

A. Opening Items

1. Call meeting to Order

Board Vice President Halcón called the meeting to order at 4:00 p.m. in SSC-1.

2. Administration of Oath of Office to re-elected and newly elected trustees

Board Vice President John Halcón administered the Oath of Office to re-elected Trustee, Mark Evilsizer and Trustee Elect, Norma Miyamoto.

3. Roll Call

PRESENT

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

ABSENT

AMBER BANCROFT, STUDENT TRUSTEE

4. Public Comment in accordance with Board Policy 2350

a. Susan Snow commented on AB705.

B. Recess to Closed Session The Board recessed to closed session in room A-1 at 4:09 p.m.

C. Reconvene to Open Session The Board reconvened to open session in SSC-1 at 5:07 p.m. All trustees present.

1. Actions Taken in Closed Session:

Board Vice President Halcón reported that no reportable actions were taken in Closed Session and that the Board would be reconvening to closed session after the conclusion of the Open Session to consider the remaining items on the Closed Session agenda.

2. Reaffirmation of Oath of Office

Ceremonial Oaths of Office were administered to re-elected incumbent Trustee Mark Evilsizer and newly elected Trustee Norma Miyamoto.

3. Pledge of Allegiance

Following the Pledge of Allegiance the meeting continued.

4. Public Comment in accordance with Board Policy 2350

- a. Leslie Blankenship-Williams, a faculty member, comment on the Superintendent/ President contract and the campus climate. She asked the Board to hire a third party vendor to conduct a campus climate survey.
- b. Dennis Astl, Manager, Construction & Facilities Planning, reported that the Maintenance & Operations building project received another award.
- c. Tracy Johnston, a faculty member and district compliance officer, commented on hiring practices and expressed concerns that procedures are not being followed during the hiring process.

5. Adoption of Agenda: Call for Removal of items - or changes to - the agenda.

The Board voted to remove item J.3.a. Grants Manger from the agenda. Motion Evilsizer, second Deerfield. The vote was unanimous.

By unanimous consent the Board agreed to amend item S.2 Executive Administrator employment and contract by increasing the step placement from a level 21 to a level 22.

6. Annual Organizational Meeting: Election of Officers and Adoption of 2019 Board Calendar

1. ELECTION OF GOVERNING BOARD PRESIDENT

Board Vice President Halcón called for nominations for the Board President position and he nominated trustee Mark Evilsizer. There were no other nominations. Motion to approve by Evilsizer, seconded by Hensch. The vote was unanimous, there was no discussion.

2. ELECTION OF GOVERNING BOARD VICE PRESIDENT

Board President Evilsizer called for nominations for the Board Vice President position. Trustee Hensch nominated trustee John Halcón. There were no other nominations. Motion to approve by Hensch, seconded by Evilsizer. The vote was unanimous, there was no discussion.

3. ELECTION OF GOVERNING BOARD SECRETARY

Board President Evilsizer called for nominations for the Board Secretary position. Trustee Halcón nominated trustee Nancy Ann Hensch. There were no other nominations. Motion to approve by Halcón, seconded by Evilsizer. The vote was unanimous, there was no discussion.

4. APPOINTMENT OF SECRETARY TO THE BOARD

Board President Evilsizer called for a motion to appoint Superintendent/President Joi Blake to the position of Secretary to the Board. Motion to approve by trustee Miyamoto, seconded by Halcón. The vote was unanimous.

5. ESTABLISH DATE, TIME, AND PLACE OF REGULAR MEETINGS

Board President Evilsizer called for a motion to declare the Regular meetings of the Palomar CCD Governing Board be held on the 2nd Tuesday of each month. Motion to approve by trustee Deerfield, seconded by Hensch. The Regular meetings will start at 4:00 p.m. (with closed session) and open sessions commencing no sooner than 5:00 p.m on the 2nd Tuesday of each month. Trustee Miyamoto asked for clarification on the day choice; following discussion, the vote was taken.

The vote was unanimous.

By unanimous consent, the Board agreed to hold its workshops on the 4th Tuesday of the month.

D. Approval of Minutes for the Regular and Special Meeting(s) of the previous month

The Board approved the Governing Board meeting minutes of the November 13, 2018 Regular meeting as written.

Motion by Hensch, second by Halcón.

