



**AMENDED & APPROVED 4/10/2018**  
**GOVERNING BOARD MINUTES**  
**SPECIAL MEETING OF THE GOVERNING BOARD**  
**TUESDAY, FEBRUARY 27, 2018**  
**PALOMAR COMMUNITY COLLEGE DISTRICT**  
**ROOM SSC-1, SAN MARCOS CAMPUS**  
**1140 W. MISSION RD., SAN MARCOS, CALIFORNIA**

A. **CALL MEETING TO ORDER:** Board Vice President Halcón called the meeting to order at 4:00 p.m.

B. **ROLL CALL:**

**PRESENT**

JOHN HALCÓN, VICE PRESIDENT  
MARK R. EVILSIZER, SECRETARY  
NINA DEERFIELD, TRUSTEE  
NANCY ANN HENSCH, TRUSTEE

**ABSENT**

PAUL P. MCNAMARA, PRESIDENT  
CHRIS HOPP, STUDENT TRUSTEE

C. **PUBLIC COMMENTS**

Calvin "One Deer" Gavin requested that he be able to speak to the Board in private regarding a closed session item.

D. **RECESS TO CLOSED SESSION** The Board recessed to closed session at 4:01 p.m.

E. **RECONVENE TO OPEN SESSION** The Board reconvened to open session at 6:11 p.m. Trustees Halcón, Evilsizer, Deerfield and Hensch present. Board Vice President Halcón reported that there were four reportable actions taken in closed session as follows:

1. Pursuant to the terms of the contract and Education Code 72411, in Closed Session, the Governing Board took action to Non-Renew the employment contract of the Dean, Instructional, Mathematics and the Natural and Health Sciences for the 2019-2020 academic year by a vote of 4 to 1 and to send notice to the Management Employee #009482406 Ayes: Halcón, Evilsizer, Deerfield and Hensch. Absent: McNamara.
2. Pursuant to the terms of the contract and Education Code 72411, in Closed Session, the Governing Board took action to Non-Renew the employment contract of the Director, Grant Funded Student Programs for the 2019-2020 academic year by a vote of 4 to 1 and to send notice to the Management Employee #005541498 Ayes: Halcón, Evilsizer, Deerfield and Hensch. Absent: McNamara.
3. Pursuant to the terms of the contract and Education Code 72411, in Closed Session, the Governing Board took action to Non-Renew the employment contract of the Manager, Contract and Procurement Services for the 2019-2020 academic year by a vote of 4 to 1 and to send notice to the Management Employee #007532691 Ayes: Halcón, Evilsizer, Deerfield and Hensch. Absent: McNamara.
4. Pursuant to the terms of the contract and Education Code 72411, in Closed Session, the Governing Board took action to release probationary classified employee #002475285 from the Facilities Maintenance Technician position by a vote of 4 to 1 effective February 28, 2018. Ayes: Halcón, Evilsizer, Deerfield and Hensch. Absent: McNamara.

Following the Pledge of Allegiance the meeting continued.

- F. **CALL FOR REMOVAL OF ITEMS FROM OR CHANGES TO AGENDA** Board Vice President Halcón called for a correction to item 7.a. on the consent calendar as follows: Sheri Wenzel, last day of employment will be March 16, 2018 instead of March 2, 2018.

- G. **PUBLIC COMMENTS** Evan Dwin, Attorney for Dr. Kathryn Kailikole, read a statement outlining Dr. Kailikole's many contributions to the college including various grants, partnerships and facility improvements.

H. **INFORMATION ITEM – GOVERNING BOARD COMMITTEE APPOINTMENTS**

In March, the Governing Board President will make committee appointments to the Policies & Procedures Committee, Finance Committee, and Real Estate Committee. Trustees should notify the Board President of their interest in serving on a committee. Appointees serve a one-year term.

I. **REPORTS**

**Comprehensive Professional Development Plan** – Kelly Falcone, Professional Development Coordinator, provided a brief history of professional development at Palomar and talked about the legal changes that have influenced the District's move to a comprehensive development program that includes all employees, not just faculty. She shared that the Professional Learning Network is an excellent resource and has hundreds of offerings.

