



APPROVED 6/11/19
GOVERNING BOARD MINUTES
MEETING OF THE GOVERNING BOARD
TUESDAY, FEBRUARY 12, 2019
PALOMAR COMMUNITY COLLEGE DISTRICT
ROOM SSC-1, SAN MARCOS CAMPUS
1140 W. MISSION RD., SAN MARCOS, CALIFORNIA

A. Opening Items

1. Call meeting to Order

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

2. Roll Call

PRESENT

MARK R. EVILSIZER, PRESIDENT
JOHN HALCÓN, VICE PRESIDENT
NANCY ANN HENSCH, SECRETARY
NINA DEERFIELD, TRUSTEE
NORMA MIYAMOTO, TRUSTEE
AMBER BANCROFT, STUDENT TRUSTEE (ARRIVED AT 5:00 P.M.)

ABSENT – none.

3. Public Comment There was no Public Comment.

B. Recess to Closed Session The Board recessed to closed session in room A-1 at 4:00 p.m.

C. Reconvene to Open Session The Board reconvened to open session in SSC-1 at 5:08 p.m. All trustees present.

1. Actions Taken in Closed Session:

Board President Evilsizer reported that pursuant to Education Code Section 87734, in Closed Session, the Governing Board took action on a Notice of Unprofessional Conduct for employee #003402679 and to send such notice to the employee. The vote was as follows: Aye – Evilsizer, Halcón and Hensch. No – Deerfield. Recusal: Miyamoto

2. Pledge of Allegiance

Following the Pledge of Allegiance the meeting continued.

3. Public Comment

- Corbin McCallum, President Phi Theta Kappa (“PTK”) - Alpha Omega Rho Chapter, talked about a PTK shoe drive held to support those impacted by the California wildfires. He also reported on a survey PTK conducted to help identify possible linkages between feelings of connectedness on the Palomar campus and a sense of safety.
- Anel Gonzales, CCE President, expressed concern that the District is contracting out classified work and reported that CCE filed a grievance related to the matter.
- Teresa Laughlin and Barbara Baer, PFF Co-Presidents, talked about the upcoming “Meet your Trustee” social gatherings.

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

Correction to: Item K.1. Review and approve purchases made by Purchase Order between 11/29/18 – 01/31/19 and purchases made by CAL-Card between 11/23/18 - 01/22/19 totaling \$1,721,941.47 as listed on the exhibit. This item should read: *Review and Approve Purchases made ... totaling \$6,288,921.24 as listed on the exhibit.*

By unanimous consent, the Board agreed the correction to item K.1.

At this time, Trustee Miyamoto called for a point of order. She reported that at the January 8, 2019 meeting, the Board voted on and approved, tabling and bringing back to the February meeting, item U.4: *Approve Resolution 18-21551 establishing an ad hoc committee to review board policies and appoint two trustees to the committee.* She reported that it does not appear on tonight's agenda, in violation of the Brown Act. Regina Petty, one of the District's attorneys, confirmed that if the Board voted at the January 8, 2019 meeting to address item U.4. at the subsequent February meeting, then the item should have been placed on the agenda. Following discussion and, with unanimous consent, the Board agreed to have the January 8, 2019 item U.4. - *Approve amended Resolution 18-21551 establishing an ad hoc committee to review board policies and appoint two trustees to the committee* – appear on the next Board agenda.

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

The Board approved the Governing Board meeting minutes of January 8, 2019 as amended.

The Board approved the Governing Board meeting minutes of January 22, 2019 as amended.

Motion by Halcon, second by Hensch.

Student Trustee vote: Aye

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

Final Resolution: Approved

E. Presentations

1. Recognition of a Special Legacy Donation to establish the *April Christine Woods Memorial Scholarship*. Foundation Director Stacy Rungaitis introduced Foundation Board members John Masson and Linda Bailey and, reported that April Woods, a former counselor and faculty member, left a \$100,000 bequest to benefit Palomar students. Director Rungaitis introduced Melissa Grant, who talked about April's legacy donation and about her love of the college. Jerry Vetack, April's husband; Linda Gomez, April's mother; and Melissa Grant, April's friend, then presented a check to the Foundation.

