



**APPROVED 10/10/2017**  
**GOVERNING BOARD MINUTES**  
**SPECIAL MEETING OF THE GOVERNING BOARD**  
**PALOMAR COMMUNITY COLLEGE DISTRICT**  
**FRIDAY, JULY 28, 2017, 1:00 P.M.**  
**SHADOWRIDGE COUNTRY CLUB**  
**B-GLENEAGLES ROOM**  
**1980 GATEWAY DR.**  
**VISTA, CA 92081**

A. LUNCH: 1:00 p.m.

B. CALL MEETING TO ORDER:

Board President Nancy Ann Hensch called the meeting to order at 2:00 p.m.

C. ROLL CALL:

**PRESENT**

NANCY ANN HENSCH, PRESIDENT  
PAUL P. MCNAMARA, VICE PRESIDENT  
JOHN HALCON, SECRETARY  
MARK R. EVILSIZER, TRUSTEE  
NINA DEERFIELD, TRUSTEE  
CHRIS HOPP, STUDENT TRUSTEE

**ABSENT**

NONE

D. CALL FOR REMOVAL OF ITEMS FROM OR CHANGES TO THE AGENDA

There were none.

E. PUBLIC COMMENTS

There were none.

F. APPROVAL OF CONSENT CALENDAR ITEMS

**Action:** On a motion by Trustee McNamara, seconded by Trustee Evilsizer, the Board approved items 1 and 2.  
**Ayes:** Hensch, McNamara, Halcón, Evilsizer, and Deerfield  
**Noes:** None  
**Absent:** None  
**Student Trustee:** Aye

1. RATIFY EQUIVALENCY FOR EDUCATIONAL ADMINISTRATOR CLASSIFICATIONS

The Governing Board ratified the recommendation of the Superintendent/President regarding the approval of equivalency to minimum qualifications for educational administrator classifications pursuant to the California Code of Regulations, Title 5, §§ 53420 and 53430.

**Exhibit F-1**

## 2. RATIFY NEW ADMINISTRATIVE POSITIONS

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

- a. Position: Police Academy Director  
Department: Public Safety Programs  
Position #: 6665  
New?: Yes  
Remarks: Classified as an educational administrator.  
Salary Grade/Step: 68/1  
Salary: \$8,715.34/month  
% of Position: 100%  
# Months: 12  
Effective: July 29, 2017  
Account #(s): A-123600-336100-60100-0000000
- b. Position: Police Academy Coordinator  
Department: Public Safety Programs  
Position #: 6666  
New?: Yes  
Remarks: Classified as an educational administrator; replaces former Confidential and Supervisory Team classification of Police Academy Coordinator.  
Salary Grade/Step: 60/1  
Salary: \$7,153.03/month  
% of Position: 100%  
# Months: 12  
Effective: July 29, 2017  
Account #(s): A-123600-336100-60100-0000000

## G. BOARD WORKSHOP

### 1. **Trustee Team Building / "Roles/Responsibilities" / Advocating for the District**

Superintendent/President Dr. Joi Blake talked about the value of Board retreats and introduced Dr. Helen Benjamin. Dr. Benjamin briefly discussed her background working as a board member and as a CEO. She reviewed the agenda for this portion of the workshop which included: Preparing for 2017/18 – the work to be done; enhancing board effectiveness; improving communications between and among Board members and the Superintendent/President; and a discussion of future Board Retreats.

Trustees participated in activities to help focus their attention on what it means, 1) to be a student and 2) what it means to be a board member.

The Board recessed from 3:10 p.m. to 3:25 p.m. at which time the meeting resumed with all trustees present. The Board discussed what they felt were Board successes and areas where improvement may be needed. Trustees stated some of the biggest successes being the Promise Program, Food Pantry, and construction programs. They talked about the cultural shifts that have begun to take place including the sense of urgency in getting things accomplished. Dr. Benjamin asked for discussion on potential areas of improvement. Trustees talked about board policies that seem to hinder, not help, the District; hiring processes; faculty diversity; faculty's role in enrollment management, low enrolled classes and issues with repeatability; contract and

workforce education, and; trust and communication. Discussion focused on how the Board can enhance its effectiveness and improve the lines of communication in the upcoming 2017/18 year. Dr. Benjamin thanked the trustees for their honest and open participation.

