

GOVERNING BOARD MINUTES
REGULAR MEETING, GOVERNING BOARD
PALOMAR COMMUNITY COLLEGE DISTRICT
BOARD CONFERENCE ROOM, STUDENT SERVICES CENTER
COLLEGE CAMPUS
SAN MARCOS, CALIFORNIA
TUESDAY, SEPTEMBER 23, 1997 7:00 P.M.

A. CALL TO ORDER

The regular meeting of the Palomar Community College District Governing Board was called to order by Robert L. Dougherty, Jr., M.D., President, at 7:02 p.m.

B. ROLL CALL

TRUSTEES PRESENT:

ROBERT L. DOUGHERTY, JR., M.D., PRESIDENT
HAROLD SCOFIELD, VICE PRESIDENT
RITA WHITE, ED.D., SECRETARY
RALPH JENSEN, TRUSTEE
BARBARA HUGHES, TRUSTEE
ERICA OLVERA, STUDENT TRUSTEE

EXECUTIVE AND SENIOR ADMINISTRATORS PRESENT:

Dr. George R. Boggs, Superintendent/President
Diane Michael, Assistant Superintendent/Vice President, Instruction
Joseph Madrigal, Assistant Superintendent/Vice President, Student Services
Jerry Patton, Assistant Superintendent/Vice President, Finance and Administrative Services
Dr. Teresa F. Doyle, Assistant Superintendent/Vice President, Human Resources and Affirmati
Bill Flynn, Dean, Media, Business and Community Services
Gene Jackson, Dean, Arts and Languages
Paul Kelly, Dean, Vocational Technology
Dr. Michael Rourke, Dean, Mathematics and the Natural and Health Sciences
Patrick Schwerdtfeger, Interim Dean, Human Arts and Sciences
Dale Wallenius, Chief Advancement Officer, Executive Vice President to the Foundation

STAFF:

Barbara Baldrige, Executive Assistant, President's Office
Maureen Brewer, Nursing Associate, Health Services/Wellness Team
Ernie Carson, President, CCE/AFT
Bonnie Ann Dowd, Coordinator, Professional Development/Associate Professor, Business
Education/Chair, Faculty Salary and Benefits Committee
Mary Ann Drinan, President, The Faculty
Ben Echeverria, Counsel, Contracts and Special Projects
Mike Ellis, Director, Facilities
Jo Anne Giese, Administrative Assistant, Administrative Services/Wellness Team
Lynn Ginsburg, Director, Business Services
Lee Hoffmann, Supervisor, Media Equipment, Library/Wellness Team
Kelley Hudson-Maclsaac, Facilities Planner/Wellness Team

Kendra Jeffcoat, Special Assistant to the President
Helen Johnson, Personnel Specialist, Human Resources/Wellness Team
Scott McClure, Interim Director, Information Services

Lois Meyer, Director, Fiscal Services
Dr. Michael Norton, Director, Public Information
Eileen Poole, Contracts Secretary, Contract Services/Wellness Team
Dr. Mark Vernoy, President, Faculty Senate
Bonnie Williams, Academic Department Assistant, Dental Assisting/Wellness Team

GUESTS:

Lee Baldrige
Daniel Kwan, *The Telescope*

QUORUM ESTABLISHED

Following the pledge of allegiance to the flag, Dr. Dougherty declared a quorum present, and the meeting proceeded with the order of business.

A TAPED RECORD OF THE PROCEEDINGS OF THIS MEETING IS ON FILE IN THE PRESIDENT'S OFFICE FOR THIRTY DAYS OR UNTIL THE MINUTES OF THE MEETING HAVE BEEN APPROVED BY THE GOVERNING BOARD, WHICHEVER IS LONGER.

C. APPROVAL OF MINUTES

MSC Scofield, White

RESOLUTION 97-18553

BE IT RESOLVED, That the Minutes of the Special Meeting of September 6, 1997, and the Regular Meeting of September 9, 1997, be approved.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

C O N S E N T C A L E N D A R

CC.