F. Reports

1. **California Voting Rights Act (CVRA): Method of Elections Update.**

Laura Gropen, Director, Communications, Marketing and Public Affairs, provided a handout (on file in the Governing Board Office in accordance with AP 3310) and introduced attorney Marguarite Leoni, attorney with Nielson Merksamer. Ms. Leoni explained that tonight's meeting will provide information so that trustees may provide direction to the districting consultant, Robert McIntyre, National Demographics Corporation. Attorney Leoni reported that, since the January 8, 2019 meeting where the Board approved Resolution 18-21550 initiating the process to transition from an at-large to a by-trustee-area method of election, the District has held four preliminary public hearings regarding the composition of the areas. She provided background information on the legal criteria applicable to the design of trustee areas and discussed different ways that the Board may wish to draw the area maps. Mr. McIntyre reported that this 2019 districting process

must use the 2010 Census data; discussed the 10 percent variation allowance; and, talked about majority protected-class districts and the District's protected-classes: Latinos, Asian-Americans/Pacific Islanders, and American Indians. Mr. McIntyre reviewed sample maps highlighting protected-class populations and sample district maps that illustrated population-density (compact) maps, as well as maps that highlighted other policy driven designs. Attorney Leoni reported that Palomar's draft maps are to be presented at the March 12, 2019 meeting and asked the Board to discuss and provide instructions for drawing the draft maps at this time.

Trustees discussed the District's different educational centers/sites, equal population-balanced options, a Latino district, communities of interest, existing trustees' locations, rural populations, and high school districts. Mr. McIntyre reported that the drawing of the draft maps would reflect the Board's interests and that the draft maps would be published a minimum of seven days before the March meeting.

2. Community College Survey of Student Engagement (CCSSE) and Faculty Survey of Student Engagement (CCFSSE)

Michelle Barton, Senior Director, Planning, Research, Institutional Effectiveness and Grants, provided a handout (on file in in the Governing Board Office in accordance with AP 3310.) She described the CCSSE as a national survey and described the five benchmarks used to assess engagement: Active and Collaborative Learning, Student Effort, Academic Challenge, Student-Faculty Interaction and, Support for Learners. Director Barton reviewed the results of Student Characteristics, Benchmarks, Academic Mindset and, Use and Satisfaction with Services. She reported the practical differences (greater than 5 percent difference) between Palomar students and Extra-Large Colleges as being: Student Effort, Academic Challenge and Student-Faculty Interaction. Director Barton reviewed the Academic and Student Support Services and identified those that students indicated as being very important; those services used by more than 50 percent of respondents; and, those support services that students reported as being very satisfied with the quality.

Director Barton described the different levels of perception between the Student Engagement survey and the Faculty survey of Student Engagement. She compared some side-by-side results between the student responses and the faculty responses on the five benchmark areas used to assess engagement. In closing, Director Barton reviewed the key findings of the surveys.

3. Spring Enrollment Update.

Jack Kahn, Vice President for Instructional Services, provided a summary update of Spring 2019 enrollments and talked about opportunities for growth. He shared that Fast Track classes and Distance Education have increased enrollments; noted that non-resident enrollments have declined; and, responded to questions from the Board related to non-resident enrollments. Vice President Kahn reviewed discipline-specific enrollments previously identified as high-demand courses with increased enrollments between 3 – 24%. In closing, he reviewed the 2016-2019 course cancellation history, discussed the high-demand courses added to the schedule and, reviewed additional enrollment data.

At 7:07 p.m. the Board recessed for a break; the Board reconvened at 7:14 p.m. with all trustees, including student trustee Bancroft, present.

Governing Board President, Mark Evilsizer, reported attending the following events: Interfaith Breakfast at the Rancho Bernardo site, All-People's Breakfast, Martin Luther King Parade, Police building grand opening, Plenary, CCLC Legislative conference, and the STEM conference-planning meeting.

Trustee Halcón had no report.

Trustee Hensch reported attending the All People's Breakfast and MLK parade; the CCLC Legislative conference; and, the SDICCCA Trustee dinner.

Trustee Deerfield commented on the topic of student housing and expressed concern that topics of importance to the community should be agendaized for the Regular Board meetings on the second Tuesday of the month thereby allowing greater participation and improvements in transparency. Discussion ensued amongst the trustees and college president related to the Board's schedule, meetings/workshops/retreats, public/campus participation, and transparency.

Trustee Miyamoto reported: Attending the SDICCCA Trustee dinner and commented on the keynote speaker's presentation; discussed the Introduction to the Brown Act workshop she attended at the CCCL conference; commented on the campus climate and concerns that have been expressed to her; and, proposed hiring a third-party vendor to conduct an anonymous campus climate survey. In closing, she expressed appreciation for the Three Minutes of New reports.

