



APPROVED 5/9/2017

GOVERNING BOARD MINUTES
MEETING OF THE GOVERNING BOARD
TUESDAY, APRIL 11, 2017
PALOMAR COMMUNITY COLLEGE DISTRICT
ROOM SSC-1, SAN MARCOS CAMPUS
1140 W. MISSION RD., SAN MARCOS, CALIFORNIA

A. **CALL MEETING TO ORDER**

Board President Nancy Ann Hensch called the meeting to order at 4:00 p.m.

B. **ROLL CALL**

PRESENT

NANCY ANN HENSCH, PRESIDENT
PAUL P. MCNAMARA, VICE PRESIDENT
JOHN HALCÓN, SECRETARY
MARK R. EVILSIZER, TRUSTEE
NINA DEERFIELD, 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 5:32 p.m. All trustees present. Board President Hensch reported that there were no reportable actions taken in closed session.

Following the Pledge of Allegiance the meeting continued.

F. **CALL FOR REMOVAL OF ITEMS FROM OR CHANGES TO AGENDA** There were none.

G. **PUBLIC COMMENTS**

Tom Lemmon from SD Building Trades talked about his history in construction and advocated for project labor agreements and apprenticeships. He handed out some information (on file in the Governing Board Office in accordance with AP 3310.)

Zeb Navarro talked about the music video being developed for the campus theme "Better Together" and invited the trustees to participate.

H. **APPROVAL OF MINUTES**

MSC McNamara/Evilsizer, the Governing Board approved the March 14, 2017 minutes as written. (The vote was unanimous.)

I. **REPORTS**

Vice Presidents Adrian Gonzales and Dan Sourbeer provided an update on work with Educational and K-12 Partners as part of Governing Board goal #3. VP Sourbeer reviewed the partnerships that have been re-established with the K-12 districts and university relationships. He talked about the various events and meetings that have been undertaken to promote the college and improve access. Lastly, he provided an overview of work on strengthening the transition to universities. VP Gonzales updated the Board on the two different Palomar Promise programs and discussed the differences and requirements of the programs. He talked about the number of students that are currently eligible for the Palomar

Promise. He closed by talking about the websites and marketing that have been highlighting the Promise Programs.

Board President Hensch talked about the Tarde de la Familia event and the excellent speakers. She extended her congratulations to the organizers.

Trustee McNamara commented on the creative efforts being undertaken to improve the college and student success.

Trustee Halcón commented on the Tarde de Familia event and commended Carmelino Cruz for its success. He also talked about a new program in New York State offering four years of free college for those meeting certain criteria.

Trustee Evilsizer commented on the recent grants and thanked everyone involved in securing the grant funds. In closing, he talked about the national awards that were recently won by KKSM Radio.

Trustee Deerfield reported attending the *'Ten Acrobats in an Amazing Leap of Faith'* play at the Brubeck Theatre, Cesar Chavez breakfast at the San Diego convention center, National Institutions Coming Out Day, and the Roosevelt dinner. She asked questions about the college transfer fair; Vice President Gonzales responded.

Student Trustee Spence talked about the American Student Association of Community Colleges conference and visits to representative in the Washington D.C. offices. He reported that topics of discussion included Pell Grant funding and reauthorization of the Higher Education Act.

Superintendent/President Dr. Joi Blake shared that Eloy Ortiz, Chancellor of the California Community Colleges, attended the monthly SDICCCA meeting. She talked about funding for the Palomar Promise and meetings with San Diego State University and Pt. Loma Nazarene to establish a partnerships. Dr. Blake also mentioned the pre-apprenticeship program grant and another award for \$5 million for TTIP South.

Interim Vice President Dan Sourbeer acknowledged Dr. Kathy Kailikole's success in securing a \$2 million Innovation in Higher Education grant and said a few words about two retirees; Christine Brady and Pat Hahn.

Vice President Adrian Gonzales reported on a foster youth grant that was received and talked briefly about enrollment increases.

