



APPROVED 10/11/2016
GOVERNING BOARD MINUTES
REGULAR MEETING OF THE GOVERNING BOARD
TUESDAY, SEPTEMBER 13, 2016
PALOMAR COMMUNITY COLLEGE DISTRICT
ROOM SSC-1, SAN MARCOS CAMPUS
1140 W. MISSION RD., SAN MARCOS, CALIFORNIA

A. CALL MEETING TO ORDER

Board President Mark Evilsizer called the meeting of the Palomar Community College District Governing Board to order at 4:00 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. MCNAMARA, B.A., TRUSTEE
JOHN HALCON, Ph.D., TRUSTEE
MALIK SPENCE, STUDENT TRUSTEE (*arrived at 5:00 p.m.*)

C. PUBLIC COMMENTS There were none.

D. RECESS TO CLOSED SESSION The Board recessed to closed session at 4:00 p.m.

E. RECONVENE TO OPEN SESSION The Board reconvened to open session at 5:11 p.m. All trustees present.

Board President Mark Evilsizer reported that pursuant to Government Code 54957, in Closed Session, the Governing Board took action to approve the proposed suspension of the employment of a permanent confidential and supervisory team (CAST) employee, No. 003208186, for forty hours without pay. The vote was unanimous.

Following the Pledge of Allegiance the meeting continued.

F. PUBLIC COMMENTS Travis Ritt, on behalf of the Faculty Senate, expressed concerns about agenda item J-12 related to the process utilized for this position.

G. APPROVAL OF MINUTES

MSC Chadwick/Hensch

The Governing Board approved the minutes of July 12, 2016 and August 9, 2016 as written.

The vote was unanimous. Student Trustee aye.

H. CALL FOR REMOVAL OF ITEMS FROM OR CHANGES TO AGENDA The Board, by unanimous consent, pulled item J-12 from the agenda.

HH. PUBLIC HEARING – 2016-2017 BUDGET

1. PRESENTATION OF 2016-2017 BUDGET

Vice President Ballesteros-Perez presented the 2016-2017 final budget and responded to questions from the Governing Board.

2. OPEN PUBLIC HEARING ON 2016-17 BUDGET The public hearing was opened at 5:36 p.m.

3. CLOSE PUBLIC HEARING There being no one wishing to speak the hearing was closed at 5:36 p.m.

4. APPROVE ADOPTION OF THE 2016-2017 BUDGET

MSC Chadwick/Hensch

The Governing Board approved the adoption of the 2016-1027 Budget.

The vote was unanimous. Student Trustee aye.

EXHIBIT HH

I. REPORTS

Board President Evilsizer offered his condolences to Dr. Blake and talked about Trustee Chadwick's pending retirement from the District. He reported on the Ramona K-12 partnership, talked about other enrollment efforts being undertaken by the District, and reported that he attended the part-time faculty plenary. In closing, he reported on his attendance of the Early Childhood Education Lab School ("ECELS") and the Foundation Gala.

Trustee Hensch reported on her attendance at the Ramona pre-launch partnership event, faculty plenaries, and Prop M Board workshop. She offered her condolences to Dr. Blake and thanked Trustee Chadwick for her support. In closing, she talked about the Gala and the USD farm workers exhibit, "The Farmworkers Movement Through the Lens of Carlos LeGerrette."

Trustee Chadwick offered her condolences to Dr. Blake. She reported on her attendance at the faculty plenary, Policies and Procedures Committee meeting, and Foundation Gala. She also discussed the funding of the college promise.

Trustee McNamara extended his sympathies to Dr. Blake and talked about Trustee Chadwick's service to the District. He talked about the CSUSM partnership with the Center of the Performing Arts in Escondido and Dr. Blake's proposal to install a modular village at the North Center.

Trustee Halcón offered condolences to Dr. Blake and talked about Trustee Chadwick's pending retirement and expressed appreciation for her guidance. In closing he talked about the Ramona event, full-time faculty plenary, grand opening of the ECELS and Foundation Gala.

Student Trustee Spence expressed his condolences to Dr. Blake. He commented on the due diligence Trustee Chadwick has exhibited in her role as a trustee, he also talked about his attendance at the Starlit Gala.

