



**A. CALL MEETING TO ORDER**

Board President Evilsizer called the meeting of the Palomar Community College District Governing Board to order at 5:00 p.m.

**B. ROLL CALL**

MARK R. EVILSIZER, M.A., PRESIDENT  
NANCY ANN HENSCH, B.A., VICE PRESIDENT  
NANCY C. CHADWICK, M.S.W., M.P.A., SECRETARY  
PAUL P. MC NAMARA, B.A., TRUSTEE  
JOHN HALCÓN, Ph.D., TRUSTEE  
MALIK SPENCE, STUDENT TRUSTEE

C. Not used

D. Not used

E. Not used

Following the Pledge of Allegiance the meeting continued.

**F. PUBLIC COMMENTS**

- Peter Bowman talked about faculty diversity and the importance of diversity in education.
- Bill Janel talked about various issues related to diversity.
- Keith Mikas of Rancho Bernardo expressed concern regarding the proposed campus in Rancho Bernardo.

**G. APPROVAL OF MINUTES**

MSC Chadwick/Hensch

The Governing Board approved the minutes of the following meetings as written:

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

The vote was unanimous. Student Trustee vote: Aye

**H. CALL FOR REMOVAL OF ITEMS FROM OR CHANGES TO THE AGENDA (Two changes made)**

**AMEND** item under CONSENT CALENDAR, Item 9 (remove Alan Trujillo)

**9. RECOMMENDATION: ACTION – APPROVE SABBATICAL LEAVES**

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

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~~7. Alan Trujillo, Earth, Space, and Aviation Sciences Department~~

**CORRECT** item under CONSENT CALENDAR, Page 8, Item 15 (Gonzales should be with a "z"/Gonzalez)

**I. REPORTS**

Board President Evilsizer reported that he attended the reception at the Bohem Gallery for Dolores Huelta and tour of the Early Childhood Education Lab School. He also talked about the California Acceleration Project.

Trustee Hensch had no report.

Trustee Chadwick reported on her attendance of the CCCT/CEO Board meeting, San Marcos State of the City address, and the Policies and Procedures Committee.

Trustee McNamara had no report.

Trustee Halcón had no report.

Student Trustee Spence talked about the Dolores Huelta reception, stated that he would be attending the keynote address by Cornel West, and reported that he would be traveling to Washington D.C. to speak with Representatives and Senators.

Interim Superintendent President Gonzales talked about Region X Student Equity Week events and provided information on the Dolores Huelta event. He updated the Board on the student loan default rate which has dropped to 15%. He congratulated Zeb Navarro on his "Advisor of the Year" award. In closing he talked briefly about ACCJC and moving forward with discussions across the state.

Dan Sourbeer, Interim Vice President for Instruction reported that the Chancellor's Office officially approved Palomar's condensed calendar which will go into effect in the fall. He talked about continued K-12 outreach efforts and provided an update on accreditation.

Vice President Ron Ballesteros-Perez talked about the Internal Auditor/Analyst position and the Supervisor for custodial services position. He talked briefly about the Budget Committee and work taking place in committee.

Interim Vice President Mike Popielski had no report.

**J. APPROVAL OF CONSENT CALENDAR ITEMS**

**Action:** On a motion by Trustee Hensch, seconded by Trustee McNamara, the Board approved the following items 1-24.  
**Ayes:** Evilsizer, Hensch, Chadwick, McNamara, and Halcón  
**Noes:** None  
**Absent:** None  
**Student Trustee:** Aye

**1. GRANT EQUIVALENCY FOR DISCIPLINES**

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

- a. Name: **Ashley, Ed**  
Discipline: Accounting
  
- b. Name: **Steirnagle, Michael**  
Discipline: Art

## 2. RATIFY PART-TIME FACULTY EMPLOYMENT

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

### Spring 2016

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

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

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

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

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

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

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

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

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

### **3. RATIFY REHIRING OF PROBATIONARY FACULTY**

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

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

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

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

**4. RATIFY REHIRING OF PROBATIONARY CERTIFICATED EMPLOYEE**

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

Sari S. Morris                                      Early Childhood Education Lab School

**5. RATIFY REVISION TO TEMPORARY ACADEMIC EMPLOYMENT CONTRACT**

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

a.     Name:                   **MATA, PEGGY**  
       Position:             Assistant Professor, Nursing  
       Department:         Nursing Education  
       Position #:          5293  
       New?:                 No, temporary contract  
       Remarks:            Increased salary step placement due to verification of additional related experience.  
  
