



**GOVERNING BOARD AGENDA
MEETING OF THE GOVERNING BOARD
TUESDAY, APRIL 11, 2017**

**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

1. Public Employee Discipline/Dismissal/Release Pursuant to Government Code Section 54957 et seq.
2. Conference with District negotiator, Ron Perez and/or Bill Shaeffer, regarding negotiations with CCE/AFT, pursuant to Government Code Section 54957.6
3. Conference with District negotiator, Ron Perez and/or Bill Shaeffer, regarding negotiations with PFF/AFT, pursuant to Government Code Section 54957.6
4. Conference with District lead negotiator, Ron Perez and/or Bill Shaeffer, regarding meet and confer discussions with Other Unrepresented Employees, pursuant to Government Code Section 54957.6
5. Public Employee Performance Evaluation, pursuant to Government Code §54957. Position Title: Superintendent/President

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. CALL FOR REMOVAL OF ITEMS FROM OR CHANGES TO AGENDA

G. 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.*

H. APPROVAL OF MINUTES

- March 14, 2017

I. REPORTS

Update on work with Educational and K-12 Partners – Vice Presidents Adrian Gonzales and Dan Sourbeer.

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
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 DISCIPLINE

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

- a. Name: Elliott Pham, Heather
Discipline: Child Development

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 2017 (day and/or evening); said part-time faculty are not scheduled to teach more than a 67 percent load in a single semester:

Spring 2017

- Department: Child Development
- a. Name: Elliott Pham, Heather
Discipline: Child Development
Degrees: Master of Social Welfare
B.A., Psychology
Minimum qualifications satisfied via equivalency.
Sal Grade/Stp: B/1
Salary: \$58.87

- Department: Counseling
- a. Name: Garcia, Sharet
Discipline: Counseling
Degrees: M.A., Guidance and Counseling
B.A., Chicana and Chicano Studies
A.A., Liberal Arts (Gen. Education)
Sal Grade/Stp: B/1
Salary: \$58.87

- Department: Design and Manufacturing Technology
- a. Name: Sterling, Katherine
Discipline: Fashion and Related Technologies
Degrees: B.A., Liberal Studies
2+ years of experience.
Sal Grade/Stp: A/1
Salary: \$57.47
- b. Name: Flores, Frania
Discipline: Fashion and Related Technologies
Degrees: A.A., Fashion Design
6+ years of experience.
Sal Grade/Stp: A/1
Salary: \$57.47
- c. Name: Herrera-Nasrallah, Andrea
Discipline: Fashion and Related Technologies
Degrees: M.F.A., Drama
B.A., Theatre
2+ years of experience.
Sal Grade/Stp: B/1
Salary: \$58.87

3. RECOMMENDATION: ACTION – RATIFY NEW ACADEMIC POSITION

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

- a. Position: Counselor/Assistant Professor
Department: Counseling
Position #: 5513
New?: Yes
% of Position: 100%
of Mos: 11
Effective: April 12, 2017
Account #(s): A-122100-462000-63100-0000000/100%

4. RECOMMENDATION: ACTION – RATIFY FACULTY SERVICE AREAS

The Governing Board hereby ratifies the recommendation of the Superintendent/President regarding the approval of faculty service areas in accordance with Education Code § 87743 et seq.

EXHIBIT J-4

5. RECOMMENDATION: ACTION – RATIFY MEMORANDA OF UNDERSTANDING WITH THE PALOMAR FACULTY FEDERATION (PFF)/AFT LOCAL 6161.

The Governing Board hereby ratifies the four (4) Memoranda of Understanding between the District and the Palomar Faculty Federation (PFF)/AFT Local 6161 related to workload and calendar, ECELS assistant teachers' salary placement, and grant-funded stipends related to the CALM cohort.