Superintendent/President Dr. Joi Blake thanked everyone for their condolences and talked about the role her mother had in shaping her life. Dr. Blake reported on a meeting she had with the San Marcos City Manager, Jack Griffin, and an Innovate 78 Smart Cities Summit partnership they are planning. She talked about meeting with CSUSM President Haynes and future partnerships to better assist Veteran's and foster youth. Dr. Blake also reported that they also discussed the possibility of CSUSM leasing space at the North Center to offset costs to the District. She talked about the Gala and thanked everyone

for their efforts in making it such a successful event; mentioned that she had met with the Foundation Board to discuss fundraising for the Promise; and updated the Board on enrollment management meetings that are taking place with constituent groups to better serve students and the community. Dr. Blake reported on a meeting she had with the tribal chairman to discuss engagement with the tribal communities and shared that healing and blessing ceremonies are being planned with the local tribes. She talked about the upcoming Superintendents/Principals breakfast and an annual report being prepared by the Public Affairs Office that will showcase the wonderful work done at Palomar.

Interim Vice President Dan Sourbeer expressed his sympathies to Dr. Blake. He congratulated Kelly Falcon on the success of the faculty plenary events and Dean Jack Kahn on the success of the Ramona event. IVP Sourbeer talked about enrollment and the upcoming intersessions and fast track offerings, he expressed optimism about the fall semester. He shared that the ITT event was successful and talked about SDICCCA and the open enrollment resources event which he attended. In closing, IVP Sourbeer reported on some middle college ideas discussed with Superintendent Holt and thanked the Deans for their work.

Vice President Adrian Gonzales expressed support to Dr. Blake during this difficult time. He talked about the event held to offer support to ITT students which included the Department of Consumer Affairs as well as many Palomar staff. He thanked individual staff members for their efforts in putting together the event as well as marketing efforts and website updates which were completed on short notice. VP Gonzales also responded to questions from the Board regarding the ITT students. In closing, he reported on the upcoming SDSU Community Leadership event noting that this year student leaders were being recognized. The event is being held on October 3, 2016.

Vice President Ron Ballesteros-Perez offered his condolences to Dr. Blake. He talked about Donna Renner's pending retirement and thanked CCE leaders and classified staff for their patience as the District works through the classification study.

J. APPROVAL OF CONSENT CALENDAR ITEMS

Action: On a motion by Trustee Chadwick, seconded by Trustee Hensch, the Board approved the following items 1-11 and 13-32.
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: **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. RATIFY REVISION TO ACADEMIC CONTRACT

The Governing Board ratified 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. RATIFY PART-TIME FACULTY EMPLOYMENT

The Governing Board ratified 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: **McMahon, 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/Step: **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/Step: **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/Step: **A/1**
Salary: **\$55.79**

4. RATIFY APPRENTICESHIP INSTRUCTOR CERTIFICATION

The Governing Board ratified 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. 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 ratified 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. 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 approved the change of dates for Mr. Lutz's sabbatical leave.

7. RATIFY TITLE CHANGE TO CERTIFICATED POSITION

The Governing Board ratified 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. 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. RATIFY TEMPORARY ACADEMIC EMPLOYMENT

The Governing Board ratified 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
2+ years of experience

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/Stp: **C/6**
Salary: **\$7,221.84/month**
% of Position: **100%**
of Mos: 5
Effective: August 19, 2016
Account #(s): A-111000-358100-07020-0000000/100%

10. RATIFY CORRECTION TO ADMINISTRATIVE EMPLOYMENT AND CONTRACT

The Governing Board ratified 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.
\$19,166.67/month plus \$1,370.76 annual 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. RATIFY CORRECTION TO SALARY SCHEDULE FOR THE POSITION OF SUPERINTENDENT/
PRESIDENT**

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

EXHIBIT J-11

12. This item was removed from the agenda

13. APPROVE PROFESSIONAL SERVICES CONTRACT

The Governing Board ratified 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. RATIFY CORRECTION TO RECLASSIFICATION OF CONFIDENTIAL AND SUPERVISORY
TEAM POSITION AND CONTRACT**

The Governing Board ratified 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.
- Sal 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. RATIFY CORRECTION TO RECLASSIFICATION OF ADMINISTRATIVE POSITION AND CONTRACT

The Governing Board ratified 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.
Sal 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. RATIFY ADMINISTRATIVE EMPLOYMENT AND CONTRACTS

The Governing Board ratified 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. 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 ratified 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. RATIFY RECLASSIFICATION OF CLASSIFIED POSITIONS

The Governing Board ratified 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. RATIFY NEW CLASSIFIED POSITION

The Governing Board ratified 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. APPROVE PERSONNEL ACTIONS/HISTORY

The Governing Board approved 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. RATIFY RESIGNATIONS

The Governing Board ratified 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. 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%
Flecicia D. Heise	Athletic Trainer	Athletics	7.5%

