



**APPROVED 6/12/2018**  
**GOVERNING BOARD MINUTES**  
**SPECIAL MEETING, TUESDAY, MAY 22, 2018**  
**PALOMAR COMMUNITY COLLEGE DISTRICT**  
**1140 WEST MISSION ROAD, ROOM SSC-1**  
**SAN MARCOS, CALIFORNIA**

**A. CALL MEETING TO ORDER**

**B.**

Board President McNamara called the meeting to order at 4:01 p.m.

**C. ROLL CALL:**

**PRESENT**

PAUL P. MCNAMARA, PRESIDENT  
JOHN HALCÓN, VICE PRESIDENT  
MARK R. EVILSIZER, SECRETARY  
NINA DEERFIELD, TRUSTEE

**ABSENT**

NANCY ANN HENSCH, TRUSTEE  
CHRIS HOPP, STUDENT TRUSTEE

**D. PUBLIC COMMENTS There were none**

1. **RECESS TO CLOSED SESSION** The Board recessed to closed session at 4:01 p.m. to discuss:  
Public Employee Discipline/Dismissal/Release Pursuant to Government Code Section 54957,  
et seq. (1 cases)

**E. RECONVENE TO OPEN SESSION AND REPORTING OF ACTION(S) TAKEN IN CLOSED SESSION:** The Board reconvened at 4:56 p.m., all present (except Hensch and Hopp.) Board President McNamara reported that there were no reportable actions taken during closed session.

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

**G. WORKSHOP: BOARD DOCS (EMERALD DATA SYSTEMS) TRAINING**

Debra Doerfler, Sr. Executive Assistant introduced Martha Crook, Implementation Specialist, Emerald Data Systems, on the new BoardDocs agenda management system. Ms. Crook introduced herself and led the Board through a step-by-step process navigating through BoardDocs on the new District-supplied tablets. The BoardDocs training workshop concluded at 5:33 p.m.

**H. PUBLIC COMMENTS There were none.**

**I. APPROVAL OF CONSENT CALENDAR ITEMS**

**Action:** On a motion by Trustee Halcón, seconded by Trustee Evilsizer, the Board approved items 1-6.  
**Ayes:** McNamara, Halcón, Evilsizer, and Deerfield  
**Noes:** None  
**Absent:** Hensch  
**Student Trustee:** Absent

**1. RATIFY CLASSIFIED EMPLOYMENT**

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

- a. **Name:** Mark Lynch  
**Position:** Police Officer  
**Department:** Palomar College Police Department  
**District Location:** South Education Center  
**Position #:** 6703  
**New?:** Yes  
**Remarks:** Position was approved 11/14/17. Categorically funded; continuation of position is dependent on continuation of funds.  
**Sal Grade/Stp:** 32/1  
**Salary:** \$5,109.22/month  
**% of Position:** 100%  
**# of Mos:** 12  
**Effective:** June 1, 2018  
**Account #(s):** X-212200-543100-69500-1812070/100%
- b. **Name:** Arianna Valdez  
**Position:** Admissions/Financial Aid Specialist II  
**Department:** Enrollment Services  
**District Location:** South Education Center  
**Position #:** 6678  
**New?:** Yes  
**Remarks:** Position was approved 11/14/17.  
**Sal Grade/Stp:** 22/3  
**Salary:** \$4,414.09/month  
**% of Position:** 100%  
**# of Mos:** 12  
**Effective:** June 1, 2018  
**Account #(s):** W-212200-475100-64600-0000000/50%;  
W-212200-421100-62100-0000000/50%
- c. **Name:** Sterling Briggs  
**Position:** Admissions/Financial Aid Specialist II  
**Department:** Enrollment Services  
**District Location:** North Education Center  
**Position #:** 6680  
**New?:** Yes  
**Remarks:** Position was approved 11/14/17.  
**Sal Grade/Stp:** 22/2  
**Salary:** \$4,200.48/month  
**% of Position:** 100%  
**# of Mos:** 12