Vice President Ron Ballesteros-Perez commented on the Parking lot/Police station groundbreaking event, updated the Board on the most recent bond sale, and provided a recruitment update. He closed with comments regarding the importance of financial stewardship.

J. APPROVAL OF CONSENT CALENDAR ITEMS

Action:	On a motion by Trustee McNamara, seconded by Trustee Halcón, the Board approved items 1 to 5 and 7-18; the Board pulled item 6 for comment.
Ayes:	Hensch, McNamara, Halcón, Evilsizer, and Deerfield
Noes:	None
Absent:	None
Student Trustee:	Aye

1. GRANT EQUIVALENCY FOR DISCIPLINE

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

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

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

Spring 2017

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

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

Department: Design and Manufacturing Technology
a. Name: Sterling, Katherine
Discipline: Fashion and Related Technologies
Degrees: B.A., Liberal Studies
2+ years of experience.
Sal Grade/Stp: A/1
Salary: \$57.47

b. Name: Flores, Frania
Discipline: Fashion and Related Technologies
Degrees: A.A., Fashion Design
6+ years of experience.
Sal Grade/Stp: A/1
Salary: \$57.47

c. Name: Herrera-Nasrallah, Andrea
Discipline: Fashion and Related Technologies
Degrees: M.F.A., Drama
B.A., Theatre
2+ years of experience.
Sal Grade/Stp: B/1
Salary: \$58.87

3. RATIFY NEW ACADEMIC POSITION

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

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

4. RATIFY FACULTY SERVICE AREAS

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

EXHIBIT J-4

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

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

EXHIBIT J-5

6. This item was pulled for discussion.

7. RATIFY RECLASSIFICATION OF CLASSIFIED POSITION

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

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

8. RATIFY CLASSIFIED EMPLOYMENT

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

- a. Name: Amy Hinchman
 Position: Admissions/Financial Aid Specialist II
 Department: Enrollment Services
 Position #: 5472

- | | | |
|----|----------------|--|
| | New?: | No |
| | Remarks: | Replacement for Vandy McKnight. |
| | Sal Grade/Stp: | 22/1 |
| | Salary: | \$3,941.14/month |
| | % of Position: | 100% |
| | # of Mos: | 12 |
| | Effective: | April 12, 2017 |
| | Account #(s): | A-212200-421100-62100-0000000/100% |
| b. | Name: | Georg Kast |
| | Position: | Instructional Support Assistant III |
| | Department: | Trade & Industry |
| | Position #: | 6173 |
| | New?: | No |
| | Remarks: | Replacement for Philip Goettsch. |
| | Sal Grade/Stp: | 24/1 |
| | Salary: | \$4,135.96/month |
| | % of Position: | 100% |
| | # of Mos: | 10 |
| | Effective: | April 12, 2017 |
| | Account #(s): | A-221000-338300-09520-0000000/100% |
| c. | Name: | Cesar Aguilar |
| | Position: | Facilities Maintenance Technician (Parking Lots) |
| | Department: | Building Services |
| | Position #: | 6350 |
| | New?: | No |
| | Remarks: | Replacement for Victor Rodriguez. |
| | Sal Grade/Stp: | 18/1 |
| | Salary: | \$3,573.93/month |
| | % of Position: | 100% |
| | # of Mos: | 12 |
| | Effective: | April 12, 2017 |
| | Account #(s): | K-212200-542100-65100-1812070/100% |
| d. | Name: | John Lewis |
| | Position: | Business Systems Analyst |
| | Department: | Enrollment Services |
| | Position #: | 6131 |
| | New?: | No |
| | Remarks: | Replacement for Richard Gommel. |
| | Sal Grade/Stp: | 38/1 |
| | Salary: | \$5,823.80/month |
| | % of Position: | 100% |
| | # of Mos: | 12 |
| | Effective: | April 12, 2017 |
| | Account #(s): | A-212200-421100-62100-0000000/100% |

