



**SPECIAL MEETING OF THE GOVERNING BOARD
TUESDAY, FEBRUARY 27, 2018
4:00 P.M. (CLOSED SESSION) 5:00 P.M. (OPEN SESSION)
PALOMAR COMMUNITY COLLEGE DISTRICT
ROOM SSC-1, SAN MARCOS CAMPUS
1140 W. MISSION RD., SAN MARCOS, CALIFORNIA**

A. CALL MEETING TO ORDER: 4:00 P.M.

B. ROLL CALL: Establishment of a Quorum

C. PUBLIC COMMENTS *In accordance with Board Policy 2350, members of the public who wish to address the Board on matters within its jurisdiction have a five-minute time limit per person. The Board may ask a group to select a spokesperson and may limit the number of speakers on a particular topic unless the proposed speakers are addressing different concerns.*

D. RECESS TO CLOSED SESSION

1. Public Employee Discipline/Dismissal/Release Pursuant to Government Code Section 54957, et seq. (6 cases)
2. Conference with District negotiator, Dr. Lisa Norman, regarding negotiations with PFF/AFT, pursuant to Government Code Section 54957.6

E. RECONVENE TO OPEN SESSION *The Board will reconvene to Open Session*

Actions Taken In Closed Session: Governing Board President must report the individual votes of each trustee, in addition to the overall action.

F. CALL FOR REMOVAL OF ITEMS FROM OR CHANGES TO AGENDA

G. PUBLIC COMMENTS *In accordance with Board Policy 2350, members of the public who wish to address the Board on matters within its jurisdiction have a five-minute time limit per person. The Board may ask a group to select a spokesperson and may limit the number of speakers on a particular topic unless the proposed speakers are addressing different concerns.*

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

J. APPROVAL OF CONSENT CALENDAR ITEMS

NOTICE TO PUBLIC: *There will be no separate discussion of these items unless a Governing Board member or member of the public requests that particular item(s) be removed from the Consent Calendar. Items so removed will be considered separately. All matters remaining under Consent Calendar are considered to be routine and will be approved by one motion.*

1. RECOMMENDATION: ACTION – RATIFY NEW ADMINISTRATIVE POSITIONS

The Governing Board hereby ratifies 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. RECOMMENDATION: ACTION – RATIFY NEW CONFIDENTIAL AND SUPERVISORY TEAM POSITION

The Governing Board hereby ratifies 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. RECOMMENDATION: ACTION – RATIFY NEW CLASSIFIED POSITIONS

The Governing Board hereby ratifies 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. RECOMMENDATION: ACTION – RATIFY CLASSIFIED EMPLOYMENT

The Governing Board hereby ratifies 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/Step: 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. RECOMMENDATION: ACTION – RATIFY LEAVES OF ABSENCE

- a. The Governing Board hereby ratifies 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 hereby ratifies 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 hereby acknowledges the following retirement(s) 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. RECOMMENDATION: ACTION – RATIFY RESIGNATION(S)

The Governing Board hereby ratifies 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 2, 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. RECOMMENDATION: ACTION – APPROVE REIMBURSEMENT OF CANDIDATES FOR INTERVIEW EXPENSES

The Governing Board hereby approves 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. RECOMMENDATION: ACTION – AWARD CONTRACT TO CONSERVE LANDCARE

The Governing Board hereby awards 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. RECOMMENDATION: ACTION – ACCEPT AS COMPLETE AND FINAL, AUTHORIZE RELEASE OF RETENTION IN THIRTY-FIVE DAYS AND RECORD NOTICE OF COMPLETION

The Governing Board hereby accepts 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. RECOMMENDATION: ACTION – APPROVE EXTENDED FIELD TRIPS

The Governing Board hereby approves 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. RECOMMENDATION: ACTION – 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 hereby approves 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

AMERICANS WITH DISABILITIES: Palomar College is committed to providing reasonable accommodations for persons with disabilities. Upon request, this publication will be made available in alternate formats. Please contact Debra Doerfler, Senior Executive Assistant to the Superintendent/Governing Board, 1140 West Mission Road, San Marcos, CA 92069, (760) 744-1150 extension 2104, 8:00 a.m. to 5:00 p.m., Monday – Friday.

L. NEW BUSINESS

1. RECOMMENDATION: ACTION – RATIFY COLLECTIVE BARGAINING AGREEMENT BETWEEN THE DISTRICT AND THE PALOMAR FACULTY FEDERATION/AFT LOCAL 6161

The Governing Board hereby ratifies 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

RECOMMENDATION: ACTION – APPROVE CONSULTANT AGREEMENT WITH THE COLLABORATIVE BRAIN TRUST CONSULTING FIRM, AKA COLLABORATIVE BRAIN TRUST FOR UPDATING THE EDUCATIONAL AND FACILITIES MASTER PLAN

The Governing Board hereby authorizes 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

2. RECOMMENDATION: ACTION – APPROVE CHANGE ORDERS

The Governing Board hereby approves 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

M. BOARD WORKSHOP

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

Mid-Year Check-in Report (review goals; discuss related activities that are planned and/or completed)

N. RECESS TO CLOSED SESSION: *If needed, for further discussion of items as listed in section D. The Board will recess to Room A-1.*

O. RECONVENE TO OPEN SESSION: *If needed. The Board will reconvene to Open Session outside Room A-1 in accordance with GC 54957.7(c).*

Actions Taken In Closed Session: Governing Board President must report the individual votes of each trustee, in addition to the overall action.

P. ADJOURNMENT