredit Programs effective August 15, 2016. She will be compensated at a monthly rate of \$10,619.24 for each month worked

which is based on placement at step 8 of salary grade 68 on the Administrative Salary Schedule, plus an annual doctoral stipend of \$1,370.76.

EXHIBIT J-12

13. RECOMMENDATION: ACTION – APPROVE PROFESSIONAL SERVICES CONTRACT

The Governing Board hereby ratifies the recommendation of the Superintendent/President regarding the approval of professional services contracts between the District and **Helen R. Elias**, to provide professional services as Interim Director, Disability Resources effective September 14, 2016 She will be compensated at a daily rate of \$390.53 for each day worked which is based on placement at step 3 of salary grade 64 on the Administrative Salary Schedule.

EXHIBIT J-13

14. RECOMMENDATION: ACTION – RATIFY CORRECTION TO RECLASSIFICATION OF CONFIDENTIAL AND SUPERVISORY TEAM POSITION AND CONTRACT

The Governing Board hereby ratifies the recommendation of the Superintendent/President regarding a correction to the reclassification and contract of the following Confidential and Supervisory Team (CAST) position:

- a. Position: **MANAGER, ADMISSIONS, RECORDS, AND EVALUATIONS**
Department: Enrollment Services
Name: Benjamin E. Moss
Position #: 5482
New?: No
Remarks: Correction to salary step and contract. Reclassification was initially approved 5/26/2015, and consisted of reclassification from a CAST to an administrative position.

Salary Grade/Step: 56/15
Salary: \$8,637.65/month
% of Position: 100%
Effective: August 10, 2016
Account #(s): A-212600-422100-62100-0000000/100%

EXHIBIT J-14

15. RECOMMENDATION: ACTION – RATIFY CORRECTION TO RECLASSIFICATION OF ADMINISTRATIVE POSITION AND CONTRACT

The Governing Board hereby ratifies the recommendation of the Superintendent/President regarding a correction to the reclassification and contract of the following administrative position:

- a. Position: **MANAGER, BUDGET AND PAYROLL**
Department: Budgeting
Name: Brandi Taveuveu
Position #: 5031
New?: No
Remarks: Correction to salary step and contract. Reclassification was initially approved 3/24/2015.

Salary Grade/Step: 64/13
Salary: \$10,112.51/month
% of Position: 100%
Effective: August 10, 2016
Account #(s): A-212600-551100-67200-0000000/100%

EXHIBIT J-15

16. RECOMMENDATION: ACTION – RATIFY ADMINISTRATIVE EMPLOYMENT AND CONTRACTS

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

- a. Name: **RACHEL M. MILLER**
 Position: Institutional Research Analyst
 Department: Research and Planning
 Position #: 6629
 New?: Yes
 Remarks: Position approved 4/12/16; Funded - 50% Student Success & Support Programs and 50% Student Equity. Continuation of position is dependent upon continuation of funding.
- Sal Grade/Step: **53/1**
 Salary: **\$5,844.02/month plus \$1,370.76 annual doctoral stipend**
 % of Position: 100%
 # of Mos: 12
 Effective: September 19, 2016
 Account #(s): K-212600-313100-66310-1612120/50%
 K-212600-313100-66310-1612135/50%
- b. Name: **DAVID VAZQUEZ**
 Position: Institutional Research Analyst
 Department: Research and Planning
 Position #: 6627
 New?: Yes
 Remarks: Position approved 9/9/15; Funded - 50% Student Success & Support Programs and 50% Student Equity. Continuation of position is dependent upon continuation of funding.
- Sal Grade/Step: **53/1**
 Salary: **\$5,844.02/month**
 % of Position: 100%
 # of Mos: 12
 Effective: September 19, 2016
 Account #(s): K-212600-313100-66310-1612120/50%
 K-212600-313100-66310-1612135/50%

EXHIBIT J-16

17. RECOMMENDATION: ACTION – RATIFY MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE DISTRICT AND THE COUNCIL OF CLASSIFIED EMPLOYEES, CCE/AFT LOCAL 4522 RELATED TO THE CLASSIFICATION STUDY.

The Governing Board hereby **ratifies the Memorandum of Understanding (MOU)** between the District and the Council of Classified Employees, CCE/AFT Local 4522 related to implementation of the Classification Study.

EXHIBIT J-17

18. RECOMMENDATION: ACTION - RATIFY RECLASSIFICATION OF CLASSIFIED POSITIONS

The Governing Board hereby ratifies the recommendation of the Superintendent/President regarding the reclassification of classified positions as agreed upon by the District and CCE/AFT Local 4522 in the Memorandum of Understanding regarding implementation of the Classification Study.

EXHIBIT J-18

19. RECOMMENDATION: ACTION – RATIFY NEW CLASSIFIED POSITION

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

- a. Position: **AUDIO-VISUAL TECHNICIAN**
 Department: Audio Visual
 Position #: 6638
 New?: Yes
 Remarks: Occasionally requires flexible scheduling including night and weekend hours to fulfill District needs.