9. RATIFY CORRECTIONS TO RECLASSIFICATION OF REEVALUATED CLASSIFIED POSITIONS

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

EXHIBIT J-9

10. RATIFY PERSONNEL ACTIONS/HISTORY

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

EXHIBIT J-10

11. INFORMATION: RETIREMENTS

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

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

12. RATIFY LEAVES OF ABSENCE

- a. The Governing Board ratified 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:

<u>Employee ID</u>	<u>Start Date</u>	<u>End Date</u>	<u>Percent</u>
006317447	03/13/2017	05/12/2017	100%
008223681	03/21/2017	05/12/2017	100%
009079198	04/04/2017	04/17/2017	100%

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

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

- c. The Governing Board ratified 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:

<u>Employee ID</u>	<u>Start Date</u>	<u>End Date</u>
000972771	02/01/2017	06/30/2017
009479312	04/01/2017	06/30/2017

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

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

The Governing Board approved Curriculum Action Items dated February 1, February 15, March 1, and March 15, 2017 which have been examined by the Curriculum Committee and the Faculty Senate and are being recommended for inclusion in the Palomar College Curriculum Inventory, effective fall 2017.

EXHIBIT J-13

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

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

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

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

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

16. ACCEPT GIFTS

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

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

17. APPROVE TRAVEL EXPENSES

The Governing Board approved travel expenses for the following persons:

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

18. EXCUSE ABSENCE OF TRUSTEE

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

RESOLUTION 1621525

**Resumption of
REGULAR AGENDA**

K. ACTION ON ITEMS REMOVED FROM CONSENT CALENDAR

MSC Evilsizer/McNamara

6. RATIFY ADMINISTRATIVE EMPLOYMENT AND CONTRACT

Trustee Evilsizer made some comments about Dr. Kailikole's accomplishments and then the Governing Board ratified the recommendation of the Superintendent/President regarding the employment and contract of the following administrative employee:

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

EXHIBIT J-6

The vote was unanimous. Student Trustee: Aye.

L. REPORTS FROM COLLEGE GROUPS

1. INFORMATION: Report of the Faculty Senate

Travis Ritt, President of the Faculty Senate, thanked the Board for approving the new faculty hires and the Faculty Service Areas item. He updated the Board on the Faculty Senate elections and Area D Academic Senate meeting.

2. INFORMATION: Report of the Palomar Faculty Federation

Colleen Bixler, filling in for Shannon Lienhart, PFF President, reported that three faculty were able to attend a Collective Bargaining conference in New York and other faculty attended a CFT conference.

3. INFORMATION: Report of the Administrative Association

Justin Smiley, Administration Association President, reported that AA would be restarting the Brown Bag series and talked about upcoming topics. He shared that AA continues discussions on a classification study for the group.

4. INFORMATION: Report of the Confidential and Supervisory Team

Zeb Navarro, President of the Confidential and Supervisory Team, shared that a CAST meeting is being planned. He also commented on Pal Hahn's retirement.

5. INFORMATION: Report of the CCE/AFT

Dan Dryden, President of the CCE, reported on conferences attended by CCE negotiation and executive team members.

6. INFORMATION: Report of the Associated Student Government

Malik Spence, ASG President reported on the 2017/18 ASG election events as well as the SpringFest event. He shared that the ASG would be hosting a mock General Assembly for Region 10 colleges.

M. UNFINISHED BUSINESS There was no unfinished business.

N. NEW BUSINESS

1. REVIEW AND APPROVE PURCHASES

MSC McNamara/Halcón

The Governing Board pursuant to Resolutions 14-21157 and 14-21158 adopted November 12, 2013 hereby 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: 03/02/17–03/30/17	\$2,879,332.59
Procurement Card Time Period: 02/23/17-03/22/17	<u>\$172,252.18</u>
	<u>\$3,051,584.77</u>

EXHIBIT N-1

The vote was unanimous. Student Trustee: Aye.