EXHIBIT J-5

6. RECOMMENDATION: ACTION – RATIFY ADMINISTRATIVE EMPLOYMENT AND CONTRACT

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

- a. Name: Kathryn Kailikole
Position: Dean, Instructional
Department: Mathematics and the Natural and Health Sciences
Position #: 5232
New?: No
Remarks: Replacement for Daniel Sourbeer.
Sal Grade/Stp: 75/4
Salary: \$12,009.31/month plus \$1,411.88 annual doctoral stipend
% of Position: 100%
of Mos: 12
Effective: July 1, 2017
Account #(s): A-123100-341100-60110-0000000/100%

EXHIBIT J-6

7. RECOMMENDATION: ACTION – RATIFY RECLASSIFICATION OF CLASSIFIED POSITION

The Governing Board hereby ratifies the recommendation of the Superintendent/President regarding the reclassification of the following classified position as agreed upon by the District and CCE/AFT Local 4522 in the Memorandum of Understanding regarding implementation of the classification study:

- a. Name: Bryan T. Hilton
Current Classification Title: Senior Media/Helpdesk Specialist
New Classification Title: Senior Media/Helpdesk Specialist
Department: Telecommunications - Grants
Position #: 6226
% of Position: 100%
Current Grade: 26
New Grade: 28
Effective Date: September 1, 2016

8. RECOMMENDATION: ACTION – RATIFY CLASSIFIED EMPLOYMENT

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

- a. Name: Amy Hinchman
Position: Admissions/Financial Aid Specialist II
Department: Enrollment Services
Position #: 5472
New?: No
Remarks: Replacement for Vandy McKnight.
Sal Grade/Stp: 22/1
Salary: \$3,941.14/month
% of Position: 100%
of Mos: 12
Effective: April 12, 2017
Account #(s): A-212200-421100-62100-0000000/100%

- b. Name: Georg Kast
Position: Instructional Support Assistant III
Department: Trade & Industry
Position #: 6173
New?: No
Remarks: Replacement for Philip Goettsch.
Sal Grade/Stp: 24/1
Salary: \$4,135.96/month
% of Position: 100%
of Mos: 10
Effective: April 12, 2017
Account #(s): A-221000-338300-09520-0000000/100%
- c. Name: Cesar Aguilar
Position: Facilities Maintenance Technician (Parking Lots)
Department: Building Services
Position #: 6350
New?: No
Remarks: Replacement for Victor Rodriguez.
Sal Grade/Stp: 18/1
Salary: \$3,573.93/month
% of Position: 100%
of Mos: 12
Effective: April 12, 2017
Account #(s): K-212200-542100-65100-1812070/100%
- d. Name: John Lewis
Position: Business Systems Analyst
Department: Enrollment Services
Position #: 6131
New?: No
Remarks: Replacement for Richard Gommel.
Sal Grade/Stp: 38/1
Salary: \$5,823.80/month
% of Position: 100%
of Mos: 12
Effective: April 12, 2017
Account #(s): A-212200-421100-62100-0000000/100%

9. RECOMMENDATION: ACTION – RATIFY CORRECTIONS TO RECLASSIFICATION OF REEVALUATED CLASSIFIED POSITIONS

The Governing Board hereby ratifies the recommendation of the Superintendent/President regarding corrections to the reclassification of classified positions that were reevaluated following study implementation as agreed upon by the District and CCE/AFT Local 4522 in the Memorandum of Understanding regarding implementation of the classification study.

EXHIBIT J-9

10. RECOMMENDATION: ACTION – RATIFY PERSONNEL ACTIONS/HISTORY

The Governing Board hereby approves the Personnel Actions/History report, which includes student employee hires for the month of March 2017, and short-term employee hires for the month of April 2017.

EXHIBIT J-10

11. 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 II:

- a. Christine M. Brady, Academic Department Assistant, Child Development and Multicultural Studies, effective April 1, 2017. She has served Palomar College for 10 years from March 14, 2007 to March 31, 2017.
- b. Patrick J. Hahn, Professor, Media Studies, effective May 31, 2017. He has served Palomar College for 19 years from June 18, 1998 through May 30, 2017.

