



**GOVERNING BOARD AGENDA  
MEETING OF THE GOVERNING BOARD  
TUESDAY, DECEMBER 12, 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](http://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](mailto: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. (3 cases)
2. Conference with District negotiator, Dr. Lisa Norman, regarding negotiations with PFF/AFT, pursuant to Government Code Section 54957.6
3. Anticipated: Conference with Legal Counsel – Anticipated Litigation. Significant exposure to litigation (one case) pursuant to Government Code 54956.9(d)(2).
4. 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**

**FF. ANNUAL ORGANIZATIONAL MEETING**

**ELECTION OF OFFICERS AND ADOPTION OF BOARD CALENDAR**

Current Board President calls for nomination of officers.

**a. RECOMMENDATION: ACTION – ELECTION OF GOVERNING BOARD PRESIDENT**

BE IT RESOLVED, That \_\_\_\_\_ be elected President of the Governing Board of the Palomar Community College District, effective December 13, 2017.

Newly Elected Board President calls for nomination of officers.

**b. RECOMMENDATION: ACTION – ELECTION OF GOVERNING BOARD VICE PRESIDENT**

BE IT RESOLVED, That \_\_\_\_\_ be elected Vice President of the Governing Board of the Palomar Community College District, effective December 13, 2017.

**c. RECOMMENDATION: ACTION – ELECTION OF GOVERNING BOARD SECRETARY**

BE IT RESOLVED, That \_\_\_\_\_ be elected Secretary of the Governing Board of the Palomar Community College District, effective December 13, 2017.

**d. RECOMMENDATION: ACTION – APPOINTMENT OF SECRETARY TO THE BOARD**

The Governing Board hereby appoints Dr. Joi Lin Blake, Superintendent/President, to serve as Secretary to the Governing Board of the Palomar Community College District, effective December 13, 2017.

**e. RECOMMENDATION: ACTION – ESTABLISH DATE, TIME, AND PLACE OF MEETINGS**

The Governing Board hereby declares that the Regular Meetings of the Governing Board of the Palomar Community College District shall be held on the second Tuesday of each month, closed session beginning at 4:00 p.m., open session beginning at 5:00 p.m., in the Governing Board Room, Student Services Center (SSC-1), San Marcos Campus.

- 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**

- November 14, 2017

**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**
  - Report of Vice President for Instruction
  - Report of Vice President for Student Services
  - Report of Vice President for Finance and Administrative Services
  - 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 are considered separately. All matters remaining under Consent Calendar are considered routine and will be approved by one motion.*

**1. 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-1**

**2. 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:                 Daigle, Michael  
       Discipline:         Fire Technology

**3. RECOMMENDATION: ACTION – RATIFY NEW ACADEMIC POSITIONS**

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

- a.     Position:             Assistant Professor, Biological Sciences  
       Department:        Biology  
       Position #:         6727  
       New?:                Yes  
       % of Position:       100%  
       # of Mos:            10  
       Effective:           December 13, 2017  
       Account #(s):       A-111000-346200-04010-0000000/100%
- b.     Position:             Assistant Professor, Chemistry  
       Department:        Chemistry  
       Position #:         6728  
       New?:                Yes  
       % of Position:       100%  
       # of Mos:            10  
       Effective:           December 13, 2017  
       Account #(s):       A-111000-342200-19050-0000000/100%
- c.     Position:             Assistant Professor, Child Development/Early Childhood Education  
       Department:        Child Development  
       Position #:         6729  
       New?:                Yes  
       % of Position:       100%  
       # of Mos:            10  
       Effective:           December 13, 2017  
       Account #(s):       A-111000-364200-13050-0000000/100%
- d.     Position:             Assistant Professor, Architecture  
       Department:        Design and Manufacturing Technologies  
       Position #:         6301  
       New?:                Yes  
       % of Position:       100%  
       # of Mos:            10  
       Effective:           December 13, 2017  
       Account #(s):       A-111000-335600--02010-0000000/100%
- e.     Position:             Assistant Professor, Emergency Medical Technologies  
       Department:        Emergency Medical Education  
       Position #:         5184  
       New?:                Yes  
       % of Position:       100%  
       # of Mos:            10  
       Effective:           December 13, 2017  
       Account #(s):       A-111000-334200-12500-0000000/100%