1. **ACCEPTANCE OF GIFTS**

MSC Scofield, Jensen

RESOLUTION 97-18554

letter of **BE IT RESOLVED, That** the following gifts be accepted and that an appropriate appreciation be sent:

- a. Picnic table to be dedicated as a memorial to Bryant Guy and to be used by students and staff, donated by **R. W. "Bill" Adams, Board President, Poway Unified School District**, 13626 Twin Peaks, Poway, California 92064. No cash value estimated by donor.

- b. Electronic parts to be used in Electronic Printed Circuit Board Assembly and Equipment Troubleshooting classes, donated by **Kevin J. McCarty, Vice President, Neumann Electronics, Inc.**, 8665 Miralani Drive, San Diego, California 92126. Cash value as estimated by donor is \$359.51.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

2. **APPROVE TRAVEL EXPENSES**

MSC Scofield, Jensen

RESOLUTION 97-18555

BE IT RESOLVED, That travel expenses for the following persons be approved/ratified:

- a. **Robert L. Dougherty, Jr., M.D.**
Advanced Funds? Yes
For: Parking, transportation, meals, lodging, registration, miscellaneous
To attend: CCLC Annual Convention
Location: Oakland, California
Date: November 20-22, 1997
Amount: \$1,077.00
Budget Acct. No.: 01-10-10-1000-6620-5201.00-0000
- b. **Barbara L. Hughes**
Advanced Funds? Yes
For: Parking, mileage, meals, lodging, registration, miscellaneous
To attend: Learning Paradigm Conference
Location: San Diego, California
Date: January 10-13, 1998
Amount: \$1,013.00
Budget Acct. No.: 01-10-10-1000-6620-5201.00-0000
- c. **Rita A. White**
Advanced Funds? Yes
For: Parking, mileage, meals, lodging, registration, miscellaneous
To attend: Learning Paradigm Conference
Location: San Diego, California
Date: January 10-13, 1998
Amount: \$1,013.00
Budget Acct. No.: 01-10-10-1000-6620-5201.00-0000

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

3. **APPROVE NEW COMMUNITY SERVICES CLASS AND AGREEMENT**

MSC Scofield, Jensen

RESOLUTION 97-18556

BE IT RESOLVED, That the following new class and agreement be approved between the Palomar Community College District and personnel for providing Community Services classes:

FALL/1997

a.	Presenter:	Geller, Diane
	Name of Class:	Sight Reading for Singers
	Effective:	10/4/97
	Rate:	\$240.00
	Terms:	Minimum of 16 students

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

4. **GRANT EQUIVALENCY FOR DISCIPLINES**

MSC Scofield, Jensen

RESOLUTION 97-18557

BE IT RESOLVED, That, on the recommendation of the Faculty Senate Equivalency Committee, the following individuals be granted equivalency to minimum qualifications for the disciplines listed:

Gappinger, Mark - Apprenticeship - Electrical
Lewis, David - CNED
Martin, Paul - Computer Science & Information Systems
Parish, Martin - Administration of Justice
Velasco, Martha - Foreign Languages (Spanish)

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

5. **APPROVE ADJUNCT FACULTY EMPLOYMENT**

MSC Scofield, Jensen

RESOLUTION 97-18558

BE IT RESOLVED, That the employment of the following adjunct faculty, at the rate indicated for the Summer 1997 and Fall 1997 Semesters (day and/or evening), be approved; said adjunct faculty are not scheduled to teach more than a 60-percent load:

SUMMER 1997

ATHLETICS

Gilmore, Carla	Athletics B.S., Nursing 3 years' experience	\$30.00
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FALL 1997

BEHAVIORAL SCIENCES

Matsos, Peter	Psychology B.A., Psychology M.A., Psychology	\$31.00
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COMMUNICATIONS

Hahn, Patrick	Radio & Television B.A., Business Administration 20+ years' experience	\$30.00
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COMMUNITY EDUCATION

Lewis, David	CNED A.A., Music A.B., Music 2 years' experience	\$30.00
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COUNSELING

Hammond, James	Counseling B.S., Education M.A., Education 23+ years' experience	\$43.53
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CSIS

Martin, Paul	CSIS 15 years' experience	\$30.00
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ESL

Barnes, Carl	ESL B.S., Workforce Education & Development M.A., Education with T.E.S.O.L. emphasis	\$31.00
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Bohanon, Patricia	ESL (non-credit) B.S., Child & Family M.A., ESL	\$31.00
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FOREIGN LANGUAGES