Vote: Aye: Hensch, Evilsizer, Halcón, and Deerfield. Abstention: Miyamoto.

Final Resolution: Approved

E. Presentations/Public Hearings

1. Facilities Framework Update

Sr. Director Institutional Research and Planning, Michelle Barton, provide an overview of the long-range Educational Master Plan and discussed the reasons for the current update. She shared that internal and external data was used in the update. She talked about the many listening sessions and focus groups that were held to gather additional information for the update. Dennis Astl, Manager, Construction & Facilities Planning explained that the Facilities Framework Update ("FFU") provides a broad framework for planning and that the details will be fleshed out over the next year. He talked about projects that have been completed and what projects are coming up in the process. He noted that upcoming legislation will impact the District and its upcoming projects; the legislation is being monitored. He shared that over the next year the District will be estimating bond funding needed to complete the desired upgrades and additional projects.

Trustees asked for clarification on community involvement, signage and way-finding, student housing and other components of the Facilities Framework Update. Staff responded to all questions. In the interest of time, Construction Manager Astl offered to provide responses to specific questions related to the FFU via email.

Superintendent/President Blake talked about the discussions that have taken place related to public-private partnerships. She shared that the District would seek legal input on the topic of land leases of District owned property.

2. Good Neighbor Outreach program

Vice President Fiscal and Administrative Services, Ron Ballesteros-Perez introduced Dennis Astl, Manager, Construction and Facilities Planning and, Palomar College Police Chief, Christopher Moore. The status of the Good Neighbor Outreach program was discussed. The trustees were provided a spreadsheet detailing each aspect of the program including currently available parking, EV parking, free student parking permits, carpool/vanpool spaces, signal modifications, and signage. Chief Moore detailed the efforts underway to increase communications with students about parking availability and he discussed monitoring efforts. Chief Moore responded to questions regarding campus security at the Rancho Bernardo site. Trustees shared concerns they have received from Rancho Bernardo community members regarding students parking in the neighborhood. President Blake reported that the District would be holding a community forum at the Rancho Bernardo site in January to discuss and receive feedback from the community on parking matters. Trustees asked if they could attend, President Blake responded.

F. **Reports**

Governing Board President, Mark Evilsizer, reported on his attendance at the CCLC conference in Rancho Mirage and shared that he and Dr. Halcón presented a workshop on Improving the educational pipeline of Latino males through community partnerships. He discussed the Campaign for College Opportunity session on increasing Latino students' college completion rates and the importance for California's economy. He shared that a presentation by Dr. Francisco Rodriguez and Cheryl Broom on a data-driven marketing and retention strategy was insightful. Board President Evilsizer also commented on the Giving Tuesday event, the importance of implicit bias training for hiring committee members, the INEA graduation, the District's Community Showcase event and the SDICCCA meeting. He also talked about the President's holiday luncheon, welcomed trustee Norma Miyamoto to the Board, congratulated former trustee Paul McNamara on his mayoral win at the City of Escondido, and thanked all the candidates that ran for a seat on the Palomar Community College District Governing Board. In closing, Board President Evilsizer talked briefly about moving from an at-large voting method to a by-district method.

Trustee Halcón welcomed trustee Miyamoto to the Board and congratulated trustee Evilsizer on his re-election. Trustee Halcón reported on his attendance at the INEA Graduation and the CCLC conference. He shared that there is a statewide problem fulfilling the need to hire diverse faculty members. He requested a report showing all data for the last five years by department on faculty diversity. He shared that a report by the Campaign for College Opportunity on Palomar College notes that 16% of the tenured faculty is Latino, 14% of the non-tenured faculty is Latino, 4% of the Academic Senate is Latino and senior leadership approximately 40% diverse.

Trustee Deerfield asked for clarification on the matter of her attorney fees, Attorney Regina Petty, seated in the audience, responded that fees up to \$10,000 incurred would be reimbursed through June 30, 2019. Trustee Deerfield asked about the possibility of the District's website being updated so that members of the public could contact the trustees individually, or wholly as a Board, via the website. President Blake supported the idea. Trustee Halcón expressed some concerns. Following discussion it was agreed to use only District email addresses for community access. Trustee Deerfield expressed concerns that there is a wall of separation between the faculty/deans/Board and sited an example where an individual wanted to invite trustees to a holiday event. President Blake responded that the protocol is to route all correspondence/invitations through the Governing Board office to streamline communications and be better able to track trustees' involvement at District events. She shared that in the past some trustees have missed events because the Governing Board office was unaware of them.