**2. Communications, Marketing and Public Affairs**

Laura Gropen, Director, Communications, Marketing and Public Relations presented on the California Voting Rights Act (CVRA). She described various election systems including Palomar's "at large" system; discussed the differences between federal and state election laws; and, reviewed the numbers of school districts, community colleges, cities, counties and, water and other special districts that have been impacted by changes in the CVRA. She shared information on key legal decisions and settlements that have been imposed. She discussed testing for polarized voting - what it means and how it's tested. Director Gropen and trustees reviewed and discussed different majority-protected-class district test maps. Director Gropen talked about options for future elections and requirements moving forward. She responded to questions from trustees and trustees discussed the matter. Dr. Blake reported that additional research would be done and reported to the Board.

**3. Board Policies and Procedures**

Dr. Blake opened the discussion on policies and procedures explaining the goal of updating all of the District's policy and procedure documents and setting a new review timeline to adhere to accreditation requirements. She talked about the hiring policy (BP 7120) and some of the components of the current hiring process. Trustees discussed the importance of improving the hiring process. Dr. Blake reviewed a portion of the language in the Prohibition of Harassment procedure (AP 3430) and discussed a proposed revision to the language surrounding consensual relationships. Trustees discussed researching the matter further and obtaining a legal opinion on any proposed changes.

**4. Finance and Administrative Services/Human Resource Services**

Vice President Ron Ballesteros-Perez opened this portion of the retreat with a discussion of some of the key projects taking place in the divisions including: Fiscal, Information Services, Facilities, Business & Contract Services and Human Resource Services. He shared usage data on the student payment plan and responded to questions from the trustees. VP Perez then provided an overview of OPEB (Other Post-Employment Benefits) and talked about the actuarial accrued liability and unfunded liability as well as funding strategies. VP Perez provided an update on the Palomar College Mobil app and discussed system security. Following discussions of security measures he provided a brief update on Human Resource topics including the VP HRS recruitment and staffing matters for the North Education Center and South Center site.

VP Perez provided an update on Proposition M including the status of the Independent Citizen's Oversight Committee, contractor outreach efforts, status of construction projects, project costs under the series D bond, and a contractor recap which illustrated the jobs created in the labor market by Prop M bond projects. Trustees asked for clarification on the area based contractors, VP Perez responded. He then reviewed the change order rates noting the majority of projects have a change order percentage of less than five percent. Trustees suggested that a summary of all the construction awards be prepared.

**5. Enrollment (Instruction and Student Services)**

Vice President Jack Kahn began this portion of the retreat with a review of the Instruction Office's planning milestones and a discussion of a new FTEF "calculator." He summarized how courses were offered in the past and talked about how offerings may be determined in the future; discussed the importance of having classrooms properly outfitted to maximize availability to students; and provided an update on dual enrollment, distance education and late add classes. VP Kahn concluded his report with a discussion of how Instruction is working more collaboratively with the establishment of some additional groups including a SEM Advisory group and changes to make-up of the Scheduling team.

Vice President Adrian Gonzales talked about Outreach Services and the work that has been completed since the hiring of the new manager of outreach services. He reviewed some of the many outreach efforts underway and then provided an overview of the 2016-17 Student Equity program including components of direct student support, professional development, equipment upgrades, staffing increases, and different "student programming." VP Gonzales updated the Board on the Student Success and Support Program (3SP) and reported on the new requirement that an Integrated Planning Document be developed which integrates 3SP, Student Equity and Basic Skills. He noted report the will need to be reviewed and approved by the Board in the fall semester. The report continued with a status update of the Starfish implementation plans and the Palomar Promise Program. VP Gonzales provided an overview of the 2017-18 cohort and discussed the demographics of the students being served by the Promise.


**H. BOARD REQUESTS FOR REPORTS**

Board President Hensch asked the Board if they wanted any additional information on the hiring and the bidding processes; no additional reports were requested. Trustee Deerfield asked for an update on the pronoun/name issue in the District's software. VP Gonzales responded.

Dr. Blake thanked the trustees for attending.

**I. ADJOURNMENT** The meeting adjourned at 8:26 p.m.

  
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Nancy Ann Hensch, Board President

  
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John Halcón, Secretary