J. **APPROVAL OF CONSENT CALENDAR ITEMS**

**Action:** On a motion by Trustee Evilsizer, seconded by Trustee Hensch, the Board approved items 1-13.  
**Ayes:** Halcón Evilsizer, Deerfield, and Hensch  
**Noes:** None  
**Absent:** McNamara  
**Student Trustee:** Absent

1. **RATIFY NEW ADMINISTRATIVE POSITIONS**

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

- a. Position: Director, Human Resources  
Department: Human Resource Services  
Position #: 6730  
New?: Yes  
Remarks: Classified as a classified administrator.  
Salary Grade/Step: 67/1  
Salary: \$8,635.40/month  
% of Position: 100%  
# Months: 12  
Effective: February 28, 2018  
Account #(s): A-212600-611100-66600-0000000/100%
- b. Position: Manager, Student Accounts and Cashiering  
Department: Fiscal Services  
Position #: 6731  
New?: Yes  
Remarks: Classified as a classified administrator.  
Salary Grade/Step: 60/1  
Salary: \$7,264.62/month

% of Position: 100%  
# Months: 12  
Effective: February 28, 2018  
Account #(s): A-212600-551100-67200-0000000/100%

- c. Position: Manager, Professional Learning Network  
Department: Telecommunications - Grants  
Position #: 6734  
New?: Yes  
Remarks: Classified as a classified administrator. Position funded by categorical funds. Continuation of position is dependent upon continuation of funds.
- Salary Grade/Step: 60/1  
Salary: \$7,264.62/month  
% of Position: 100%  
# Months: 12  
Effective: February 28, 2018  
Account #(s): K-212600-318100-61320-1812093/100%

**2. RATIFY NEW CONFIDENTIAL AND SUPERVISORY TEAM POSITION**

The Governing Board ratified the recommendation of the Superintendent/President regarding the approval of the following new Confidential and Supervisory Team position:

- a. Position: Accreditation Coordinator  
Department: Institutional Research and Planning  
Position #: 6737  
New?: Yes  
Salary Grade/Step: 48/1  
Salary: \$5,404.17/month  
% of Position: 100%  
# Months: 12  
Effective: February 28, 2018  
Account #(s): A-212100-711700-60900-0000000/100%

**3. RATIFY NEW CLASSIFIED POSITIONS**

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

- a. Position: Lead Academic Records Analyst  
Department: Enrollment Services  
Position #: 6732  
New?: Yes  
Remarks: Position funded by categorical funds. Continuation of position is dependent upon continuation of funds.
- Salary Grade/Step: 27/1  
Salary: \$4,520.90/month  
% of Position: 100%  
# Months: 12  
Effective: February 28, 2018  
Account #(s): K-212200-441100-63200-1612120/100%
- b. Position: Job Developer  
Department: Occupational and Non-Credit Programs  
Position #: 6733  
New?: Yes



- |                    |   |
|--------------------|---|
| Remarks:           | Position funded by categorical funds. Continuation of position is dependent upon continuation of funds. |
| Salary Grade/Step: | 26/1  |
| Salary:            | \$4,414.09/month  |
| % of Position:     | 100%  |
| # Months:          | 12  |
| Effective:         | February 28, 2018   |
| Account #(s):      | K-212200-339800-60900-1812319/100%  |
- c. Position: Business Systems Analyst  
Department: Enrollment Services  
Position #: 6735  
New?: Yes  
Remarks: Position funded by categorical funds. Continuation of position is dependent upon continuation of funds.
- |                    |                                    |
|--------------------|------------------------------------|
| Salary Grade/Step: | 38/1                               |
| Salary:            | \$5,914.65/month                   |
| % of Position:     | 100%                               |
| # Months:          | 12                                 |
| Effective:         | February 28, 2018                  |
| Account #(s):      | K-212200-441100-63200-1612120/100% |
- d. Position: Business Systems Analyst  
Department: Financial Aid, Veterans, and Scholarship Services  
Position #: 6736  
New?: Yes  
Salary Grade/Step: 38/1  
Salary: \$5,914.65/month  
% of Position: 100%  
# Months: 12  
Effective: February 28, 2018  
Account #(s): A-212200-475100-64600-0000000/100%

