



APPROVED 1/9/18
GOVERNING BOARD MINUTES
MEETING OF THE GOVERNING BOARD
TUESDAY, DECEMBER 12, 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
CHRIS HOPP, STUDENT TRUSTEE (arrived 5:00 pm)

ABSENT

NONE

C. PUBLIC COMMENTS

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 6:02 p.m. All trustees present. Board President Hensch reported that there were two reportable actions taken in closed session as follows:

1. Pursuant to Government Code Section 54957 in Closed Session, the Governing Board addressed the settlement agreement for employee #004132707 and voted 5/0 to approve the agreement.
2. Pursuant to Government Code Section 54957 in Closed Session, the Governing Board addressed the settlement agreement for employee #000761573 and voted unanimously (5/0) to approve the agreement.

Following the Pledge of Allegiance the meeting continued.

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

FF. ANNUAL ORGANIZATIONAL MEETING

ELECTION OF OFFICERS AND ADOPTION OF BOARD CALENDAR

Board President Hensch called for nominations for the position of Board President. Trustee Nina Deerfield nominated Paul McNamara, Trustee Halcón seconded the motion. The vote was unanimous, Student Trustee vote: Aye

a. ELECTION OF GOVERNING BOARD PRESIDENT

BE IT RESOLVED, That Paul McNamara was elected President of the Governing Board of the Palomar Community College District, effective December 13, 2017.

Newly Elected Board President Paul McNamara commended Trustee Nancy Ann Hensch for her service to the District and presented a commemorative plaque to her for her service, he then continued the call for nomination of officers. Trustee Hensch nominated Trustee John

Halcón for the position of Vice President, Trustee Evilsizer seconded the motion. The vote was unanimous, Student Trustee vote: Aye

b. ELECTION OF GOVERNING BOARD VICE PRESIDENT

BE IT RESOLVED, That John Halcón was elected Vice President of the Governing Board of the Palomar Community College District, effective December 13, 2017.

Trustee Halcón nominated Trustee Mark Evilsizer for the position of Secretary of the Governing Board, Trustee Hensch seconded the motion. The vote was unanimous, Student Trustee vote: Aye

c. ELECTION OF GOVERNING BOARD SECRETARY

BE IT RESOLVED, That Mark Evilsizer was elected Secretary of the Governing Board of the Palomar Community College District, effective December 13, 2017.

d. APPOINTMENT OF SECRETARY TO THE BOARD

MSC Hensch/Evilsizer

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

The vote was unanimous, Student Trustee vote: Aye

e. ESTABLISH DATE, TIME, AND PLACE OF MEETINGS

MSC Hensch/Halcon

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

The vote was unanimous, Student Trustee vote: Aye

- G. PUBLIC COMMENTS** John Unwin, student's parent and Palomar alumni, presented public comment related to a physics course and professor Nakajima.

H. APPROVAL OF MINUTES

MSC Hensch/Evilsizer

Trustee Evilsizer requested that the word "meet" be changed to "met" in the portion of his report in the 11/14/17 minutes. The Governing Board approved the November 14, 2017 minutes as written with the one correction noted.

The vote was unanimous. Student Trustee aye.

I. REPORTS

Board President McNamara expressed pride in Palomar's response to the wildland fires and commended staff for helping evacuees.

Trustee Halcón thanked Vice President Gonzales and the folks involved in assisting during the fires.

Trustee Evilsizer reported on his attendance at the CCLC conference. He discussed two of the education sessions he attended including faculty diversity and impediments to Latino males in higher

education. He shared that he and his Puente mentee participated in a Palomar Police Department ride-along and commended the Police Department for their professionalism. Trustee Evilsizer reported on his attendance to the following events: INEA graduation, Nurses Pinning Ceremony, and the Foundation Annual Meeting. He commented on the District's response to the fire and noted he had seen TV coverage highlighting Palomar's involvement in assisting the community.

Trustee Deerfield reported her attendance to the INEA graduation event, Foundation Annual Meeting, Fashion merchandising and design open house and student art fair.