- Effective: June 1, 2018  
Account #(s): N-212200-475100-64600-0000000/50%;  
N-212200-421100-62100-0000000/50%
- d. Name: Brittany Woolsey  
Position: Police Compliance Coordinator  
Department: Palomar College Police Department  
District Location: Main campus  
Position #: 5716  
New?: No  
Remarks: Replacement for Karen Boguta-Reeve. Categorically funded;  
continuation of position is dependent on continuation of funds.  
Sal Grade/Stp: 29/1  
Salary: \$4,748.52/month  
% of Position: 100%  
# of Mos: 12  
Effective: June 1, 2018  
Account #(s): K-212200-543100-69500-1812070/100%
- e. Name: Sean Heath  
Position: Facilities Maintenance Technician  
Department: Facilities  
District Location: South Education Center  
Position #: 6694  
New?: Yes  
Remarks: Position was approved 11/14/17; transfer for Mr. Heath.  
Sal Grade/Stp: 18/7  
Salary: \$4,554.17/month  
% of Position: 100%  
# of Mos: 12  
Effective: June 1, 2018  
Account #(s): W-212200-542100-65100-0000000/100%
- f. Name: Ryan Davis  
Position: Audio Visual Technician  
Department: Information Services  
District Location: Main campus  
Position #: 6684  
New?: Yes  
Remarks: Position was approved 11/14/17.  
Sal Grade/Stp: 32/1  
Salary: \$5,109.22/month  
% of Position: 100%  
# of Mos: 12  
Effective: June 1, 2018  
Account #(s): A-212200-561100-67800-0000000/100%
- g. Name: Jason Schmeiser  
Position: Senior Grounds Maintenance Technician  
Department: Grounds Services  
District Location: South Education Center  
Position #: 6705  
New?: Yes  
Remarks: Position was approved 11/14/17.  
Sal Grade/Stp: 18/1  
Salary: \$3,629.69/month

% of Position: 100%  
# of Mos: 12  
Effective: June 1, 2018  
Account #(s): W-212200-542300-65500-0000000/100%

h. Name: Nicolas Quintana  
Position: Tutoring Center Coordinator  
Department: Tutoring Services  
District Location: South Education Center  
Position #: 6714  
New?: Yes  
Remarks: Position was approved 11/14/17.  
Sal Grade/Stp: 23/1  
Salary: \$4,098.93/month  
% of Position: 100%  
# of Mos: 12  
Effective: June 1, 2018  
Account #(s): W-212200-477100-61110-0000000/100%

i. Name: Angelica Orlova  
Position: Instructional Support Assistant IV  
Department: Chemistry  
District Location: South Education Center  
Position #: 6698  
New?: Yes  
Remarks: Position was approved 11/14/17.  
Sal Grade/Stp: 27/1  
Salary: \$4,520.90/month  
% of Position: 100%  
# of Mos: 12  
Effective: June 4, 2018  
Account #(s): W-212200-342200-19050-0000000/100%

j. Name: Stephanie Roman  
Position: Custodian I  
Department: Custodial Services  
District Location: South Education Center  
Position #: 6685  
New?: Yes  
Remarks: Position was approved 11/14/17; transfer for Ms. Roman.  
Sal Grade/Stp: 9/1  
Salary: \$2,913.57/month  
% of Position: 100%  
# of Mos: 12  
Effective: June 1, 2018  
Account #(s): W-212200-542200-65300-0000000/100%  
Normal Work Schedule: Monday - Friday, 9:30 p.m. - 6:00 a.m. A 3% shift differential will be paid for hours worked between 6:00 p.m. and 10:00 p.m., and a 6% shift differential will be paid for hours worked between 10:00 p.m. and 6:00 a.m.

k. Name: Eddie Tirado  
Position: Custodian I  
Department: Custodial Services  
District Location: North Education Center  
Position #: 6688

New?: Yes  
Remarks: Position was approved 11/14/17.  
Sal Grade/Stp: 9/1  
Salary: \$2,913.57/month  
% of Position: 100%  
# of Mos: 12  
Effective: June 1, 2018  
Account #(s): N-212200-542200-65300-0000000/100%

I. Name: Diego Lecca  
Position: Tutoring Center Coordinator  
Department: Tutoring Services  
District Location: North Education Center  
Position #: 6715  
New?: Yes  
Remarks: Position was approved 11/14/17.  
Sal Grade/Stp: 23/1  
Salary: \$4,098.93/month  
% of Position: 100%  
# of Mos: 12  
Effective: June 1, 2018  
Account #(s): N-212200-477100-61110-0000000/100%

## **2. RATIFY NEW CLASSIFIED POSITION**

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

a. Position: Outreach Specialist  
Department: Mathematics and the Natural and Health Sciences  
District Location: Main Campus  
Position #: 6739  
New?: Yes  
Remarks: Categorically funded; continuation of position is dependent on continuation of funds.  
Sal Grade/Step: 21/1  
Salary: \$3,904.59/month  
% of Position: 100%  
# Months: 12  
Effective: May 23, 2018  
Account #(s): K-212200-341100-60910-1612940/100%