#### **4. RATIFY CLASSIFIED EMPLOYMENT**

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

- a. Name: Eva Lauchmen  
Position: Admissions/Enrollment Coordinator  
Department: Enrollment Services  
Position #: 5469  
New?: No  
Remarks: Replacement for Christine Sifferman.  
Sal Grade/Stp: 27/1  
Salary: \$4,520.90/month  
% of Position: 100%  
# of Mos: 12  
Effective: March 1, 2018  
Account #(s): A-212200-422100-62100-0000000/100%
- b. Name: Jonathon Mafnas  
Position: Community Service Officer  
Department: Palomar College Police Department  
Position #: 6193  
New?: No

- Remarks: Replacement for Carlos Carrizosa. Categorically funded; continuation of position is dependent on continuation of funds.
- Sal Grade/Stp: 17/1
- Salary: \$3,542.14/month
- % of Position: 100%
- # of Mos: 12
- Effective: March 1, 2018
- Account #(s): K-212200-543100-69500-1812070/100%
- c. Name: Luis Alfaro Molina
- Position: Admissions/Financial Aid Specialist II
- Department: Enrollment Services
- Position #: 6669
- New?: Yes
- Remarks: Position was approved 10/10/17; transfer for Mr. Alfaro Molina.
- Sal Grade/Stp: 22/9
- Salary: \$5,102.23/month
- % of Position: 100%
- # of Mos: 12
- Effective: March 1, 2018
- Account #(s): A-212200-421100-62100-0000000/100%
- d. Name: Robert Sedillo
- Position: Infrastructure Systems Administrator
- Department: Network and Technical Services
- Position #: 5091
- New?: No
- Remarks: Replacement for Maria Elena Ibarra; promotion for Mr. Sedillo.
- Sal Grade/Stp: 40/5
- Salary: \$7,546.52/month
- % of Position: 100%
- # of Mos: 12
- Effective: March 1, 2018
- Account #(s): A-212200-561100-67800-0000000/100%
- e. Name: Martha Jimenez
- Position: Teaching and Learning Center Specialist
- Department: Languages and Literature
- Position #: 6663
- New?: Yes
- Remarks: Position was approved 06/13/17.
- Sal Grade/Stp: 23/1
- Salary: \$4,098.93/month
- % of Position: 100%
- # of Mos: 12
- Effective: March 5, 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.
- f. Name: Cristian Quiroz
- Position: Outreach Specialist
- Department: Enrollment Services
- Position #: 6644
- New?: Yes
- Remarks: Position was approved 11/7/16.
- Sal Grade/Stp: 21/2

Salary: \$4,098.93/month  
% of Position: 100%  
# of Mos: 12  
Effective: March 1, 2018  
Account #(s): A-212200-422100-62100-0000000/100%

**5. 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
007538788	02/09/2018	03/08/2018	100%
009479312	12/12/2017	02/27/2018	100%
004015187	01/15/2018	04/15/2018	100%
009480859	01/22/2018	01/29/2018	100%
006440584	02/21/2018	05/11/2018	100%
000088300	01/26/2018	02/11/2018	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
006233623	02/08/2018	02/23/2018

**6. INFORMATION – RETIREMENT(S)**

The Governing Board acknowledged the following retirement accepted on its behalf by the Superintendent/President in accordance with Administrative Procedure 7380 – Retiree Health Benefits:

Group II

- a. Carolyn Lowther, Professor, English as a Second Language Department, effective May 27, 2018. She has served Palomar College for 19 years from August 20, 1999 to May 26, 2018.

**7. RATIFY RESIGNATION(S)**

The Governing Board ratified the following resignation(s) accepted on its behalf by the Superintendent/President in accordance with Board Policy 7350 – Resignations:

- a. Sheri Wenzel, Manager, Accounting, Fiscal Services, effective March 3, 2018 (last day of employment will be March 16, 2018).