Trustee Hensch reported she attended INEA, Mostra Coffee partnership, and Foundation event. She thanked everyone for their support during her tenure as Board President. In closing, she thanked the fire fighters and everyone involved in supporting the community during the wildland fires.

Student Trustee Chris Hopp thanked everyone for the excellent communication during the fires especially with finals approaching. He also expressed appreciation to the Foundation for their Giving Tuesday event.

Superintendent/President Blake acknowledged the many people involved in supporting the community during the fires. She reported that the evacuation center was a success due to everyone's involvement.

Vice President Jack Kahn reported that spring intersession enrollments are up 45%. He talked briefly about the Mostra event and future partnership opportunities. In closing, he talked about the incarcerated student transitions program in development.

Vice President Adrian Gonzales expressed appreciation to everyone involved in assisting the evacuees, especially those that came in on the weekend to help.

Vice President Ron Perez thanked staff for supporting the evacuees. He shared that the district received an award for the budget book and showed attendees the newest video of the South Education site.

Vice President Lisa Norman congratulated everyone for their efforts during the fires and acknowledged those that had suffered losses. She talked about the CCC Registry recruitment fair and targeted recruitment efforts. In closing, she shared that the EEO Plan is being reviewed.

J. APPROVAL OF CONSENT CALENDAR ITEMS

Action:	On a motion by Trustee Hensch, seconded by Trustee Evilsizer, the Board approved items 1-29.
Ayes:	McNamara, Halcón, Evilsizer, Deerfield, and Hensch
Noes:	None
Absent:	None
Student Trustee:	Aye

1. 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-1

2. GRANT EQUIVALENCY FOR DISCIPLINE

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

- | | | |
|----|-------------|-----------------|
| a. | Name: | Daigle, Michael |
| | Discipline: | Fire Technology |

3. RATIFY NEW ACADEMIC POSITIONS

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

- a. Position: Assistant Professor, Biological Sciences
 Department: Biology
 Position #: 6727
 New?: Yes
 % of Position: 100%
 # of Mos: 10
 Effective: December 13, 2017
 Account #(s): A-111000-346200-04010-0000000/100%

- b. Position: Assistant Professor, Chemistry
 Department: Chemistry
 Position #: 6728
 New?: Yes
 % of Position: 100%
 # of Mos: 10
 Effective: December 13, 2017
 Account #(s): A-111000-342200-19050-0000000/100%

- c. Position: Assistant Professor, Child Development/Early Childhood Education
 Department: Child Development
 Position #: 6729
 New?: Yes
 % of Position: 100%
 # of Mos: 10
 Effective: December 13, 2017
 Account #(s): A-111000-364200-13050-0000000/100%

- d. Position: Assistant Professor, Architecture
 Department: Design and Manufacturing Technologies
 Position #: 6301
 New?: Yes
 % of Position: 100%
 # of Mos: 10
 Effective: December 13, 2017
 Account #(s): A-111000-335600--02010-0000000/100%

- e. Position: Assistant Professor, Emergency Medical Technologies
 Department: Emergency Medical Education
 Position #: 5184
 New?: Yes
 % of Position: 100%
 # of Mos: 10
 Effective: December 13, 2017
 Account #(s): A-111000-334200-12500-0000000/100%

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

4. RATIFY ACADEMIC EMPLOYMENT

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

a. Name: David Meske
 Position: Assistant Professor, Computer Information Systems (Networking)
 Department: Computer Science and Information Technology
 Degrees: Ph.D., Public Administration
 M.P.A., Public Administration
 B.A., Criminal Justice
 2+ Years Experience

 Position #: 5361
 New?: Yes
 Remarks: Position approved 1/24/17.
 Sal Grade/Stp: H/8
 Salary: \$9,276.46/month
 % of Position: 100%
 # of Mos: 10
 Effective: January 25, 2018
 Account #(s): A-111000-358100-07010-0000000/100%