 Salary Grade/Step: **32/1**
 Salary: **\$4,884.22/month**
 % of Position: 100%
 # Months: 12
 Effective: September 14, 2016
 Account #(s): A-212200-561100-67800-0000000/100%

20. 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 August 2016, and short-term employees for the month of September 2016.

EXHIBIT J-20

21. INFORMATION – RETIREMENTS

On Behalf of the Governing Board of the Palomar Community College District, the following **retirements** have been accepted by the Superintendent/President, as authorized by the Governing Board, under **Group I** (receive the employer-paid health benefits as provided to active employees and eligible dependents for life of the retiree) of the Retirement Health and Dental Plan approved by the Governing Board December 8, 1987:

- a. **Donna J. Renner**, Administrative Coordinator, Facilities, effective December 31, 2016. She has served Palomar College for 28 years from August 1, 1988 to December 30, 2016.
- b. **Daniel B. Sourbeer**, Interim Superintendent/Vice President of Instruction, Instruction Office, effective July 1, 2017. He has served Palomar College for 24 years from August 21, 1992 to June 30, 2017.

22. RECOMMENDATION: ACTION – RATIFY RESIGNATIONS

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

- a. **Neal J. Castellan**, Custodian I, Custodial Services, effective September 1, 2016 (last day of employment was August 31, 2016).

- b. **Lindsay Kretchman**, Student Activities Coordinator, Student Affairs, effective September 17, 2016 (last day of employment was August 16, 2016).
- c. **Jennifer Vosburg**, Staff Aide, Disability Resource Center, effective August 20, 2016 (last day of employment was August 19, 2016).

23. 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 **2016-2017** fiscal year:

Employee ID	Start Date	End Date	Percent
000079033	08/17/2016	08/28/2016	100%
000262491	08/18/2016	09/02/2016	100%
004201027	08/22/2016	12/19/2016	100%
005989713	10/01/2016	02/08/2017	100%

- b. The Governing Board hereby ratifies 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 **2016-2017** fiscal year:

Employee ID	Start Date	End Date
003673404	07/01/2016	06/30/2017
003223773	08/05/2016	06/30/2017
002916505	09/21/2016	12/31/2016

- c. The Governing Board hereby ratifies the recommendation of the Superintendent/President granting the following employees a **Personal Leave of Absence without pay and with no effect on benefits to teach**, effective August 22, 2016 through December 17, 2016.

Employee Name	Title	Department	% Leave
Luke Bisagna	Broadcast Operator	Educational Television	15%
Melinda Finn	Photographer/ Communications Specialist	Communications/Marketing	8.125%
Fleccia D. Heise	Athletic Trainer	Athletics	7.5%

24. RECOMMENDATION: ACTION – RATIFY STIPEND FOR DESIGNATED BILINGUAL INTERPRETER

The Governing Board hereby ratifies the recommendation of the Superintendent/President granting the **bilingual stipend** to the following employee as a **designated bilingual interpreter**:

- a. **Juan C. Gonzalez**, Senior Administrative Secretary, Occupational and Non-Credit Programs, effective September 1, 2016.

25. INFORMATION: CLASSIFIED PROFESSIONAL GROWTH AWARD

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 September 1, 2016:

Employee Name: **Brittany Wong**
 Position: Staff Assistant
 Department: Transfer Center
 Course of Study: Master’s Degree

26. RECOMMENDATION: ACTION – APPROVE EXTENDED FIELD TRIPS

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

- a. Lee Vining, Eastern Sierras, California, October 12 - 16, 2016 for students enrolled in Photo 171: Landscape and Culture class.
- b. Mt. Calvary Monastery, Santa Barbara, CA on October 19 - 21, 2016 for students enrolled in courses World Religions 101, or Religion in American History 102, or Religion in America 110.

EXHIBIT J-26

27. 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 July 1, 2016 through August 31, 2016 and entered into on behalf of the Palomar Community College District, as detailed on accompanying exhibit.

EXHIBIT J-27

28. INFORMATION – PALOMAR COMMUNITY COLLEGE DISTRICT CCAP PARTNERSHIP AGREEMENTS

This is the first reading of the Bonsall and San Marcos Unified School Districts' CCAP Partnership Agreements which is required per Chancellor's office guidelines and delineates how the partner Districts will structure dual enrollment. The PCCD will, at a subsequent open public meeting, accept comments from the public and vote on whether to accept the agreements.

EXHIBIT J-28

29. RECOMMENDATION: ACTION – APPROVE CALIFORNIA COMMUNITY COLLEGES QUARTERLY FINANCIAL STATUS REPORT

The Governing Board hereby approves the California Community Colleges Quarterly Financial Status Report (CCFS-311Q) for the quarter ending June 30, 2016.

EXHIBIT J-29

30. RECOMMENDATION: ACTION – APPROVE QUARTERLY REPORT OF THE FISCAL SERVICES DIRECTOR

The Governing Board hereby approves the Quarterly Report of Fiscal Services Director Regarding Disclosure of District Investments as of June 30, 2016.