Student Trustee Bancroft reported on the ASG's student housing/overnight parking resolution noting it was sent to the statewide Student Senate. She also commented on Assemblymember Marc Berman's bill (AB302) that would require community colleges to allow overnight parking to homeless students.

Superintendent/President Blake reported that the District is participating in the USC Race and Equity Campus Climate study – a national study; reported that the District would be conducting other studies; and shared that she is working with the Faculty Senate and other constituencies on ways to build morale. President Blake reported attending an event in Escondido (where she met with community groups and partners) and the SDICCCA Trustee dinner. She reported that the District is working on an agreement with San Diego State University to provide priority enrollment to Palomar students who attend the Rancho Bernardo site. In closing, Dr. Blake reported that she will be sending out weekly email updates titled, "Tuesday's at Ten."

Vice President for Instructional Services, Jack Kahn, reported on the success of fast-track courses, discussed the upcoming STEM conference for middle school students and, discussed the Tarde de Familia event – taking place in Vista this year. Dr. Kahn responded to questions regarding item H.1. Community Education and Strong Workforce; the role of the Associate Dean, Workforce Development; contract education offerings; and funding for the workforce program. Trustee Miyamoto clarified that her request was for a report on the vision of the program with year-to-year goals. Additional information related to the following items was provided: H.2. – Early Childhood Mentor Program (no cost to the district); H.4. Religious Studies field trip (optional for students); J.2. Deputy Sector Navigators' professional service contracts (individuals will be hosted at the Rancho Bernardo site, will work for the region); and, K.1. Purchases - items related to food for professional development events (vending funds used), Terry Berry (provides employee service pins), and Aramark (departments no longer have to use as a first choice.)

Vice President for Student Service, Star Rivera-Lacey discussed the Athletic Hall of Fame banquet; the Puente mentor-mentee mixer; and, the housing viability study including stakeholder findings and whiteboard sessions. Dr. Rivera-Lacey responded to questions regarding item I.2. Livescan (initial cost will be covered by Prop M funds); I.3. PTK trip (funding provided by PTK Club, Equity funds and vending funds); and, R.1. Digital parking permit (award of bid for the system.)

Vice President for Fiscal and Administrative Services, Ron Ballesteros-Perez, thanked Facilities and Information Services staff for their work on the new Learning Resource Center. He responded to questions on items: K.1. Purchases (Compass Energy – parking garage photovoltaic system); K.2. Purchasing Consortium (Palomar doesn't utilize, board action required to exit consortium); and, T.2. Change Orders (CO # 4 – M&O related to unknown/old underground water and utility services.)

Vice President for Human Resource Services, Lisa Norman, reported attending the CCC Registry and discussed upcoming recruitment fairs.

G. Approval of Consent Calendar items:

1. Approval of Consent Calendar Items H-L except J.3, which was pulled from the Consent Calendar for further discussion.

Motion by Hensch, second by Miyamoto.

Student Trustee vote: Aye

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

Final Resolution: Approved

H. Instruction (Consent)

1. Approve new Community Education offerings and authorize Workforce Development & Extended Studies to contract with personnel as listed in the exhibit.
2. Approve Agreement with Chabot-Las Positas Community College District on behalf of its California Early Childhood Mentor Program.
3. Accept Research Sub-award Agreement with Humboldt State University Sponsored Programs Foundation in the amount of \$18,000.00 for the period of 10/1/2018 through 9/30/2019.
4. Approval for extended field trip for Religious Studies 101 & 110 students to Mount Calvary Monastery in Santa Barbara, CA, Mar. 6-8, 2019.
5. Approval of DBA 298 and CE 100 Students trip to the annual Intercollegiate Broadcasting System Conference in New York City, NY, Feb. 28-Mar. 3, 2019.
6. Approval to attend Womyn's Herstory Debate Tournament for Speech 290 students, Mar. 22-24, 2019 at University of La Verne, La Verne, CA.

I. Student Services (Consent)

1. Approve Sub-grant Agreement with Butte-Glenn Community College District and accept reimbursement funds relating to the Starfish Early Alert and Degree Planner implementation in the amount of \$66,650.00.
2. Approve Agreement with Biometrics4ALL, Inc. for software use, maintenance and service on Livescan fingerprinting machine for the term of five years with additional five 1-year extensions.
3. Approve Phi Theta Kappa Out-of-State Travel to attend the PTK Catalyst 2019 Conference in Kissimmee, Florida.
4. Approve Memorandum of Understanding with Umoja Community Education Foundation to partner an affiliated program on retention and academic success, and accept grant funds.