5. 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 2017 and Spring 2018 (day and/or evening); said part-time faculty are not scheduled to teach more than a 67 percent load in a single semester:

Fall 2017

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

Spring 2018

Department: Art Department
a. Name: Wilson, Elaine
 Discipline: Art History
 Degrees: M.A., Art History
 B.A., Art History

 Sal Grade/Stp: B/1
 Salary: \$58.87

Department: Chemistry Department
a. Name: Ray, Amelia
 Discipline: Chemistry
 Degrees: Ph.D., Chemistry
 Sal Grade/Stp: D/1
 Salary: \$62.51

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

Unassigned Hiring Pool

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

6. RATIFY REVISIONS TO ACADEMIC CONTRACTS

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

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

- b. Name: Karmi Minor-Flores
 Position: Counselor/Assistant Professor
 Department: Counseling
 Degrees: M.A., Education (Counseling)
 B.S., Criminal Justice
 Position #: 5516
 New?: No
 Remarks: Correction to start date; start date was formerly January 2, 2018.
 Sal Grade/Stp: E/8
 Salary: \$8,552.96/month
 % of Position: 100%
 # of Mos: 11
 Effective: January 1, 2018
 Account #(s): A-122100-462100-63100-00000000/100%
- c. Name: Cynthia Cordova
 Position: Counselor/Assistant Professor
 Department: Counseling
 Degrees: M.S., Counseling
 B.A., Psychology
 A.A., University Studies: Psychology
 Position #: 5525
 New?: Yes
 Remarks: Correction to start date; start date was formerly January 2, 2018. Increased salary step placement due to verification of additional related experience.
 Sal Grade/Stp: E/4
 Salary: \$7,438.50/month
 % of Position: 100%
 # of Mos: 11
 Effective: January 1, 2018
 Account #(s): A-122100-462100-63100-00000000/100%

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

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

EXHIBIT J-7

8. RATIFY AMENDMENTS TO ADMINISTRATIVE EMPLOYMENT CONTRACTS

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

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

EXHIBIT J-8

9. RATIFY ADMINISTRATIVE EMPLOYMENT AND CONTRACT

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

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

EXHIBIT J-9

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

Governing Board of the Palomar Community College District, approved a salary increase equivalent to 1.56% for all executive administrators effective fiscal year 2017-18. The following executive administrators are included:

- Adrian Gonzales, Assistant Superintendent/Vice President, Student Services
- Jack Kahn, Ph.D., Assistant Superintendent/Vice President, Instruction
- Lisa Norman, Ed.D., J.D., Assistant Superintendent/Vice President, Human Resource Services
- Ronnie Ballesteros-Perez, Assistant Superintendent/Vice President, Finance & Administrative Services

11. RATIFY MEMORANDUM OF UNDERSTANDING BETWEEN THE DISTRICT AND THE ADMINISTRATIVE ASSOCIATION

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

EXHIBIT J-11

12. RATIFY MEMORANDUM OF UNDERSTANDING BETWEEN THE DISTRICT AND THE CONFIDENTIAL AND SUPERVISORY TEAM

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

EXHIBIT J-12

13. RATIFY CONFIDENTIAL AND SUPERVISORY TEAM EMPLOYMENT

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

- a. Name: Dayna M. Schwab
Position: Administrative Coordinator
Department: Facilities
Position #: 5749
New?: No
Remarks: Replacement for Donna Renner. Promotion for Ms. Schwab.
Sal Grade/Stp: 44/7
Salary: \$5,989.95/month
% of Position: 100%
of Mos: 12
Effective: December 13, 2017
Account #(s): A-212100-541100-65110-0000000/100%

- b. Name: Jennifer N. Finn
Position: Supervisor, Enrollment Services
Department: Enrollment Services (Escondido)
Position #: 5470
New?: No
Remarks: Replacement for Ralph Baker.
Sal Grade/Stp: 48/1
Salary: \$5,321.16/month
% of Position: 100%
of Mos: 12
Effective: January 2, 2018
Account #(s): A-212100-422100-62100-0000000/100%