Trustee Hensch welcomed trustee Miyamoto to the Board; talked about the Nurse's Pinning event, the Police Academy graduation, the INEA graduation and the North County Food Bank gala

Trustee Miyamoto thanked her supporters for electing her to the Board. She shared that she is available and accessible to input from community members. She reported on the *Noche Havana* World Dance festival; talked about attending a memorial services for a former Palomar employee; reported attending the Giving Tuesday event; and briefly commented on a variety of other holiday events. In closing, she talked about the San Marcos campus landscaping and the production of the class schedule by the PAO and Creative Services, noting that both are stellar representatives of Palomar's excellence.

Superintendent/President Blake welcomed trustee Miyamoto to the Board and congratulated trustee Evilsizer on his re-election. She thanked the Foundation Office for putting on an excellent Community Showcase event; shared that enrollment is up 3.4%; talked about the business and industry partnerships; and, mentioned that Fallbrook is performing very well. She thanked the campus community and the Board in supporting her vision. In closing, she thanked Aiden Ely for his service as Acting Vice President for Student Services and noted that the full-time hire of Dr. Star Rivera-Lacey is on the agenda for the Board's approval.

Vice President for Instructional Services, Jack Kahn, congratulated trustees Evilsizer and Miyamoto and briefly updated the Board on faculty hiring and graduation events.

Acting Vice President for Student Service, Aiden Ely, talked about professional development for classified employees and shared that he held a Guided Pathways training session with student services employees to prepare them for handling questions in the upcoming semester.

Vice President for Fiscal and Administrative Services, Ron Perez, congratulated trustees Evilsizer and Miyamoto and he reported that the external auditors would be on campus next month.

Vice President for Human Resource Services, Lisa Norman, congratulated trustees Evilsizer and Miyamoto.

- G. Approval of Consent Calendar items:** Approval of Consent Calendar Items H-L except H.1., H.2., J.2., J.3., K.1., K.5., and L.1. which were pulled from the Consent Calendar.

Motion by Hensch, second by Halcón.

Vote: Aye: Hensch, Evilsizer, Halcón, Deerfield, and Miyamoto. Student Trustee Bancroft: absent.

Final Resolution: Approved

H. Instruction (Consent)

1. This item removed from the Consent Calendar.
2. This item removed from the Consent Calendar.
3. Approve Curriculum Action items for inclusion in the Palomar College Curriculum Inventory effective Fall 2018 and Fall 2019

I. Student Services (Consent) – None this month.

J. Human Resource Services (Consent)

1. Ratify three (3) Memoranda of Understanding and four (4) Tentative Agreements (TAs) between the District and the Palomar Faculty Federation/AFT Local 6161
2. This item removed from the Consent Calendar.
3. This item removed from the Consent Calendar.

K. Fiscal and Administrative Services (Consent)

1. This item removed from the Consent Calendar.
2. Approve Renewal of Lease Agreement for the Transmitter of KKSM AM Radio Station located at 2952 Oceanside Blvd., Oceanside, CA for the term of January 1, 2019 through December 31, 2020 at the rate of \$450.00 per month.
3. California Community Colleges Quarterly Financial Status Report, CCFS-311Q
4. Quarterly Report of the Fiscal Services Director
5. This item removed from the Consent Calendar.

L. Superintendent/President (Consent)

1. This item removed from the Consent Calendar.

M. Action on Items Removed from Consent

H.1. Fashion Study Tour for Palomar College FASH 155-World of Fashion Field Studies Class, New York, NY, June 10-15, 2019

H.2. Fashion Trade Show, Students (FASH 155) to develop resources in fashion supply chain & business opportunities, Feb. 12-14, 2019, Las Vegas

Trustee Miyamoto asked for clarification on the funding for items H.1. and H.2. Vice President for Instruction Kahn agreed to supply that information after the meeting.

J.2. Ratify Changes to hourly rates of pay for short-term and student employees to comply with the California minimum wage increase.

Trustee Miyamoto asked for clarification on the term "ratify," Board President Evilsizer and Vice President for Human Resource Services Norman responded.

J.3. Ratify Personnel Action Report which may include hiring/rehiring (all employee groups except Executive Administrators) leaves, retirements/separations, etc. as detailed in the exhibit(s).