**8. INFORMATION: CLASSIFIED PROFESSIONAL GROWTH AWARD**

In accordance with the Professional Growth Program for Classified Employees, the following employee is granted a one-time lump sum stipend of \$2,000 effective March 30, 2018, with the understanding that employees who elect the one-time \$2,000 lump sum stipend must wait three (3) years before beginning another Professional Growth Program.

Employee Name: Ryan Williams  
Position: Supervisor, Enrollment Services  
Department: Camp Pendleton  
Course of Study: Master's Degree



**9. APPROVE REIMBURSEMENT OF CANDIDATES FOR INTERVIEW EXPENSES**

The Governing Board approved reimbursement of travel expenses for interviews for the following candidates:

- a. Name: Laura Stavoe  
For: Airfare, hotel and rental car  
To Attend: Second-level interview for Dean, Arts, Media & Business Administration  
Location: Eagle, ID to San Marcos, CA  
Date: December 18, 2017  
Amount: \$656.48  
Budget Account #: 575400-11-611200-67600-10-0611950/100%
- b. Name: Pearl Ly  
For: Airfare, hotel, rental car, gas and meals  
To Attend: Second-level interview for Dean, Social and Behavioral Sciences  
Location: San Francisco, CA to San Marcos, CA  
Date: December 19, 2017  
Amount: \$399.46  
Budget Account #: 575400-11-611200-67600-10-0611950/100%
- c. Name: Robert Friedman  
For: Airfare, hotel, rental car, gas and meals  
To Attend: Second-level interview for Dean, Social and Behavioral Sciences  
Location: Montclair, NJ to San Marcos, CA  
Date: December 19, 2017  
Amount: \$997.99  
Budget Account #: 575400-11-611200-67600-10-0611950/100%

**10. AWARD CONTRACT TO CONSERVE LANDCARE**

The Governing Board awarded a contract to Conserve LandCare, as the lowest, responsive and responsible bidder in the amount of \$1,441,600.00 for CM-17-18-01-NEC-01-F Palomar College North Education Center Landscaping Project, subject to receipt of all required bonds, for the construction of project.

**EXHIBIT J-10**

**11. ACCEPT AS COMPLETE AND FINAL, AUTHORIZE RELEASE OF RETENTION IN THIRTY-FIVE DAYS AND RECORD NOTICE OF COMPLETION**

The Governing Board accepted the following bids as complete and final; and authorizes the Superintendent/President to execute and file the Notice of Completion including execution of the verification as Secretary to the Governing Board. The original contract amounts, and all money due and owing to the contractors, with the exception of the five percent (5%) retention, shall be paid and following the expiration of thirty-five (35) calendar days from the date of this resolution as follows:

- a. Cook Coatings, Inc.; Bid #103-17 Buildings C & D Roofing Project. The original contract amount of \$819,800.00. Retention shall be paid to Cook Coatings, Inc., 41680 Enterprise Circle South, Suite C, Temecula, CA 92590.
- b. Pacific Commercial Construction, Inc.; Bid #103-18 Re-bid Timber Frame & Conex Box Relocation Project. The original contract amount of \$298,327.19. Retention shall be paid to Pacific Commercial Construction, Inc., 7668 El Camino Real #104-500, Carlsbad, CA 92009.

**12. APPROVE EXTENDED FIELD TRIPS**

The Governing Board approved the following extended optional field trip as detailed:

- a. Mount Calvary Monastery, Santa Barbara, March 7 through March 9, 2018 for students enrolled in World Religions classes #30120 and 30121; and Religion in America class #33514 and 31567.
- b. Hotel Pennsylvania, New York, March 1 through March 4, 2018 to attend the annual Intercollegiate Broadcasting System Conference for students enrolled in DBA 298 and CE100 internship courses.

**EXHIBIT J-12**

**13. AWARD CONTRACT TO KONICA MINOLTA BUSINESS SERVICES, BID # B18-03, DIGITAL COPIERS, ALL INCLUSIVE SERVICE AND SUPPLY, RELATED SOFTWARE, 5 YEAR TERM WITH PURCHASE AND LEASE OPTIONS.**

The Governing Board approved award of Bid #B18-03 Digital Copiers, All Inclusive Service and Supply, Related Software, 5 Year Term with Purchase and Lease Options, to execute a contract between the District and one of the three lowest responsive and responsible bidders, Konica Minolta Business Services within the limits of available funds.