14. RATIFY CLASSIFIED EMPLOYMENT

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

- a. Name: Lejearl Young
Position: Veterans Services Specialist
Department: Veterans' Services
Position #: 6534
New?: No
Remarks: Replacement for Ryan Williams.
Sal Grade/Stp: 23/1
Salary: \$4,098.93/month
% of Position: 100%
of Mos: 12
Effective: December 13, 2017
Account #(s): A-212200-423100-64800-0000000/100%

- b. Name: Nelly Gomez Vasquez
Position: Teaching and Learning Center Specialist
Department: Languages and Literature
Position #: 6663
New?: Yes
Remarks: Position approved 6/13/17.
Sal Grade/Stp: 23/1
Salary: \$4,098.93/month
% of Position: 100%

- # of Mos: 12
Effective: January 4, 2018
Account #(s): A-212200-321110-61100-0000000/100%
Normal Work Schedule: Monday - Thursday, 10:00 a.m. - 7:00 p.m. and Friday, 7:30 a.m. - 4:00 p.m. A 3% shift differential will be paid for hours worked between 6:00 p.m. and 10:00 p.m.
- c. Name: James Pinckney
Position: Veterans Services Specialist
Department: Veterans' Services
Position #: 6535
New?: No
Remarks: Replacement for Jessica Horn; promotion for Mr. Pinckney.
Sal Grade/Stp: 23/4
Salary: \$4,748.52/month
% of Position: 100%
of Mos: 12
Effective: January 8, 2018
Account #(s): A-212200-423100-64800-0000000/100%
- d. Name: Robert Akers
Position: Infrastructure Systems Engineer
Department: Network and Technical Services
Position #: 6567
New?: Yes
Remarks: Position title and grade reflect the new title and grade approved for this classification in the classified unit classification study.
Sal Grade/Stp: 55/2
Salary: \$9,395.51/month
% of Position: 100%
of Mos: 12
Effective: January 8, 2018
Account #(s): A-212200-561100-67800-0000000/100%

15. RATIFY REVISION TO CLASSIFIED EMPLOYMENT

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

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

16. RATIFY CORRECTIONS TO CLASSIFIED POSITIONS

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

- a. Name: Vacant
 Position: Instructional Support Assistant IV
 Department: Biology
 Position #: 6699
 New?: Yes
 Remarks: Correction to department; department was formerly listed as
 Mathematics and the Natural and Health Sciences. Position
 approved 11/14/17.

 Sal Grade/Stp: 27/1
 Salary: \$4,520.90/month
 % of Position: 100%
 # of Mos: 12
 Effective: November 15, 2017
 Account #(s): W-222000-346200-04070-0000000/100%
- b. Name: Vacant
 Position: Instructional Support Assistant IV
 Department: Biology
 Position #: 6700
 New?: Yes
 Remarks: Correction to department; department was formerly listed as
 Mathematics and the Natural and Health Sciences. Position
 approved 11/14/17.

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

 Sal Grade/Stp: 27/1
 Salary: \$4,520.90/month
 % of Position: 100%
 # of Mos: 12
 Effective: November 15, 2017
 Account #(s): W-221000-342200-19050-0000000/100%
- d. Name: Vacant
 Position: Instructional Support Assistant IV
 Department: Chemistry
 Position #: 6697
 New?: Yes
 Remarks: Correction to title, grade and department. Former title and grade
 were Instructional Support Assistant III, grade 24. Department was

formerly listed as Computer Science and Information Technology.
Position approved 11/14/17.
Sal Grade/Stp: 27/1
Salary: \$4,520.90/month
% of Position: 100%
of Mos: 12
Effective: November 15, 2017
Account #(s): N-221000-342200-19050-0000000/100%

17. APPROVE PERSONNEL ACTIONS/HISTORY

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

EXHIBIT J-17

18. INFORMATION – RETIREMENTS

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

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

19. RATIFY REVISION TO RETIREMENT

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

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

20. 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 2017-18 fiscal year:

Employee ID	Start Date	End Date	Percent
006762061	10/10/2017	12/15/2017	100%
002911084	10/20/2017	12/15/2017	100%
002520317	11/07/2017	11/28/2017	100%
008752534	11/13/2017	02/23/2018	80%
000846060	12/06/2017	02/06/2018	100%
001864298	10/17/2017	06/30/2018	35%
001155499	12/11/2017	03/11/2018	100%

009474515 11/27/2017 05/01/2018 100%

- b. The Governing Board 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 2017-18 fiscal year:

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

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

21. INFORMATION – CLASSIFIED PROFESSIONAL GROWTH AWARDS

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

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

22. RATIFY RESIGNATIONS

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

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

23. APPROVE EXTENDED FIELD TRIP

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

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

EXHIBIT J-23

24. NEW COMMUNITY EDUCATION CLASSES, AGREEMENTS, AND PERSONNEL

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

EXHIBIT J-24

25. APPROVE AMENDED CONTRACT WITH VOLENTE CORPORATION, dba, CALIFORNIA ENGLISH SCHOOL

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

EXHIBIT J-25

26. FIRST READING – PALOMAR COMMUNITY COLLEGE DISTRICT BOARD POLICIES

The Governing Board of the Palomar Community College District reviewed the following Board Policies. They have previously been reviewed and approved by the Policies and Procedures Committee and the Strategic Planning Council. These items will be presented to the Board for second reading in January 2018.

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

EXHIBIT J-26

27. INFORMATION – PALOMAR COMMUNITY COLLEGE DISTRICT ADMINISTRATIVE PROCEDURES

The Governing Board reviewed the Administrative Procedure as listed. These procedures have been reviewed and approved by the Policies and Procedures Committee and the Strategic Planning Council and are presented here as informational items only.

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

EXHIBIT J-27

28. ACCEPT GIFTS

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

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

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

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

EXHIBIT J-29

RESOLUTION 17-21537

**Resumption of
REGULAR AGENDA**

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

L. REPORTS FROM COLLEGE GROUPS

1. INFORMATION: Report of the Faculty Senate

Travis Ritt, President of the Faculty Senate, thanked people for supporting the students and evacuees in the wake of the fires. He thanked the Board for approving the new academic positions and new faculty. He shared that faculty are working on fast tracking a response to AB 705 and are addressing the guided pathways initiative. He reported that a new Faculty Senate group was confirmed specifically for Guided Pathways. In closing, he commented on the retirements of Fredrick Levine and Melinda Finn.

2. INFORMATION: Report of the Palomar Faculty Federation

Teresa Laughlin Co-President of the PFF, expressed pride in Palomar's response to the fires. She shared that the PFF is gathering additional data from faculty and is holding a membership drive.

3. INFORMATION: Report of the Administrative Association

Connie Sterling, President of the Administrative Association, had no report.

4. INFORMATION: Report of the Confidential and Supervisory Team

Jenny Akins, President of the Confidential and Supervisory Team, reported that CAST held its first membership meeting that was well attended. She reported that topics included budget reductions, COLA, supervisor training offerings and the North Education Center and South Education Site openings.

5. INFORMATION: Report of the CCE/AFT

Anel Gonzalez, President of the CCE, offered condolences to all those affected by the fires and expressed appreciation to everyone for their efforts to support the community. She shared that the Classified Speaks event was rescheduled and that CCE held two union social events, one in Escondido and one in San Marcos. In closing, she shared that discussion are underway to examine the feasibility of offering free courses for classified staff in non-credit classes.

6. INFORMATION: Report of the Associated Student Government

Chris Hopp, ASG President, reported that twelve members of ASG travelled to Sacramento to attend the Statewide Student General Assembly.

M. UNFINISHED BUSINESS There was no unfinished business.

N. NEW BUSINESS

1. REVIEW AND APPROVE PURCHASES

MSC Evilsizer/Halcón

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

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

EXHIBIT N-1

The vote was unanimous. Student Trustee aye.