Trustee Miyamoto asked for clarification on faculty start dates and whether faculty are working prior to the Board ratifying. Vice President for Human Resource Services Norman responded.

K.1. Review and approve purchases made by Purchase Order 11/01/18 - 11/29/18 and purchases made by CAL-Card 10/23/18 - 11/22/18 totaling \$1,721,941.47 as listed on the exhibits.

Trustee Miyamoto asked for clarification of a vehicle purchase, staff responded and agreed to research the matter further. Trustee Miyamoto also asked about the Alpha Graphics line item and expressed concern that print services were being outsourced.

K.5. Approve appointment to the Independent Citizens' Oversight Committee (ICOC).

Trustee Miyamoto asked what process is used when appointing members to the ICOC. Vice President for Fiscal and Administrative Services Ballesteros-Perez responded.

L.1. Approve travel for trustees to attend the CCLC New Trustees and Board Chair workshops and Legislative conference in January 2019 and discuss budget.

Board President Evilsizer requested that the dollar amount listed incorrectly for John Halcón's travel as Estimated Amount: \$ 1,8959.29 be corrected to \$1,859.28.

Following discussions a motion was made by trustee Halcón, seconded by trustee Miyamoto to approve items H.1., H.2., J.2., J.3., K.1., K.5., and (L.1. – as amended.)

Vote: Aye: Hensch, Evilsizer, Halcón, Deerfield, and Miyamoto. Student Trustee Bancroft: absent.

Final Resolution: Approved

N. Reports from College Groups

1. Report of the Faculty Senate

Travis Ritt, President of the Faculty Senate, thanked the Board for their approval of the new full and part-time faculty members. He talked about the difficulty in changing the diversity of faculty when there are few retirements. In closing, he commented on the diversity of the Faculty Senate as presented by the Campaign for College Opportunity and noted that Faculty Senate members are volunteers; he encouraged greater participation across all under-represented groups. Trustee Halcón commented and expressed his concerns again regarding faculty diversity.

2. Reports of the Palomar Faculty Federation

Barbara Baer, Co-President of the PFF, congratulated Norma Miyamoto for winning the Board Trustee election. She talked about PFF's San Diego Labor Council food drive; talked about the Ombuds program; and shared that preparations are underway for the Spring Plenary.

3. Report of the Administrative Association

Jim Odom, filling in for AA President Connie Sterling, congratulated Norma Miyamoto on her election to the Board and Mark Evilsizer on his re-election.

4. Report of the Confidential and Supervisory Team

No report.

5. Report of the Council of Classified Employees

Anel Gonzalez, President of the CCE, thanked trustee Miyamoto for acknowledging the importance of Classified Staff. Anel reported that CCE attended the Showcase event and talked about the Caring Campus initiative of the Chancellor's Office. In closing, she reported that the last CCE meeting of the year would be held next week.

6. Report of the Associated Student Government

Absent.

O. Informational Items - No Action Required

1. First Reading: Educational Master Plan and Facilities Master Plan. Board President Evilsizer asked for clarification on the square footage data of the Escondido Center. Dennis Astl and Michelle Barton responded.
2. Review of newly approved Administrative Procedures as shown in the exhibit. There were no comments.
3. Discuss setting 2019 Governing Board retreats and special meetings - including dates, times, locations, and topics. Trustees asked for clarification on which workshops were required. President Blake responded that there are a number of items that require the Board's review and interaction including but not limited to: Integrated Planning, goals, and the Board's self-evaluation. Board President Evilsizer asked that a recommended calendar be prepared and presented to the Board for approval. There was discussion on whether to hold several workshops or to try and consolidate some topics and hold a retreat. President Blake reported that a poll would be distributed to the trustees to try to find a suitable date for a retreat.

P. New Business

Q. Instruction (New Business)

1. Approve the College and Career Access Pathways (CCAP) Agreement with Escondido Union High School District for the term of January 25, 2019 through June 30, 2021.

Motion by Nancy A Hensch, second by John J Halcón.

Final Resolution: Approved

Aye: Nancy A Hensch, Mark Evilsizer, John J Halcón, Nina Deerfield and Norma Miyamoto
Student Trustee: absent

R. Student Services (New Business) - none this meeting.

S. Human Resource Services (New Business)

1. Second Hearing to Confirm Contract Addendum to Palomar Community College District Third Amended Employment Agreement Superintendent/President Approved at Governing Board Meeting on November 13, 2018.