**EXHIBIT J-13**

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

**L. NEW BUSINESS**

**1. RATIFY COLLECTIVE BARGAINING AGREEMENT BETWEEN THE DISTRICT AND THE PALOMAR FACULTY FEDERATION/AFT LOCAL 6161**

MSC Evilsizer/Hensch

The Governing Board ratified the Memorandum of Understanding and Tentative Agreements that comprise a one-year collective bargaining agreement between the District and the Palomar Faculty Federation/AFT Local 6161 for fiscal year 2017-18.

**EXHIBIT N-1**

The vote was unanimous (McNamara absent). Student Trustee absent.

**2. APPROVE CONSULTANT AGREEMENT WITH THE COLLABORATIVE BRAIN TRUST CONSULTING FIRM, AKA COLLABORATIVE BRAIN TRUST FOR UPDATING THE EDUCATIONAL AND FACILITIES MASTER PLAN**

MSC Evilsizer/Deerfield

The Governing Board authorized Palomar Community College District to contract with The Collaborative Brain Trust Consulting Firm, aka Collaborative Brain Trust of Sacramento, CA to provide services for the mid-cycle update of the Educational and Facilities Master Plan. Cost to provide these special services is proposed at \$79,200.00.

**EXHIBIT N-2**

The vote was unanimous (McNamara absent). Student Trustee absent.



**3. APPROVE CHANGE ORDERS**

MSC Evilsizer/Hensch

Trustee Evilsizer asked for clarification on item a. Vice President Ballesteros-Perez responded. There was no further discussion.

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

- a. CO #5 for \$654,620.06 for unforeseen conditions including removal of rock and modifications for structural upgrades, changes and additions for emergency back-up power at the South Education Center.
- b. Final CO #1 for a decrease of (\$875.22) for unutilized Allowance funds as stipulated in the contract. Bid 103-18 Timber Frame & Conex Box Relocation Project is complete.

**EXHIBIT N-3**

The vote was unanimous (McNamara absent). Student Trustee absent.

**M. BOARD WORKSHOP**

Michelle Barton, Sr. Director Institutional Research, Planning and Grants

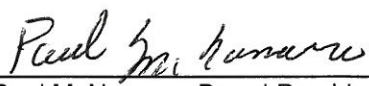
**Mid-Year Check-in Report**

Sr. Director Barton reviewed the Mid-Year report with the Board providing an overview of the tasks associated with each Board Goal. She shared that related to Board Goal #1, Task #3: "Ensure the college opens the South and North Education Centers by Summer 2018." (Standards III.B.1-4) The District' Substantive Change Report for the South Education Center was reviewed and approved by the Accrediting Commission for Community and Junior Colleges (ACCJC) on February 14, 2018. The Board had no additional comments related to Goal #1. Sr. Director Barton continued with the review of Goal #2 tasks. Trustee Halcón talked about the importance of improving the diversity in the part-time faculty pool in order to improve the full-time faculty diversity. Vice President Norman shared that Human Resources is attending numerous recruitment events to increase diverse applicants and offering various employee-training events to highlight the importance of diversity. Trustee Evilsizer asked about the reference to Big Picture Schools in Goal #3 Task #3. Superintendent/President Blake responded that the District was approached by the CEO of Big Picture Schools to collaborate with Palomar via Del Lago Academy, recipient of a Big Picture Schools grant. Sr. Director Barton continued with a review of Goals #4, #5 and #6. Trustee Halcón requested that Goal #4 list California Association of Latino Community College Trustees (CALCCT) where he and Trustee Evilsizer are active members. There were no further comments, changes or additions to the Mid-Year report.

**N. RECESS TO CLOSED SESSION** No additional session was necessary.

**O. RECONVENE TO OPEN SESSION** No additional session was necessary.

**P. ADJOURNMENT** The meeting adjourned at 6:46 p.m.

  
Paul McNamara, Board President

  
Mark Evilsizer, Secretary