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

MSC Evilsizer/Halcón

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

EXHIBIT N-2

The vote was unanimous. Student Trustee: Aye.

3. ACCEPT GRANT SUBAWARD

MSC McNamara/Halcón

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

EXHIBIT N-3

The vote was unanimous. Student Trustee: Aye.

4. ACCEPT AWARDED GRANT FROM THE STATE OF CALIFORNIA FOR INNOVATION IN HIGHER EDUCATION

MSC McNamara/Evilsizer

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

EXHIBIT N-4

The vote was unanimous. Student Trustee: Aye.

5. APPROVE CHANGE ORDERS

MSC McNamara/Halcón

Trustee Evilsizer asked for clarification on item b. Denis Astl responded. Following discussions the Governing Board approved the following change orders as detailed:

- a. **BID #104-16 BUILDING A & VETERANS CENTER RENOVATION PROJECT (CO #02)**
This is a Change Order to include additional scope of work requested by the District for PCN3, Inc. in the amount of \$134,219.11.
- b. **APPROVE CHANGE ORDER #2 – LEARNING RESOURCE CENTER** Change Order #2 in the amount of \$445,415.00 for the Learning Resource Center for all costs associated with the re-design of Comet Circle for the project as detailed on the accompanying exhibit.

EXHIBIT N-5

The vote was unanimous. Student Trustee: Aye.

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

MSC McNamara/Evilsizer

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

EXHIBIT N-6

The vote was unanimous. Student Trustee: Aye.

7. CALL FOR SPECIAL MEETINGS OF THE GOVERNING BOARD

MSC McNamara/Deerfield

Board President Hensch invited Brad Barnum from Associated General Contractors to speak on this item. Mr. Barnum talked about project labor agreements and apprenticeship programs and expressed appreciation that the Board is setting aside time to full examine the topic in the upcoming meetings. He invited Board members to visit the apprenticeship sites. Trustee Evilsizer commented that he will be out of town and unable to attend the June 27 meeting.

- a. The Governing Board of the Palomar Community College District called a Special Meeting of the Board on Tuesday, April 25, 2017 at 4:00 p.m., to review the Annual

Institutional Effectiveness Review & Student Success Scorecard & Review Board's Self-Evaluation Instrument.

- b. The Governing Board of the Palomar Community College District called a Special Meeting of the Board on Tuesday, May 23, 2017 at 4:00 p.m., to review the Self-Evaluation Results, discuss progress on Goal 2 Faculty/Staff and receive a report on Project Labor Agreements (Pt. 1: Definition & History)
- c. The Governing Board of the Palomar Community College District called a Special Meeting of the Board on Tuesday, June 27, 2017 at 4:00 p.m., to review Board Goals 2016-17, Review Year-End Report, Formulate Board Goals 2017-18, and receive a report on Project Labor Agreements (Pt. 2: Community College Practice)

The vote was unanimous. Student Trustee: Aye.

8. CAST BALLOT IN 2017 CCCT BOARD ELECTION

MSC McNamara/Halcón

On March 14, 2017 the Palomar College Governing Board was provided with the CCCT Board Candidates' biographical sketches and statements for review. Trustees put forth their proposed choices and discussed the candidates. Following discussion the Palomar College Governing Board cast the official ballot to fill vacancies on the California Community College Trustees (CCCT) Board as follows:

- | | |
|------------------------|------------------|
| 1. Marisa Perez | 6. Loren Steck |
| 2. John Leal | 7. Andra Hoffman |
| 3. Stephen Blum | 8. Pam Haynes |
| 4. Laura Casas | 9. Jim Moreno |
| 5. Stephan Castellanos | |


EXHIBIT N-8

The vote was unanimous. Student Trustee: Aye.

- O. **BOARD REQUESTS FOR REPORTS** There were none.
- 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.


Nancy Ann Hensch, Board President


John Halcón, Secretary