Motion by Nancy A Hensch, second by John J Halcón.

Final Resolution: Approved

Aye: Nancy A Hensch, Mark Evilsizer, John J Halcón, and Norma Miyamoto

Noes: Nina Deerfield

Student Trustee: absent

2. Review and approve employment and contract as amended (change from salary step 21 to step 22) for Executive Administrator, Star Rivera-Lacey as Assistant Superintendent/Vice President, Student Services

Motion by Nancy A Hensch, second by John J Halcón.

Trustee Deerfield asked about the recruitment process and any relationships that Ms. Rivera-Lacey has with Palomar employees. Vice President Norman responded to the recruitment process question. Trustee Miyamoto expressed concern about the high step placement and commented that in the recent past executive administrators were typically started at a step 7 or 8 and noted the inequity of salary with other vice presidents. President Blake reported that there will be a classification study done for vice presidents after the current classification study for administrative and CAST employees is done.

Final Resolution: Approved

Aye: Nancy A Hensch, Mark Evilsizer, John J Halcón, Nina Deerfield and Norma Miyamoto

Student Trustee: absent

T. Fiscal and Administrative Services (New Business)

1. Approve Notice of Completion for acceptance of public water and sewer improvements with Rainbow Municipal Water District easement at the Fallbrook Education Center.

Motion by Nina Deerfield, second by Nancy A Hensch.

Final Resolution: Approved

Aye: Nancy A Hensch, Mark Evilsizer, John J Halcón, Nina Deerfield and Norma Miyamoto

Student Trustee: absent

2. Accept as complete and final Bid Packages for Bid CM-14-15-01-LRC-XX Learning Resource Center (LRC) project, authorize release of retention in 35 days and record the Notice of Completions.

Motion by John J Halcón, second by Nancy A Hensch.

Final Resolution: Approved

Aye: Nancy A Hensch, Mark Evilsizer, John J Halcón, Nina Deerfield and Norma Miyamoto

Student Trustee: absent

- Award Contract to Conan Construction, Inc., as the lowest, responsive and responsible bidder in the amount of \$797,000.00 for Bid 101-19 President's Office Remodel project.

Motion by Norma Miyamoto to table this item, there was no second.
Discussion ensued; Trustee Halcón asked that a call for the awarding of the contract be voted on. Trustee Evilsizer asked staff for clarification on the timeline of this project. Dennis Astl responded. Trustee Hensch reported that she supports approval.

Final Resolution: Approved
Aye: Nancy A Hensch, Mark Evilsizer and John J Halcón
Noes: Nina Deerfield and Norma Miyamoto
Student Trustee: absent

U. Superintendent/President (New Business)

- Call for a Special Meeting of the Governing Board. No action was taken on this item.
- Second Reading: Review and approve Palomar Community College District Board Policies as shown in the exhibit.

Motion by Nancy A Hensch, second by John J Halcón.

Trustee Halcón expressed concerns that he was not at the Policies and Procedures meeting where this slate of policies was approved. Discussion ensued, there were no changes made.

Final Resolution: Approved
Aye: Nancy A Hensch, Mark Evilsizer, Nina Deerfield and Norma Miyamoto
Abstention: John J Halcón
Student Trustee: absent

V. Board Requests for Reports

- Trustee Halcón requested a report on the growth of faculty diversity over the last five years by department
- Trustee Miyamoto requested that the District provide a report comparing all legal expenses in 2017 and 2018 and requested that it be broken down in to the categories of: Investigations, employee discipline, lawsuits, board related items, negotiations, and other topics.
- Trustee Deerfield asked about the trustee photos in the Boardroom. Debra Doerfler responded.

W. Continuation of Closed Session

The Board recessed back to closed session at 7:38 p.m. in A-1.
The Board reconvened to open session at 9:06 p.m. outside of A-1. Board President Evilsizer reported that the Board took action to approve the final settlement agreement with release of all claims between the District and employee #009477115. The agreement provides that the employee will resign from the District effective December 31, 2018.

- X. Adjournment** The meeting adjourned at 9:06 p.m.



Mark Evilsizer, Board President



Nancy Ann Hensch, Board Secretary