12. 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
006317447	03/13/2017	05/12/2017	100%
008223681	03/21/2017	05/12/2017	100%
009079198	04/04/2017	04/17/2017	100%

- b. The Governing Board hereby ratifies the recommendation of the Superintendent/President granting a correction to the following Intermittent Family Medical Leave of Absence for the 2016-2017 fiscal year, which was previously approved by the Governing Board at the March 14, 2017 Governing Board meeting:

Employee ID	Start Date	End Date
008500022	02/01/2017	02/28/2017 - Retracted

- c. 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
000972771	02/01/2017	06/30/2017
009479312	04/01/2017	06/30/2017

- d. The Governing Board hereby ratifies the recommendation of the Superintendent/President granting a 33.33% Personal Leave of Absence without pay and with no effect on benefits, effective August 21, 2017 through December 18, 2017, to Daniel K. Clegg, Professor, Mathematics Department.

13. RECOMMENDATION: ACTION – APPROVE CURRICULUM ACTION ITEMS FOR INCLUSION IN THE PALOMAR COLLEGE COURSE INVENTORY – EFFECTIVE FALL 2017

The Governing Board hereby approves Curriculum Action Items dated February 1, February 15, March 1, and March 15, 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 fall 2017.

EXHIBIT J-13

14. RECOMMENDATION – ACTION: APPROVE COURSES TO MEET MULTICULTURAL COURSE REQUIREMENT – EFFECTIVE FALL 2017

The Governing Board hereby approves the following courses, which have been reviewed by the Curriculum Committee to meet the Multicultural Course Requirement, effective Fall 2017:

- a. ASL 110: Awareness of Deaf Culture
- b. CINE 122: Identity in American Film

15. RECOMMENDATION: ACTION – AUTHORIZE DESIGNATED PERSONNEL SETTLEMENT AUTHORITY FOR LEGAL TORT CLAIMS UP TO \$10,000.00

The Governing Board of Palomar Community College District hereby designates Joi Lin Blake Superintendent/President, and Ronnie E. Ballesteros-Perez, Assistant Superintendent/ Vice President, Finance and Administrative Services the authorization to enter into a settlement agreement on legal tort claims against the District in an amount not to exceed \$10,000.00 without prior Governing Board approval.

16. 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. Various geologic books & geologic, topographic and economic deposit maps donated by Karen Evans, 2926 Harris Drive, Vista, CA 92084. Total cash value as identified by the donor \$150.00.

17. RECOMMENDATION: ACTION – APPROVE TRAVEL EXPENSES

The Governing Board hereby approves travel expenses for the following persons:

- a. Board Member **Nancy Hensch**
Advanced Funds? Yes
For: Transportation, mileage, meals, registration, etc.
To attend: CCLC Annual Trustee Conference
Location: Lake Tahoe, California
Date: May 5-7, 2017
Estimated Amount: \$ 2,048.43
Budget No.: 575200-11-111100-66100-10-2013-0000000
- b. Board Member **Mark Evilsizer**
Advanced Funds? Yes
For: Transportation, mileage, meals, registration, etc.
To attend: CCLC Annual Trustee Conference
Location: Lake Tahoe, California
Date: May 5-7, 2017
Estimated Amount: \$ 2067.94
Budget No.: 575200-11-111100-66100-10-2013-0000000
- c. Board Member **John Halcón**
Advanced Funds? Yes
For: Transportation, mileage, meals, registration, etc.
To attend: CCLC Annual Trustee Conference
Location: Lake Tahoe, California
Date: May 5-7, 2017
Estimated Amount: \$ 2,097.94
Budget No.: 575200-11-111100-66100-10-2013-0000000

18. RECOMMENDATION: ACTION – EXCUSE ABSENCE OF TRUSTEE

In accordance with Section 72425(d) of the CA Education Code, the Governing Board acknowledged that the absence of Malik Spence from the regular meeting March 14, 2017 is excused due to personal necessity.