- f. Position: Assistant Professor, Geography  
Department: Earth, Space and Environmental Sciences  
Position #: 5249  
New?: Yes  
% of Position: 100%  
# of Mos: 10  
Effective: December 13, 2017  
Account #(s): A-111000-345500-22060-0000000/100%

**4. RECOMMENDATION: ACTION – RATIFY ACADEMIC EMPLOYMENT**

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

- a. Name: David Meske  
Position: Assistant Professor, Computer Information Systems (Networking)  
Department: Computer Science and Information Technology  
Degrees: Ph.D., Public Administration  
M.P.A., Public Administration  
B.A., Criminal Justice  
2+ Years Experience  
Position #: 5361  
New?: Yes  
Remarks: Position approved 1/24/17.  
Sal Grade/Stp: H/8  
Salary: \$9,276.46/month  
% of Position: 100%  
# of Mos: 10  
Effective: January 25, 2018  
Account #(s): A-111000-358100-07010-0000000/100%

**5. 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 2017 and 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:

**Fall 2017**

- Department: Earth, Space, and Aviation Sciences  
a. Name: White, Elizabeth  
Discipline: Geology  
Degrees: M.S., Geological Sciences  
Sal Grade/Stp: B/1  
Salary: \$58.87

**Spring 2018**

- Department: Art Department  
a. Name: Wilson, Elaine  
Discipline: Art History  
Degrees: M.A., Art History  
B.A., Art History  
Sal Grade/Stp: B/1  
Salary: \$58.87

Department: Chemistry Department  
a. Name: Ray, Amelia  
Discipline: Chemistry  
Degrees: Ph.D., Chemistry  
Sal Grade/Stp: D/1  
Salary: \$62.51  
Department: Computer Science/Information Systems  
a. Name: Sayble, Debra Gail  
Discipline: Computer Information Systems (Information Technology)  
Degrees: M.A., Marriage Fam Child Thp  
B.A., Arts  
Education Certificate/Credential  
2+ years experience  
Sal Grade/Stp: B/1  
Salary: \$58.87

**Unassigned Hiring Pool**

Department: Public Safety  
a. Name: Brandt, Jeremy  
Discipline: Fire Technology  
Degrees: M.S., Emergency Services Administration  
B.S., Business Administration (Real Estate)  
2+ years of experience  
Sal Grade/Stp: B/1  
Salary: \$58.87  
b. Name: Daigle, Michael  
Discipline: Fire Technology  
Degrees: Minimum qualifications satisfied via equivalency  
Sal Grade/Stp: A/1  
Salary: \$57.47  
c. Name: De Anda, Carly  
Discipline: Speech  
Degrees: M.A., Communication  
B.A., Strategic Communications  
Sal Grade/Stp: B/1  
Salary: \$58.87

**6. RECOMMENDATION: ACTION – RATIFY REVISIONS TO ACADEMIC CONTRACTS**

The Governing Board hereby ratifies the recommendation of the Superintendent/President regarding the revisions to the following academic contracts

a. Name: Hossna Sadat  
Position: Counselor/Assistant Professor  
Department: Counseling  
Degrees: M.A., Education (Counseling)  
B.A., History and Political Science  
Position #: 5513  
New?: Yes  
Remarks: Correction to start date; start date was formerly January 2, 2018.  
Sal Grade/Stp: D/8  
Salary: \$8,262.48/month  
% of Position: 100%  
# of Mos: 11  
Effective: January 1, 2018  
Account #(s): A-122100-462100-63100-0000000/100%