J. Human Resource Services (Consent)

1. Ratify one (1) Memorandum of Understanding between the District and the Palomar Faculty Federation/AFT Local 6161.
2. Ratify two (2) Professional Services Contracts to perform work as the Deputy Sector Navigators as required by the Key Talent Administration & Sector Strategy Grant.

3. This item was removed from the Consent Calendar: ~~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).~~

K. Fiscal and Administrative Services (Consent)

1. Review and approve purchases made by Purchase Order 11/29/18 – 01/31/19 and purchases made by CAL-Card 11/23/18 - 01/22/19 totaling \$1,721,941.47 as listed on the exhibit.
2. Rescind Resolution 84-10747 dated June 25, 1985 approving participation in the Joint Powers Agreement of the North County Education Purchasing Consortium.
3. Approve request to reduce contractor's retention from 5% to 2.5% for Level 10 Construction on the Design/Build RFP 500-16 Maintenance and Operations Complex project.

L. Superintendent/President (Consent)

1. Approve the acceptance of donation with a total estimated value of \$1,900.00 as shown in the exhibit.
2. Acknowledge and excuse trustee(s) absence(s) in accordance with Section 72425(d) of the CA Education Code as detailed in the Public Content section.

M. Action on Items Removed from Consent

- 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).

Lawrence Lawson commented on the meaning of the tenure process and the granting of tenure to Lorraine Pagni-Kiefer.

Motion by Hensch, second by Miyamoto.

Student Trustee vote: Aye

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

Final Resolution: Approved

N. Reports from College Groups

1. Report of the Faculty Senate

Travis Ritt, President of the Faculty Senate, reported on the work being done related to this year's faculty hiring process and updated the Board on Guided Pathways and meta majors.

2. Reports of the Palomar Faculty Federation

Barbara Baer, Co-President of the PFF, commented on the Student Engagement surveys and requested the raw data from the CCFSSSE. She reported on part-time faculty workshops being conducted by PFF; PFF financial sponsorships of conference registrations; and, the upcoming Meet and Greet event. Barbara reported that faculty and classified staff are invited to attend. Teresa Laughlin, commenting from the audience, reported that a separate event would be held for supervisors and administrators.

3. Report of the Administrative Association

Jim Odom, filling in for AA President Connie Sterling, reported that the AA Handbook is being revised.

4. Report of the Confidential and Supervisory Team

Jennie Akins, CAST President, reported that CAST is a small constituency with approximately 35 members and is recruiting for new executive CAST team members.

5. Report of the Council of Classified Employees

Anel Gonzalez, President of the CCE, reported on January's membership meeting and questions raised related to evaluations, release time, COLA and, reorganizations/restructuring of departments. She reported on membership numbers and CCE scholarship opportunities. In closing, Anel commented on the upcoming PFF Meet and Greet event.

6. Report of the Associated Student Government

Amber Bancroft, ASG President, reported on the ASG Retreat that included goal setting, restructuring the ASG, a culture of advocacy, events, and discussion related to student housing and homeless students. She expressed hope that the new Activities Coordinator hire would provide much needed support for ASG events.

O. Informational Items - No Action Required

1. Announce Annual Governing Board Committee call for nominations.

Board President Evilsizer talked about the committees (Finance Committee, Real Estate Committee and, Policies and Procedures Committee) and the time commitment for each. He requested that the trustees report their interest to him before the next meeting.

2. Discussion on live-streaming Governing Board meetings.

Dr. Lesley Blankenship-Williams requested that the Board video or live stream its meetings to improve accessibility for both the hearing impaired and those that cannot attend the live meetings. She commented on difference between the campus climate/low morale and incivility. Trustee Hensch asked the District to look into what other colleges are doing, including addressing confidentiality, staffing, and costs. Trustee Miyamoto reported supporting live streaming the meetings. Dr. Blake reported that the District will survey other colleges.

3. Sunshining of the Palomar Faculty Federation (PFF) Proposal for Negotiations with the District. There was no discussion on this item.

P. New Business

- Q. Instruction (New Business) - None this meeting.**

R. Student Services (New Business)

1. Approve award for Bid #B19-04: Digital Parking Permit System to Credentials Solutions, LLC in the amount of \$95,000.

Motion by Hensch, second by Halcón.

Student Trustee vote: Aye

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

Final Resolution: Approved

S. Human Resource Services (New Business)

1. Public Hearing: District Proposal for Negotiations with the Palomar Faculty Federation.

Board President Evilsizer opened the public hearing at 8:36 p.m. There were no comments therefore the Public Hearing was closed at 8:36 p.m.