RESOLUTION 1621525

**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: 03/02/17–03/30/17	\$2,879,332.59
Procurement Card Time Period: 02/23/17-03/22/17	<u>\$172,252.18</u>
	<u>\$3,051,584.77</u>

EXHIBIT N-1

2. RECOMMENDATION: ACTION – APPROVAL AND IMPLEMENTATION OF LETTER OF UNDERSTANDING TO PARTICIPATE IN THE SCIENCE AND TECHNOLOGY GRANTS PROGRAM

The Governing Board hereby accepts and approves the letter of understanding to accept funds, publish project on website, newspaper and/or other in-house publications and for the implementation of the Blasker Rose Miah Fund and the Reuben H. Fleet Foundation Discretionary Fund represented by its fiscal agent, The San Diego Foundation Board of Governors to support Making Future Technology and Engineering Majors through the Science & Technology Grant Committee. Total amount of grant is \$97,880.00, for the term of March 1, 2017 to February 28, 2018.

EXHIBIT N-2

3. RECOMMENDATION: ACTION – ACCEPT GRANT SUBAWARD

The Governing Board hereby accepts grant sub-award agreement from California State University San Marcos, CCTC Integrated Teacher Preparation Project, to facilitate creation, implementation and marketing of appropriate Integration Teacher Preparation curriculum and support the creation of pathways for transfer to CSUSM. Total sub-agreement award is \$15,500.00, effective January 1, 2017 through December 31, 2017.

EXHIBIT N-3

4. RECOMMENDATION: ACTION – ACCEPT AWARDED GRANT FROM THE STATE OF CALIFORNIA FOR INNOVATION IN HIGHER EDUCATION

The Governing Board hereby accepts the awarded grant from the State of California for Innovation in Higher Education for students pursuing impacted and high demand STEM Pathways, STEM courses and integrate enrichment support/workshops, accelerate students through programs by integrating new technologies and virtual labs. Total award is \$2,000,000.00, effective California's budget year 16-17.

EXHIBIT N-4

5. 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 #02)**
This is a Change Order to include additional scope of work requested by the District for PCN3, Inc. in the amount of \$134,219.11.
- b. **APPROVE CHANGE ORDER #2 – LEARNING RESOURCE CENTER** Change Order #2 in the amount of \$445,415.00 for the Learning Resource Center for all costs associated with the re-design of Comet Circle for the project as detailed on the accompanying exhibit.

EXHIBIT N-5

6. RECOMMENDATION: ACTION – APPROVE REQUEST TO REDUCE RETENTION HELD ON BID #CM-14-15-01-LRC, PACKAGE EE: SITE ELECTRIC 12KV FROM 10% TO 1%

The Governing Board hereby approves reduction of the percentage of retention being held on the contract with Dynalectric San Diego, for Bid #CM-14-15-01-LRC, Package EE: Site Electric 12kv from 10% to 1% based on 99% of the project work has been successfully completed.

EXHIBIT N-6

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

- a. The Governing Board of the Palomar Community College District hereby calls a Special Meeting of the Board on Tuesday, April 25, 2017 at 4:00 p.m., to review the Annual Institutional Effectiveness Review & Student Success Scorecard & Review Board's Self-Evaluation Instrument.
- b. The Governing Board of the Palomar Community College District hereby calls a Special Meeting of the Board on Tuesday, May 23, 2017 at 4:00 p.m., to review the Self-Evaluation Results, discuss progress on Goal 2 Faculty/Staff and receive a report on Project Labor Agreements (Pt. 1: Definition & History)

- c. The Governing Board of the Palomar Community College District hereby calls a Special Meeting of the Board on Tuesday, June 27, 2017 at 4:00 p.m., to review Board Goals 2016-17, Review Year-End Report, Formulate Board Goals 2017-18, and receive a report on Project Labor Agreements (Pt. 2: Community College Practice)

8. RECOMMENDATION: ACTION – CAST BALLOT IN 2017 CCCT BOARD ELECTION

On March 14, 2017 the Palomar College Governing Board was provided with the CCCT Board Candidates' biographical sketches and statements for review. The Palomar College Governing Board hereby casts the official ballot to fill vacancies on the California Community College Trustees (CCCT) Board as follows:

- | | |
|----------|----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | |

EXHIBIT N-8

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