- b.     Name:             Karmi Minor-Flores  
          Position:       Counselor/Assistant Professor  
          Department:    Counseling  
          Degrees:       M.A., Education (Counseling)  
                            B.S., Criminal Justice  
          Position #:     5516  
          New?:           No  
          Remarks:       Correction to start date; start date was formerly January 2, 2018.  
          Sal Grade/Stp:   E/8  
          Salary:          \$8,552.96/month  
          % of Position:   100%  
          # of Mos:        11  
          Effective:       January 1, 2018  
          Account #(s):    A-122100-462100-63100-0000000/100%
- c.     Name:             Cynthia Cordova  
          Position:       Counselor/Assistant Professor  
          Department:    Counseling  
          Degrees:       M.S., Counseling  
                            B.A., Psychology  
                            A.A., University Studies: Psychology  
          Position #:     5525  
          New?:           Yes  
          Remarks:       Correction to start date; start date was formerly January 2, 2018. Increased  
                            salary step placement due to verification of additional related experience.  
          Sal Grade/Stp:   E/4  
          Salary:          \$7,438.50/month  
          % of Position:   100%  
          # of Mos:        11  
          Effective:       January 1, 2018  
          Account #(s):    A-122100-462100-63100-0000000/100%

**7. RECOMMENDATION: ACTION – RATIFY MEMORANDUM OF UNDERSTANDING BETWEEN THE DISTRICT AND THE PALOMAR FACULTY FEDERATION (PFF)/AFT LOCAL 6161**

The Governing Board hereby ratifies the Memorandum of Understanding (MOU) between the District and the Palomar Faculty Federation (PFF)/AFT Local 6161 with respect to Article 12 – Department Chairs/Directors.

**EXHIBIT J-7**

**8. RECOMMENDATION: ACTION – RATIFY AMENDMENTS TO ADMINISTRATIVE EMPLOYMENT CONTRACTS**

The Governing Board hereby ratifies the recommendation of the Superintendent/President regarding the approval of amendments to administrative employment contracts between the District and the following employees:

- a.   Americo Bianchi, Director, Telecommunications, Telecommunications - Grants
- b.   Stacy Rungaitis, Director of Development/Executive Director of the Foundation, Advancement

**EXHIBIT J-8**

**9. 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: Joe L. LeDesma  
Position: Manager, GEAR UP  
Department: Grant Funded Student Programs  
Position #: 6391  
New?: No  
Remarks: Replacment for Cecilia Rocha. Categorically funded; continuation of position is dependent on continuation of funds.  
Sal Grade/Stp: 52/1  
Salary: \$5,872.44/month  
% of Position: 100%  
# of Mos: 12  
Effective: January 2, 2018  
Account #(s): K-123600-471200-64990-1112321/100%

**EXHIBIT J-9**

**10. RECOMMENDATION: ACTION – APPROVE A SALARY INCREASE EQUIVALENT TO 1.56% FOR UNREPRESENTED EMPLOYEES IN THE EXECUTIVE BRANCH FOR FISCAL YEAR 2017-2018**

It is recommended that the Governing Board of the Palomar Community College District, approve a salary increase equivalent to 1.56% for all executive administrators effective fiscal year 2017-18. 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

**11. RECOMMENDATION: ACTION – RATIFY MEMORANDUM OF UNDERSTANDING BETWEEN THE DISTRICT AND THE ADMINISTRATIVE ASSOCIATION**

The Governing Board hereby ratifies the Memorandum of Understanding (MOU) between the District and the Administrative Association with respect to the 2017-18 state funded Cost Of Living Adjustment (COLA).

**EXHIBIT J-11**

**12. RECOMMENDATION: ACTION – RATIFY MEMORANDUM OF UNDERSTANDING BETWEEN THE DISTRICT AND THE CONFIDENTIAL AND SUPERVISORY TEAM**

The Governing Board hereby ratifies the Memorandum of Understanding (MOU) between the District and the Confidential and Supervisory Team with respect to the 2017-18 state funded Cost Of Living Adjustment (COLA).