       Sal Grade/Stp:      **C/8**  
       Salary:              **\$7,739.83**  
       % of Position:      **100%**  
       # of Mos:            5  
       Effective:           January 19, 2016  
       Account #(s):       A-111000-348200-12300-0000000/100%

**6. RATIFY TEMPORARY CERTIFICATED EMPLOYMENT**

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

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

% of Position: 100%  
# of Mos: 4  
Effective: March 1, 2016  
Account #(s): U-111000-364300-69200-0000000/100%

**7. RATIFY ADMINISTRATIVE EMPLOYMENT AND CONTRACT**

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

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

**EXHIBIT J-7**

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

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

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

**9. APPROVE SABBATICAL LEAVES**

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

**FALL 2016**

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

8. Anne Voth, Mathematics Department

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1. Adelina Acevedo, Dental Assisting Department
2. Mark Bealo, Graphic Communications Department
3. Brent Gowen, English Department
4. Anne-Marie Mobilia, Behavioral Sciences Department
5. Wendy Nelson, Media Studies
6. Lisa Romain, Counseling Department
7. This item was pulled from the agenda by unanimous consent
8. April Woods, Counseling Department

Full Year 2016-2017

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

**EXHIBIT J-9**

**10. APPROVE WINTER HOLIDAYS SCHEDULE FOR 2016-2017, 2017-2018, AND 2018-2019**

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

**EXHIBIT J-10**

**11. APPROVE THE FY2016-2017 ACADEMIC CALENDAR**

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

**EXHIBIT J-11**

**12. APPROVE HOLIDAY SCHEDULE FOR 2016-2017**

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

**EXHIBIT J-12**

**13. APPROVE PERSONNEL ACTIONS/HISTORY**

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

**EXHIBIT J-13**

**14. RATIFY LEAVES OF ABSENCE**

- a. The Governing Board ratified the recommendation of the Interim Superintendent/President granting the following employees a **Family Medical Leave of Absence with no effect on benefits** for a maximum of 480 hours for the 2015-2016 fiscal year:

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

- b. The Governing Board ratified the recommendation of the Interim Superintendent/President granting the following employee an **Intermittent Family Medical Leave of Absence with no effect on**

**benefits** for a maximum of 480 hours for the 2015-2016 fiscal year:

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

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

**15. RATIFY RESIGNATIONS**

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

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

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

In accordance with **AP 2610 – Presentation of Initial Collective Bargaining Proposals**, the CCE initial collective bargaining proposal for a successor collective bargaining Agreement is presented to the Governing Board and public. The proposal shall be available for public review in the District's Human Resource Services Office. The public shall have an opportunity to respond to this proposal at the Governing Board meeting on March 29, 2016.

**EXHIBIT J-16**

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

In accordance with **AP 2610 – Presentation of Initial Collective Bargaining Proposals**, the PFF initial collective bargaining proposal for a successor collective bargaining Agreement is presented to the Governing Board and public. The proposal shall be available for public review in the District's Human Resource Services Office. The public shall have an opportunity to respond to this proposal at the Governing Board meeting on March 29, 2016.

**EXHIBIT J-17**

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

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

**EXHIBIT J-18**



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

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

**EXHIBIT J-19**

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

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

**EXHIBIT J-20**

**21. APPROVE EXTENDED FIELD TRIPS**

The Governing Board approved the following extended field trips as detailed:

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

**EXHIBIT J-21**

**22. APPROVE DESIGNATED REPRESENTATIVE AND ALTERNATE TO SERVE ON SAN DIEGO NORTH ADULT EDUCATION PARTNERSHIP**

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

- Representative: Barbara Blanchard
- Alternate: Suzanne Sebring

**23. ACCEPT GIFT**

The Governing Board accepted the following gift and directed that an appropriate letter of appreciation be sent to the donor:

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

**24. EXCUSE ABSENCE OF TRUSTEE**

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

**RESOLUTION 16-21202**

**Resumption of  
REGULAR AGENDA**

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

**L. REPORTS FROM COLLEGE GROUPS**

**1. INFORMATION: Report of the Faculty Senate**

Greg Larson, President of the Faculty Senate, read a Faculty Senate resolution denouncing the one "no" vote of February 9, 2016 to hire three part-time English faculty and asserting faculty primacy over faculty hiring. (The resolution is on file in the Governing Board Office in accordance with AP 3310.)