Motion to approve the District's Proposal by Halcón, second by Hensch.

Student Trustee vote: Aye

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

Final Resolution: Approved

2. Public Hearing: Palomar Faculty Federation (PFF) Initial Collective Bargaining Proposal.

Board President Evilsizer opened the public hearing at 8:37 p.m. There were no comments therefore the Public Hearing was closed at 8:37 p.m.

Motion to approve the PFF's Proposal by Miyamoto, second by Hensch.

Student Trustee vote: Aye

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

Final Resolution: Approved

3. Approval of the District proposal for negotiations with the Palomar Faculty Federation.
There was no discussion of this item.

Motion to approve the District proposal by Hensch, there was no formal second. However, the item was moved by unanimous consent.

Student Trustee vote: Aye

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

Final Resolution: Approved

T. Fiscal and Administrative Services (New Business)

1. Approve Memorandum of Understanding with D.R. Horton Los Angeles Holding Company, Inc. to grant a license and easement for connection to District irrigation lines for habitat mitigation for the subdivision known as Horse Creek Ridge, Fallbrook, CA.

Motion by Hensch, second by Halcón

Student Trustee vote: Aye

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

Final Resolution: Approved

2. Approve change orders related to the Fallbrook Education Center, Maintenance and Operations Complex project, and the Learning Resource Center project.

Motion by Hensch, second by Halcón

Student Trustee vote: Aye

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

Final Resolution: Approved

3. Rescind August 14, 2018 approval of Agreement, Easements, Waivers and Releases and Permission to Grade with Pardee Homes, approve revised documents, and authorize recording with the County of San Diego for improvements on District Fallbrook Education Center property.

Motion by Hensch, second by Miyamoto

Student Trustee vote: Aye

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

Final Resolution: Approved

4. Award Bid #102-19-18 Escondido HVAC Lab Project to GEM Industrial Electric, Inc. in the amount of \$1,285,000.00.

Motion by Hensch, second by Halcón

Student Trustee vote: Aye

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

Final Resolution: Approved

U. Superintendent/President (New Business)

1. Approve Submission of Letter of Intent to pursue Education Center status for the Rancho Bernardo Education Site.

Motion by Hensch, second by Halcón

Student Trustee vote: Aye

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

Final Resolution: Approved

2. Approve nomination of trustee Mark Evilsizer as a candidate to the California Community College Trustee (CCCT) Board.

Motion by Hensch, second by Halcón

Student Trustee vote: Aye

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

Final Resolution: Approved

3. Call for a Special Meeting of the Governing Board on Saturday, February 23, 2019 and Tuesday, February 26, 2019.

Trustee Deerfield reported that she cannot attend a Saturday morning meeting. President Blake proposed adding retreat topics to the Regular meeting agendas and said the District would send out another poll regarding date options for the proposed retreat on February 23.

Motion to approve the February 26, 2019 special meeting date by Hensch, second by Halcón

Student Trustee vote: Aye

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

Final Resolution: Approved

4. Establishing an advisory committee on District policies in accordance with BP 2220 Committees of the Governing Board.

Board President talked about the role of this new advisory committee. Dr. Blake explained the difference between this proposed advisory committee and the standing Policies and Procedures Committee and reported the Board is required to vote on this item. Discussion ensued.

Motion to establish and advisory committee by Hensch, second by Halcón

Student Trustee vote: Aye

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

Final Resolution: Approved

V. Board Requests for Reports

- Trustee Hensch asked the District to look into what other colleges are doing, including addressing confidentiality, staffing, and costs as it relates to live-streaming Board meetings. Board President Evilsizer proposed a feasibility student; Dr. Blake offered a comprehensive report on the topic.

- Trustee Miyamoto requested a follow-up report on the vision of the workforce program including year-to-year goals.

W. Continuation of Closed Session

1. The Board recessed back to closed session at 8:50 p.m.
2. The Board reconvened to Open Session outside of Room A-1 in accordance with GC 54957.7(c). Board President Evilsizer reported that, in closed session, the Governing Board approved a motion, on advice of legal counsel, to attend the serial meetings with trustees hosted by Palomar Faculty Federation if PFF agrees that the meetings will be conducted in compliance with the Brown Act. Trustees Evilsizer, Halcon, Hensch and Miyamoto voted in favor of the motion. Trustee Deerfield voted against the motion.

X. Adjournment The meeting adjourned at 10:30 p.m.


Mark Evilsizer, Board President


Nancy Ann Hensch, Board Secretary