**EXHIBIT J-12**



**13. 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 employees:

- a. Name: Dayna M. Schwab  
Position: Administrative Coordinator  
Department: Facilities  
Position #: 5749  
New?: No  
Remarks: Replacement for Donna Renner. Promotion for Ms. Schwab.  
Sal Grade/Stp: 44/7  
Salary: \$5,989.95/month  
% of Position: 100%  
# of Mos: 12  
Effective: December 13, 2017  
Account #(s): A-212100-541100-65110-0000000/100%
- b. Name: Jennifer N. Finn  
Position: Supervisor, Enrollment Services  
Department: Enrollment Services (Escondido)  
Position #: 5470  
New?: No  
Remarks: Replacement for Ralph Baker.  
Sal Grade/Stp: 48/1  
Salary: \$5,321.16/month  
% of Position: 100%  
# of Mos: 12  
Effective: January 2, 2018  
Account #(s): A-212100-422100-62100-0000000/100%

**14. 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: Lejearl Young  
Position: Veterans Services Specialist  
Department: Veterans' Services  
Position #: 6534  
New?: No  
Remarks: Replacement for Ryan Williams.  
Sal Grade/Stp: 23/1  
Salary: \$4,098.93/month  
% of Position: 100%  
# of Mos: 12  
Effective: December 13, 2017  
Account #(s): A-212200-423100-64800-0000000/100%
- b. Name: Nelly Gomez Vasquez  
Position: Teaching and Learning Center Specialist  
Department: Languages and Literature  
Position #: 6663  
New?: Yes  
Remarks: Position approved 6/13/17.  
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.

c. Name: James Pinckney  
Position: Veterans Services Specialist  
Department: Veterans' Services  
Position #: 6535  
New?: No  
Remarks: Replacement for Jessica Horn; promotion for Mr. Pinckney.  
Sal Grade/Stp: 23/4  
Salary: \$4,748.52/month  
% of Position: 100%  
# of Mos: 12  
Effective: January 8, 2018  
Account #(s): A-212200-423100-64800-0000000/100%

d. Name: Robert Akers  
Position: Infrastructure Systems Engineer  
Department: Network and Technical Services  
Position #: 6567  
New?: Yes  
Remarks: Position title and grade reflect the new title and grade approved for this classification in the classified unit classification study.  
Sal Grade/Stp: 55/2  
Salary: \$9,395.51/month  
% of Position: 100%  
# of Mos: 12  
Effective: January 8, 2018  
Account #(s): A-212200-561100-67800-0000000/100%

**15. RECOMMENDATION: ACTION – RATIFY REVISION TO CLASSIFIED EMPLOYMENT**

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

a. Name: Brenda Hicks  
Position: Grants Administrative Specialist  
Department: Counseling  
Position #: 6659  
New?: Yes  
Remarks: Revision to start date; start date was formerly November 15, 2017. Salary adjusted for COLA. Position approved 2/14/17. Categorically funded; continuation of position is dependent on continuation of funds.  
Sal Grade/Stp: 24/2  
Salary: \$4,414.09/month  
% of Position: 100%  
# of Mos: 12  
Effective: December 18, 2017  
Account #(s): K-212200-411100-66400-1612135/50%  
K-212200-441100-63200-1612120/50%

**16. RECOMMENDATION: ACTION – RATIFY CORRECTIONS TO CLASSIFIED POSITIONS**

The Governing Board hereby ratifies the recommendation of the Superintendent/President regarding the corrections to the following classified positions:

- a.     Name:               Vacant  
       Position:        Instructional Support Assistant IV  
       Department:     Biology  
       Position #:      6699  
       New?:            Yes  
       Remarks:        Correction to department; department was formerly listed as Mathematics and the Natural and Health Sciences. Position approved 11/14/17.  
  
       Sal Grade/Stp:   27/1  
       Salary:           \$4,520.90/month  
       % of Position:   100%  
       # of Mos:         12  
       Effective:        November 15, 2017  
       Account #(s):    W-222000-346200-04070-0000000/100%
- b.     Name:               Vacant  
       Position:        Instructional Support Assistant IV  
       Department:     Biology  
       Position #:      6700  
       New?:            Yes  
       Remarks:        Correction to department; department was formerly listed as Mathematics and the Natural and Health Sciences. Position approved 11/14/17.  
  