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

MSC Evilsizer/Halcón

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

EXHIBIT N-2

The vote was unanimous. Student Trustee aye.

3. APPROVE SEWER/WATER CONSTRUCTION AGREEMENT WITH RAINBOW MUNICIPAL WATER DISTRICT

MSC Evilsizer/Halcón

The Governing Board approved an agreement between Rainbow Municipal Water District of San Diego County and Palomar Community College District. The agreement is required by the Rainbow Water District to allow the construction of a 16" sewer mainline that will provide sewer service for the North Education Center's needs as well as the surrounding community.

EXHIBIT N-3

The vote was unanimous. Student Trustee aye.

4. REJECT ELITE EARTHWORKS & ENGINEERING'S BID SUBMITTAL FOR THE SITE UTILITIES AND SCIENCE MODULAR PLUMBING PROJECT AT THE NORTH EDUCATION CENTER SITE

MSC Evilsizer/Halcón

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

The vote was unanimous. Student Trustee aye.

5. AWARD CONSTRUCTION CONTRACTS FOR THE NORTH EDUCATION CENTER

MSC Evilsizer/Halcón

The Governing Board awarded the following contracts:

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

The vote was unanimous. Student Trustee aye.

6. APPROVE CHANGE ORDERS

MSC Evilsizer/Halcón

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

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

EXHIBIT N-6

The vote was unanimous. Student Trustee aye.

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

MSC Evilsizer/Halcón

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

EXHIBIT N-7

The vote was unanimous. Student Trustee aye.

8. APPROVE A DRAFT CIVIC ENGAGEMENT MEMORANDUM OF UNDERSTANDING WITH THE SECRETARY OF STATE AND LIEUTENANT GOVERNOR

MSC Evilsizer/Halcón

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

EXHIBIT N-8

The vote was unanimous. Student Trustee aye.

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

MSC Evilsizer/Halcón

Trustee Evilsizer commented about the new drone technology courses and course reactivations. The Governing Board approved Curriculum Action Items dated November 1 and November 15, 2017 which have been examined by the Curriculum Committee and the Faculty Senate and are being recommended for inclusion in the Palomar College Curriculum Inventory, effective 2018 as detailed in the exhibit.

EXHIBIT N-9

The vote was unanimous. Student Trustee aye.

10. APPROVE GUIDED PATHWAYS ASSESSMENT REPORT

MSC Evilsizer/Halcón

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

EXHIBIT N-10

The vote was unanimous. Student Trustee aye.

11. APPROVE NAMING OF THE PALOMAR COLLEGE FOOD PANTRY AND ACCEPT FUNDS

MSC Deerfield/Halcón

Trustee Evilsizer expressed appreciation to the donor for their support. The Governing Board approved the pledge for \$400,000.00 for naming rights to Palomar College's current food pantry and any future food pantry locations on the San Marcos campus to be called the "Anita and Stan Maag Food & Nutrition Center".

EXHIBIT N-11

The vote was unanimous. Student Trustee aye.

12. APPROVE INTERNATIONAL TRAVEL FOR TWO ADMINISTRATORS AND A FACULTY MEMBER

MSC Halcón/Evilsizer

The Governing Board approved travel for Yasue O'Neill, International Education; Jack Kahn, Vice President for Instruction; and Jenny Fererro, Associate Professor, Child Development for travel to Hefei, China, Hefei Meicheng Innovation Training School, January 6-12, 2018 for the purpose of exploring partnerships with international educational partners.

EXHIBIT N-12

The vote was unanimous. Student Trustee aye.

O. BOARD REQUESTS FOR REPORTS There were none.

RECESS TO CLOSED SESSION: *No additional session needed.*

P. RECONVENE TO OPEN SESSION: *No additional session needed.*

Q. ADJOURNMENT The meeting adjourned at 6:15 p.m.


Paul McNamara, Board President


Mark Evilsizer, Secretary