EXHIBIT J-30

31. RECOMMENDATION: ACTION – APPROVE PROPER DISPOSITION OF DISTRICT SURPLUS INVENTORY

The Governing Board, pursuant to the Education Code 81450, hereby approves the proper disposition of District surplus equipment and supplies via public auction(s), waste disposal, and electronic recycling by a qualified vendor(s) at periodic intervals throughout the 2016 - 2017 fiscal year.

32. RECOMMENDATION: ACTION – ACCEPT GIFTS

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

- a. Twenty dozen baseballs and two mound plate covers donated by West Coast Clippers, 2129 Anda Lucia Way, Oceanside, CA 92056. Total cash value as identified by the donor \$1,152.79.
- b. Subaru Outback, model year: 2000, Serial # 4S3BH6755Y7653366 donated by Paul Pullin, 2288 Camino Robledo, Carlsbad, CA 92009. Total cash value as identified by the donor \$4,500.00.
- c. Toyota Camry, model year: 1989, Serial #JT2SV21E7K3355242 donated by Anthony Fedon, 5328 Triple Crown Drive, Bonsall, CA 92003. Total cash value as identified by the donor \$1,500.00.
- d. Art supplies and equipment donated by Penny Kachuck, 3095 State St., Carlsbad, CA 92008. Total cash value as identified by the donor \$2,000.00.
- e. Raphis Palm plants and terracotta planters (4 of each) donated by Brian Malk, 7975 St. Louis Terr., La Jolla, CA 92037. Total cash value as identified by the donor \$1,350.00
- f. Furniture (desks, tables, chairs, cabinets and partitions) donated by Sentynl Therapeutics, Inc. 420 Stevens Ave. #200, Solana Beach, CA 92075. Total cash value as identified by the donor \$14,000.00.
- g. Welding materials (tubing) donated by Steico Industries, 1814 Ord Way, Oceanside, CA 92056. Total cash value as identified by the donor \$441.50

**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 2016-2017 fiscal year budgets:

Purchase Orders Time Period: 06/30/16–09/02/16	\$9,828,863.48
Procurement Card Time Period: 06/23/16-07/22/16	\$183,872.12
Procurement Card Time Period: 07/23/16-08/22/16	\$178,773.01
	<u>\$10,191,508.61</u>

EXHIBIT N-1

2. RECOMMENDATION: ACTION – APPROVE CHANGE ORDERS

The Governing Board hereby approves the following change orders as detailed:

- a. **BID #104-16 BUILDING A & VETERANS CENTER RENOVATION PROJECT (CO #01)**
This is a Change Order to include additional scope of work requested by the District for PCN3, Inc. in the amount of \$112,937.83

EXHIBIT N-2

3. RECOMMENDATION: ACTION – AWARD BIDS FOR SOUTH EDUCATION CENTER PROJECT AND AUTHORIZATION TO ASSIGN AWARDED CONTRACTS TO SWINERTON BUILDERS

The Governing Board hereby awards contracts to the trade contractors listed the exhibit as the lowest responsive and responsible bidders, and authorizes the District to legally assign the award contracts to Swinerton Builders to administer through completion of the project in accordance with the construction management-at-risk delivery method process.

EXHIBIT N-3

4. RECOMMENDATION: ACTION – ACCEPT REQUEST OF ALPHA MECHANICAL, INC TO WITHDRAW THEIR BID FOR BID #CM-15-16-01-SEC-Z PALOMAR COLLEGE SOUTH EDUCATION CENTER PROJECT

The Governing Board hereby consents to the request of Alpha Mechanical, Inc. to withdraw their bid for Bid # CM-15-16-01-SEC-XX – Bid Package Z (Plumbing), as detailed in the exhibit.

EXHIBIT N-4

5. RECOMMENDATION: ACTION – APPROVE ACCREDITATION FOLLOW-UP REPORT

The Governing Board of the Palomar Community College District hereby approves the September 2016 Accreditation Follow-Up Report and authorizes the Superintendent or designee to submit the report to the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges to meet the required submittal date.

EXHIBIT N-5

6. 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 September 27, 2016 at 4:00 p.m. to discuss the Strategic Plan.

7. RECOMMENDATION: ACTION – CANCEL NOVEMBER 2016 REGULAR MEETING AND CALL A SPECIAL MEETING FOR AN ALTERNATE DATE.

Tuesday, November 8, 2016 is Election Day, therefore the Governing Board of the Palomar Community College District hereby cancels its Regular Meeting of November 8, 2016 and calls a Special Meeting on Monday, November 7, 2016.

O. BOARD REQUESTS FOR REPORTS

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

P. RECESS TO CLOSED SESSION: *If needed, for further discussion of items as listed in section D. The Board will recess to Room A-1.*

Q. RECONVENE TO OPEN SESSION: *If needed. The Board will reconvene to Open Session outside Room A-1 in accordance with GC 54957.7(c).*

Actions Taken In Closed Session: Governing Board President must report the individual votes of each trustee, in addition to the overall action.

R. ADJOURNMENT