       Sal Grade/Stp:   27/1  
       Salary:           \$4,520.90/month  
       % of Position:   100%  
       # of Mos:         12  
       Effective:        November 15, 2017  
       Account #(s):    N-222000-346200-04070-0000000/100%
- c.     Name:               Vacant  
       Position:        Instructional Support Assistant IV  
       Department:     Chemistry  
       Position #:      6698  
       New?:            Yes  
       Remarks:        Correction to title, grade and department. Former title and grade were Instructional Support Assistant III, grade 24. Department was formerly listed as Computer Science and Information Technology. Position approved 11/14/17.  
  
       Sal Grade/Stp:   27/1  
       Salary:           \$4,520.90/month  
       % of Position:   100%  
       # of Mos:         12  
       Effective:        November 15, 2017  
       Account #(s):    W-221000-342200-19050-0000000/100%
- d.     Name:               Vacant  
       Position:        Instructional Support Assistant IV  
       Department:     Chemistry  
       Position #:      6697  
       New?:            Yes  
       Remarks:        Correction to title, grade and department. Former title and grade were Instructional Support Assistant III, grade 24. Department was

formerly listed as Computer Science and Information Technology.  
Position approved 11/14/17.

Sal Grade/Stp:	27/1
Salary:	\$4,520.90/month
% of Position:	100%
# of Mos:	12
Effective:	November 15, 2017
Account #(s):	N-221000-342200-19050-0000000/100%

**17. RECOMMENDATION: ACTION – APPROVE PERSONNEL ACTIONS/HISTORY**

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

**EXHIBIT J-17**

**18. 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. Melinda Finn, Communications Specialist/Photographer, Communications and Marketing Department, effective February 20, 2018. She has served Palomar College for over 19 years from December 9, 1998 to February 19, 2018.
- b. Frederick Levine, Professor, Art Department, effective January 3, 2018. He has served Palomar College for over 23 years from August 19, 1994 to January 2, 2018.
- c. Michelle Musacchia, Manager, Client Services and Marketing, Telecommunications-Grants, effective December 30, 2017. She has served Palomar College for over 18 years from December 15, 1999 to December 29, 2017.

**19. RECOMMENDATION: ACTION – RATIFY REVISION TO RETIREMENT**

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

- a. Jose Fernandez, Counselor/Professor, Counseling Department, effective January 26, 2018 (effective date was formerly December 16, 2017). He has served Palomar College for over 20 years from July 15, 1997 to January 25, 2018.

**20. 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 2017-18 fiscal year:

Employee ID	Start Date	End Date	Percent
006762061	10/10/2017	12/15/2017	100%
002911084	10/20/2017	12/15/2017	100%
002520317	11/07/2017	11/28/2017	100%
008752534	11/13/2017	02/23/2018	80%
000846060	12/06/2017	02/06/2018	100%
001864298	10/17/2017	06/30/2018	35%
001155499	12/11/2017	03/11/2018	100%
009474515	11/27/2017	05/01/2018	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 2017-18 fiscal year:

<u>Employee ID</u>	<u>Start Date</u>	<u>End Date</u>
008778222	09/05/2017	06/30/2018
005541498	10/23/2017	06/30/2018

- c. The Governing Board hereby ratifies the recommendation of the Superintendent/President granting a 10.42% Personal Leave of Absence without pay and with no effect on benefits, effective January 29, 2018 through May 25, 2018 to Yuan-Lin Lee, Tutoring Center Coordinator, Mathematics Department, to teach.

## **21. INFORMATION – CLASSIFIED PROFESSIONAL GROWTH AWARDS**

In accordance with the Professional Growth Program for Classified Employees, the following employees are hereby granted a \$500 annual stipend, prorated on a monthly basis, effective December 1, 2017:

- a. Employee Name: Amber Slivick  
Position: Academic Department Assistant  
Department: Athletics  
Course of Study: Master's Degree
- b. Employee Name: Kelly Donaghy  
Position: Academic Department Assistant  
Department: Child Development and Multicultural Studies  
Course of Study: Bachelor's Degree

## **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. Divina Hernandez-Gomez, Outreach Specialist, Grant Funded Student Programs, effective December 1, 2017 (last day of employment was November 30, 2017).
- b. Joshua Koeplin-Day, Athletic Trainer – Certified, Athletics Department, effective November 11, 2017 (last day of employment was November 10, 2017).
- c. Cynthia Martin, Custodian I, Custodial Services, effective November 15, 2017 (last day of employment was November 14, 2017).
- d. Sylvia Mendoza, Assistant Professor, Chicano Studies, Multicultural Studies Department, effective January 1, 2018 (last day of employment is December 31, 2017).