## **3. RATIFY CHANGE TO CLASSIFIED POSITION**

The Governing Board ratified the recommendation of the Superintendent/President regarding the change to the following classified position:

a. Position: Tutoring Center Coordinator  
Department: Languages & Literature  
District location: Main Campus  
Name: Melissa Griggs  
Position #: 6571  
New?: No  
Remarks: Increase FTE from 45% to 100%. Categorically funded; continuation of position is dependent on continuation of funds.  
Sal Grade/Stp: 23/2

Salary: \$4,305.52/month  
% of Position: 100%  
# of Mos: 11  
Effective: June 1, 2018  
Account #(s): K-212200-311100-61100-1612304/100%

**4. APPROVE EQUAL EMPLOYMENT OPPORTUNITY FUND MULTIPLE METHOD ALLOCATION MODEL CERTIFICATION FORM, FY 2017-18**

The Governing Board approved the Equal Employment Opportunity Fund Multiple Method Allocation Model Certification Form pursuant to Title 5 § 53030. This form is sent to the California Community Colleges Chancellor's Office to report the various activities that the District is implementing to promote equal employment opportunity for each of the nine Multiple Methods.

**EXHIBIT F-4**

**5. ESTABLISH ELECTION REGULATIONS FOR THE STATEWIDE GENERAL ELECTION ON NOVEMBER 6, 2018**

The Governing Board established the following election regulations for the November 6, 2018 statewide general election as required by the Office of the Registrar of Voters:

- Tie votes shall be determined by lot (Education Code Section 5016)
- Candidates to pay all charges for Candidate's Statement (Elections Code Section 13307)
- Candidate Statements are to be a maximum of 200 words (Elections Code Section 13307)
- Selected the UT San Diego as the newspaper of general circulation in which the notice of election should be published.

**EXHIBIT F-5**

**6. SET TERM, COMPENSATION AND VOTING PRIVILEGES OF OFFICE FOR STUDENT TRUSTEE**

The Governing Board sets the term for the non-voting Student Trustee for 2018-2019, for a one-year term commencing June 1, 2018; sets the compensation at \$420.00 per month; and affords the Student Trustee the privilege to cast an advisory vote, although the vote shall not be included in determining the vote required to carry any measure before the Board.

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

**K. BOARD WORKSHOP**

Sr. Director Barton proposed the Board review and discuss the results of the Board's Self-Evaluation prior to the Institutional Effectiveness and Student Success Scorecard Review. There being no objection Board President McNamara lead the review. He reported that there were some personnel related comments submitted and as such, they are restricted to discussion in Closed Session; he noted they would not discuss those items in Open Session. McNamara reported that where there was consensus in the self-evaluation results there need be no discussion, however on items where there was not consensus he encouraged discussion. Trustees discussed the importance of remaining informed about the District's educational programs and services and the importance of remaining a policy-level board and, they reviewed the evaluation comments made regarding policy vs. operations. Trustees discussed conflicts of interest, perception of such conflicts as well as the matter of equivalency. Faculty Senate President, Travis Ritt and Vice President Norman commented on the equivalency topic. Trustees talked about the new trustee on-boarding process and offered ideas on ways to improve the process. The Board reviewed their goals and associated tasks and, talked about the need to increase the diversity of the college's faculty. In closing, Board President

McNamara reviewed the comments made regarding accomplishments, strengths of the Board and areas of opportunity and items to address in the upcoming year.

Michelle Barton, Sr. Director Institutional Research, Planning and Grants facilitated the Annual Institutional Effectiveness Review & Student Success Scorecard Review. She discussed the importance of reviewing the Scorecard with the Board to meet legislative requirements.

At 6:21 p.m., Board President McNamara left the dais, he returned at 6:37 p.m.

Director Barton reviewed the Institutional Effectiveness Executive Summary. The Board discussed student demographics, the San Diego County labor market, student access and enrollment. Director Barton reviewed the transfer volume trends from 2012/13 to 2016/17. The workshop continued with a review of the 2018 Student Success Scorecard data. Discussion took place on the increases in completion rates and their importance. Board members asked clarifying questions and Director Barton responded. The Chancellor's Vision for Success goals were reviewed and discussed. Board members asked for additional information on the targets that were established in the goals; Director Barton reported that the District will continue to keep the Board informed as more information becomes available on those state level goals. Director Barton shared that the number of reporting metrics is being reduced and consolidated where appropriate. In closing, she discussed some of the many opportunities and challenges moving forward including SEM and Guided Pathways plans, the new education centers in Fallbrook and Rancho Bernardo, the Promise Program and FYE requirements and, Multiple Measures and Placement.

L. **ADJOURNMENT**

The meeting adjourned at 6:50 p.m.



Paul McNamara, Board President



Mark Evilsizer, Secretary