24. RATIFY STIPEND FOR DESIGNATED BILINGUAL INTERPRETER

The Governing Board ratified 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. APPROVE EXTENDED FIELD TRIPS

The Governing Board approved 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. 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 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. FIRST READING – 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. APPROVE CALIFORNIA COMMUNITY COLLEGES QUARTERLY FINANCIAL STATUS REPORT

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

EXHIBIT J-29

30. APPROVE QUARTERLY REPORT OF THE FISCAL SERVICES DIRECTOR

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

EXHIBIT J-30

31. APPROVE PROPER DISPOSITION OF DISTRICT SURPLUS INVENTORY

The Governing Board, pursuant to the Education Code 81450, approved 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. 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** There were none.

L. REPORTS FROM COLLEGE GROUPS

1. INFORMATION: Report of the Faculty Senate

Travis Ritt, President of the Faculty Senate, offered his condolences to Dr. Blake and thanked the Board for their approval of the consent calendar. He also thanked Malik Spence for assigning a new ASG representative to the Faculty Senate. In closing, he talked about updates to Faculty Senate election policies and discussed the new faculty Enrollment Committee.

2. INFORMATION: Report of the Palomar Faculty Federation

Shannon Lienhart, President of the PFF, offered her condolences to Dr. Blake. Shannon talked about class cancellations and expressed concerns about last minute cancellations. She talked about time part-time faculty spend preparing for classes and impacts to faculty and students when classes are cancelled.

3. INFORMATION: Report of the Administrative Association

Justin Smiley, Administration Association President, offered his condolences to Dr. Blake. He had no report.

4. INFORMATION: Report of the Confidential and Supervisory Team

Zeb Navarro, President of the Confidential and Supervisory Team, on behalf of CAST offered his condolences to Dr. Blake. He reported that CAST would be meeting to confer.

5. INFORMATION: Report of the CCE/AFT

Buddy Springer filling in for Dan Dryden, President of the CCE, offered condolences to Dr. Blake. He thanked the Board, IVP Mike Popielski and VP Ron Perez for implementation of the classification study.

6. INFORMATION: Report of the Associated Student Government

Malik Spence, ASG President, talked about the resignation of Lindsay Kretchman and the pro-life event that will be held on September 14th. In closing, he talked about the preservation of freedom of speech.

M. UNFINISHED BUSINESS There was no 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 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

The vote was unanimous. Student Trustee aye.

2. APPROVE CHANGE ORDERS

MSC Chadwick/Hensch. Trustee Chadwick asked for clarification on this Change Order, Dennis Astl responded.

The Governing Board approved 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

The vote was unanimous. Student Trustee aye.

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

MSC Chadwick/Hensch. Trustee Chadwick asked for clarification on the timeline for this project. Dennis Astl responded.

The Governing Board awarded contracts to the trade contractors listed the exhibit as the lowest responsive and responsible bidders, and authorized 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

The vote was unanimous. Student Trustee aye.

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

MSC Chadwick/Hensch. Trustee Halcón asked for clarification on this item. Dennis Astl responded.

The Governing Board consented 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

The vote was unanimous. Student Trustee aye.

5. APPROVE ACCREDITATION FOLLOW-UP REPORT

MSC Chadwick/Hensch

The Governing Board of the Palomar Community College District approved the September 2016 Accreditation Follow-Up Report and authorized 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

The vote was unanimous. Student Trustee aye.

6. CALL FOR SPECIAL MEETING OF THE GOVERNING BOARD

MSC Chadwick/Hensch. Trustee Hensch reported that she has a scheduling conflict.

The Governing Board of the Palomar Community College District called a Special Meeting of the Board on September 27, 2016 at 4:00 p.m. to discuss the Strategic Plan.

The vote was unanimous. Student Trustee aye.

7. CANCEL NOVEMBER 2016 REGULAR MEETING AND CALL A SPECIAL MEETING FOR AN ALTERNATE DATE.

MSC Chadwick/Hensch

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

The vote was unanimous. Student Trustee aye.

O. BOARD REQUESTS FOR REPORTS

Trustees requested that the District report back to the Board on the matter of class cancellations and impacts to students, faculty and the budget. Dr. Blake agreed to report back to the Board on this topic.

P. RECESS TO CLOSED SESSION: No additional session was needed.

Q. RECONVENE TO OPEN SESSION: No additional session was needed.

R. ADJOURNMENT

The meeting adjourned at 6:44 p.m.



Mark Evilsizer, Board President


Nancy Chadwick, Secretary