## **23. RECOMMENDATION: ACTION – APPROVE EXTENDED FIELD TRIP**

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

- a. 34<sup>th</sup> Annual Associated Collegiate Press National College Journalism Convention, Hyatt Regency, Long Beach, California on March 1 through March 3, 2018 for students enrolled in Journalism 105, 205, 210.

## **EXHIBIT J-23**

**24. RECOMMENDATION: ACTION – NEW COMMUNITY EDUCATION CLASSES, AGREEMENTS, AND PERSONNEL**

The Governing Board hereby approves the following new community education offerings and authorizes Workforce Development & Extended Studies to contract with the personnel as indicated in the exhibit.

**EXHIBIT J-24**

**25. RECOMMENDATION: ACTION – APPROVE AMENDED CONTRACT WITH VOLENTE CORPORATION, dba, CALIFORNIA ENGLISH SCHOOL**

The Governing Board hereby approves the amended contract between Palomar Community College District and Volente Corporation, dba, California English School, for the purpose of providing instruction in the English language to students enrolled by the California English School.

**EXHIBIT J-25**

**26. FIRST READING – PALOMAR COMMUNITY COLLEGE DISTRICT BOARD POLICIES**

The Governing Board of the Palomar Community College District hereby reviews and approves the following Board Policies. They have previously been 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 January 2018.

BP 1100 - The District	BP 2430 - Delegation of Authority to the Superintendent/President
BP 1200 - District Mission	BP 2431 - Superintendent/President Selection
BP 1300 - Educational Philosophy	BP 2432 - Superintendent/President Succession
BP 2010 - Governing Board Membership	BP 2435 - Evaluation of the Superintendent/President
BP 2015 - Student Trustee	BP 2510 - Participation in Local Decision Making
BP 2100 - Governing Board Elections	BP 2610 - Presentation of Initial Collective Bargaining Proposals
BP 2105 - Election of Student Trustee	BP 2710 - Conflict of Interest
BP 2110 - Vacancies on the Governing Board	BP 2715 - Code of Ethics/Standards of Practice
BP 2200 - Board Duties and Responsibilities	BP 2716 - Political Activity
BP 2210 - Officers	BP 2717 - Personal Use of Public Resources
BP 2220 - Committees of the Governing Board	BP 2720 - Communications among Governing Board Members
BP 2305 - Annual Organizational Meeting	BP 2725 - Governing Board Member Compensation
BP 2310 - Regular Meetings of the Governing Board	BP 2730 - Health Benefits
BP 2315 - Closed Sessions	BP 2735 - Governing Board Member Travel
BP 2320 - Special and Emergency Meetings	BP 2740 - Governing Board Education and New Trustee Orientation
BP 2330 - Quorum and Voting	BP 2745 - Governing Board Self-Evaluation
BP 2340 - Agendas	BP 2750 - Board Member Absence from the State
BP 2340 - Agendas	BP 3225 - Institutional Effectiveness
BP 2345 - Right to Public Participation	
BP 2350 - Speakers	
BP 2355 - Decorum/Conduct	
BP 2360 - Minutes	
BP 2365 - Recording	
BP 2410 - Policy Making Authority and Administrative Procedures	