**2. INFORMATION: Report of the Palomar Faculty Federation**

Shannon Lienhart, Co-President of the Faculty Senate, reported that the PFF is involved in a petition drive to extend Proposition 30; expressed concerns about maintaining any relationship with ACCJC in the future; and, stated that the PFF is surveying faculty members and will report back on those results.

**3. INFORMATION: Report of the Administrative Association**

Justin Smiley, President of the Administrative Association, had no report.

**4. INFORMATION: Report of the Confidential and Supervisory Team**

Zeb Navarro, President of the Confidential and Supervisory Team, welcomed David Williams to CAST.

**5. INFORMATION: Report of the CCE/AFT**

Dan Dryden, President of the CCE/AFT, talked about the Budget meeting; CCE involvement in committees and councils; and indicated he was looking forward to negotiations.

**6. INFORMATION: Report of the Associated Student Government**

Malik Spence, ASG President, reported that the ASG would be holding meetings at the Escondido Center on a more regular basis with the hopes of increasing student participation; talked about a voter registration event to be held on April 5; and, noted that Region X is hoping to hold its May meeting at Palomar.

**M. UNFINISHED BUSINESS**

**N. NEW BUSINESS**

**1. REVIEW AND APPROVE PURCHASES**

MSC Chadwick/Hensch

The Governing Board pursuant to Resolutions 14-21157 and 14-21158 adopted November 12, 2013 reviewed and approved purchase transactions and contracts entered into on behalf of the Palomar Community College District as listed on the attached exhibit. Purchases listed are made against the 2015-2016 fiscal year budget:

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

**EXHIBIT N-1**

The vote was unanimous. Student Trustee vote: Aye.

**2. APPROVE NEW LEASE AND ADDENDUM TO TWO EXISTING LEASES ON SPACE AT 365 S. SANTA FE**

MSC Chadwick/Hensch

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

**EXHIBIT N-2**

The vote was unanimous. Student Trustee vote: Aye.

**3. INFORMATION: CCCT BOARD ELECTION -- 2016**

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

**EXHIBIT N-3**

**4. APPROVE INTERNATIONAL TRAVEL FOR TWO ADMINISTRATORS AND A FACULTY MEMBER**

MSC Chadwick/Hensch

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

**EXHIBIT N-4**

The vote was unanimous. Student Trustee vote: Aye.

**5. AWARD CONTRACT TO PCN3, INC.**

MSC Chadwick/Hensch

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

The vote was unanimous. Student Trustee vote: Aye.

**6. REVIEW AND APPROVE CONTRACT TO ASSOCIATION OF COMMUNITY COLLEGE TRUSTEES (ACCT)**

MSC Chadwick/Hensch

Board President Evilsizer asked that the constituent groups begin identifying names of individuals that would be interested in serving on the committee. The Governing Board approved the contract to Association of Community College Trustees (ACCT), to serve as the consulting firm that will assist the District in its search for a new Superintendent/President in accordance with RFP 300-16.

**EXHIBIT N-6**

The vote was unanimous. Student Trustee vote: Aye.

**7. CALL FOR SPECIAL MEETING OF THE GOVERNING BOARD**

MSC Chadwick/McNamara

The Governing Board of the Palomar Community College District hereby calls a Special Meeting of the Board on March 15, 2016 at 8:00 p.m. to discuss the Superintendent/President search.

The vote was unanimous. Student Trustee vote: Aye.

**O. BOARD REQUESTS FOR REPORTS**

The Governing Board requested a summary report out at the Regular Meeting on staff diversity following the workshop.

**P. ADJOURNMENT** The meeting adjourned at 6:11 p.m.

  
\_\_\_\_\_  
Mark Evilsizer, Board President

  
\_\_\_\_\_  
Nancy Chadwick, Secretary