**EXHIBIT J-26**

**27. INFORMATION – PALOMAR COMMUNITY COLLEGE DISTRICT ADMINISTRATIVE PROCEDURES**

The Governing Board reviews the Administrative Procedure 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 2110 - Vacancies on the Governing Board	AP 2365 - Recording
AP 2310 - Regular Meetings of the Governing Board (for deletion)	AP 2410 - Policy Making Authority and Administrative Procedures
AP 2320 - Special and Emergency Meetings	AP 2435 - Evaluation of the Superintendent/President
AP 2350 - Speakers (for deletion)	AP 2510 - Participation in Local Decision Making
AP 2610 - Presentation of Initial Collective Bargaining Proposals	AP 2710 - Conflict of Interest
AP 2712 - Conflict of Interest Code	AP 2735 - Governing Board Member Travel
AP 2714 - Distribution of Tickets or Passes	AP 3225 - Institutional Effectiveness
AP 2105 - Election of Student Trustee	AP 3900 - Time Place Manner
AP 2340 - Agendas	AP 5031 - Instructional Materials Fee
	AP 5530 - Student Complaints and Grievances
	AP 7380 - Retiree Health Benefits

**EXHIBIT J-27**

**28. 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. Herman Miller Ethospace 6x6 workstations with mobile ped by Novasyste, 5999 Avenida Encinas, Ste. 100, Carlsbad, CA 92008. Total cash value of services as identified by donor: \$1,800.00.
- b. Labor: teardown, removal, transportation and delivery of (above listed) workstations by National Relocation Services, 2671 Pomona Blvd., Pomona, CA 91768. Total cash value of services as identified by donor: \$2000.00.
- c. Bundy (by Selmer) Eb clarinet, serial #257, model Resonite by Annette Squires, 1406 Tiffany Lane, Vista, CA 92084. Total cash value as identified by donor: \$900.00.
- d. 2006 Chrysler PT Cruiser, serial#3A4FY58B76T332349 by Donna Cowan, 650 Woodward St., Apt 310, San Marcos, CA 92069. Total cash value as identified by donor: \$2500.00.

**29. RECOMMENDATION: ACTION – ADOPT RESOLUTION DELEGATING AUTHORITY PURSUANT TO CALIFORNIA PUBLIC CONTRACT CODE SECTIONS 22000 ET. SEQ., CALIFORNIA UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING ACT (CUPCCAA)**

The Governing Board hereby adopts Resolution No. 17-21537 delegating authority to listed individuals to award informal public project work by negotiated contract and/or informal bidding procedures set forth in the Act.

**EXHIBIT J-29**

**RESOLUTION 17-21537**

**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 in the exhibit. Purchases listed are made against the 2017-2018 fiscal year budgets:

Purchase Orders Time Period: 11/02/17–12/01/17	\$5,566,735.38
Procurement Card Time Period: 10/23/17-11/22/17	<u>\$99,653.59</u>
	<u>\$5,666,388.97</u>

**EXHIBIT N-1**

**2. RECOMMENDATION: ACTION – APPROVE REVISED EASEMENT FOR RAINBOW MUNICIPAL WATER DISTRICT FOR SEWER MAIN AND WATERLINE INSTALLATION AT THE NORTH EDUCATION CENTER**

The Governing Board hereby approves the revised easement/right-of-way to the Rainbow Municipal Water District, as detailed in the exhibit on affected portions of District property located at the North Education Center, in order for the District to construct and maintain a new 16" Rainbow Municipal Water District sewer main.

**EXHIBIT N-2**

**3. RECOMMENDATION: ACTION – APPROVE SEWER/WATER CONSTRUCTION AGREEMENT WITH RAINBOW MUNICIPAL WATER DISTRICT**

The Governing Board hereby approves 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 allow the construction of a 16" sewer mainline that will provide sewer service for the North Education Center's needs as well as the surrounding community.

**EXHIBIT N-3**



**4. RECOMMENDATION: ACTION – REJECT ELITE EARTHWORKS & ENGINEERING’S BID SUBMITTAL FOR THE SITE UTILITIES AND SCIENCE MODULAR PLUMBING PROJECT AT THE NORTH EDUCATION CENTER SITE**

The Governing Board hereby authorizes the District to reject Elite Earthworks & Engineering (dba GK Backlund’s) bid submittal received on November 21, 2017, in response to Bid CM-17-18-01-NEC-01-B Palomar College North Education Center Site Utilities and Science Modular Plumbing Project, as non-responsive.

**5. RECOMMENDATION: ACTION – AWARD CONSTRUCTION CONTRACTS FOR THE NORTH EDUCATION CENTER**

The Governing Board hereby awards the following contracts:

1. JPI Development Group, Inc., as the lowest, responsive and responsible bidder in the amount of \$1,142,000.00 for CM-17-18-01-NEC-01-B Palomar College North Education Center Site Utilities and Science Modular Plumbing Project, subject to receipt of all required bonds, for the construction of project.
2. Ace Electric, Inc., as the lowest, responsive and responsible bidder in the amount of \$2,478,000.00 for CM-17-18-01-NEC-01-C Palomar College North Education Center Site and Science Modular Building Electrical Project, subject to receipt of all required bonds, for the construction of project.

**6. RECOMMENDATION: ACTION – APPROVE CHANGE ORDERS**

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

1. CO #1 for \$43,418.00 for the additional work performed on the CVS temporary parking lot and concrete/rebar modifications to the Maintenance & Operations Building.
2. CO #4 for \$81,049.00 for change to landscaping material changes and fiber optic line relocation.

**EXHIBIT N-6**

**7. RECOMMENDATION: ACTION – APPROVE AMENDMENT TO ELITE EARTHWORKS & ENGINEERING BOND - ADDING RAINBOW MUNICIPAL WATER DISTRICT AS ADDITIONAL OBLIGEE AS REQUIRED**

The Governing Board hereby approves adding Rainbow Municipal Water District of San Diego County as additional obligee to Elite Earthworks & Engineering (dba GK Backlund’s) bonds as required by the Rainbow Water District to allow the construction of a 16” sewer mainline that will provide sewer service for the North Education Center’s needs as well as the surrounding community. The contract for this Phase 1 (mass grading) project was awarded by the Board on September 12, 2017.

**EXHIBIT N-7**

**8. RECOMMENDATION: ACTION – APPROVE A DRAFT CIVIC ENGAGEMENT MEMORANDUM OF UNDERSTANDING WITH THE SECRETARY OF STATE AND LIEUTENANT GOVERNOR**

The Governing Board hereby approves a draft memorandum of understanding (MOU) that sets forth commitments made by Secretary of State Alex Padilla, Lieutenant Governor Gavin Newsom, and Palomar Community College District to increase voter engagement, democratic participation, and civic literacy among the student body, and directs the Superintendent/President to amend and implement the MOU as directed by the Board.

**EXHIBIT N-8**

**9. RECOMMENDATION: ACTION – APPROVE CURRICULUM ACTION ITEMS FOR INCLUSION IN THE PALOMAR COLLEGE COURSE INVENTORY – EFFECTIVE 2018**

The Governing Board hereby approves Curriculum Action Items dated November 1 and November 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 2018 as detailed in the exhibit.

**EXHIBIT N-9**

**10. RECOMMENDATION: ACTION – APPROVE GUIDED PATHWAYS ASSESSMENT REPORT**

The Governing Board hereby reviews and approves the Guided Pathway's assessment that was assembled with input from a diverse team of faculty, staff and administrators.

**EXHIBIT N-10**

**11. RECOMMENDATION: ACTION – APPROVE NAMING OF THE PALOMAR COLLEGE FOOD PANTRY AND ACCEPT FUNDS**

The Governing Board hereby approves the pledge in the amount of \$400,000.00 for naming rights to Palomar College's current food pantry and any future food pantry locations on the San Marcos campus to be called the "Anita and Stan Maag Food & Nutrition Center".

**EXHIBIT N-11**

**12. 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, Vice President for Instruction; and Jenny Fererro, Associate Professor, Child Development for travel to Hefei, China, Hefei Meicheng Innovation Training School, January 6-12, 2018 for the purpose of exploring partnerships with international educational partners.

**EXHIBIT N-12**

**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 as follows: \_\_\_\_\_.

**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**