Velasco, Martha	Spanish A.A., General Studies	\$30.00
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		B.A., Liberal Studies/Spanish M.A., Spanish (pending)	
	LIBRARY/MEDIA CENTER		
	Pina, Janet	Reference Librarian A.A., English B.A., English M.S., Library Science	\$31.00
	PUBLIC SAFETY		
	Parish, Martin	Administration of Justice 6+ years' experience	\$30.00
	TRADE & INDUSTRY		
	Christopher, David	Cabinet & Furniture Technology B.A., Psychology M.S., Psychology 7 years' experience	\$31.00
	Tornillo, Louis	Electronics & Computer Hardware Technology B.S., Electrical Engineering M.S., Electrical Engineering M.S., Education	\$44.16
	VOCATIONAL PROGRAMS & APPRENTICEHSIP		
	Dinauer, John	Construction Technology A.A., Business Administration 15+ years' experience	Paid by Program Sponsor, San Diego Electrical Training
Trust			
	Flowers, Barbara	Construction Technology A.A., General Studies A.A., Liberal Arts & Sciences B.A., Behavioral Science 6_ years' experience	Paid by Program Sponsor, San Diego Electrical Training
Trust			
	Gappinger, Mark	Apprenticeship/Electricity B.A., Bible 7+ years' experience	Paid by Program Sponsor, Imperial Irrigation District
	Lecates, Karen	Travel Services B.S., Business Administration /Travel & Tourism 8 years' experience	\$30.00

The Vote was unanimous.
 Student Trustee Advisory Vote: Aye

**Resumption of
REGULAR AGENDA**

D. CONSIDERATION OF ITEMS REMOVED FROM CONSENT CALENDAR

There were no items removed from the Consent Calendar.

E. HEARINGS OF INDIVIDUALS, GROUPS, AND DELEGATIONS

1. **INFORMATION**

Report of the **Faculty Senate**

Dr. Mark Vernoy reported that Bonnie Dowd, Chair, Faculty Salary and Benefits Committee, was present at the meeting to answer any questions the Board may have regarding their salary increase proposal.

2. **INFORMATION**

Report of **The Faculty**

There was no report.

3. **INFORMATION**

Report of the **Administrative Association**

Jayne Conway reported that the members of the Administrative Association would be meeting tomorrow afternoon with Dr. Boggs and the Vice Presidents to learn more about the role of administrators at Palomar College.

4. **INFORMATION**

Report of the **CCE/AFT**

Ernie Carson reported that he had been in San Francisco recently at the annual state CCE/AFT convention. The focus was a status report on legislation affecting community college faculty and classified employees. Many of the bills discussed were identical to those on which Dr. Boggs has been giving us the status during the past few weeks.

Ernie will also be sending the Governing Board members copies of the organization's monthly newsletter, *Classified Currents*. Other employee organizations' presidents and vice presidents will also be on their distribution list in the future. He would appreciate any comments on it.

Ernie has recently been notified by the California Federation of Teachers that his name has been submitted to represent the CCE and Palomar College at the George Meaney Center in Washington, D.C., for a week-long training seminar next month.

5. **INFORMATION**

Report of the Associated Student Government

Erica Olvera reported that the ASG is currently holding elections and getting a fairly good turnout.

This past weekend, Erica attended the Presidential Summit Conference. She was proud to represent Palomar College as it is well recognized at such events.

6. **INFORMATION**

Report of Superintendent

Dr. Boggs reported that there is an article about Palomar College's Future Teacher Diversity Corps' program and successes in the latest issue of *The Migrant Education Newsletter*.

Last Saturday night, the President's Associates had its gala event, "Palomar College Goes New York, New York." Dale Wallenius reported that it was very successful and that we netted \$70,000, which is \$20,000 more than our goal.

Today, the Foundation sponsored a seminar on "Changes in Healthcare." The presenter was Melba Kooyman, who did an excellent job.

Last Friday evening, Dr. Boggs was privileged to be with the Wellness Team at their tailgate party and Padres game.

7. **INFORMATION**

Report of Other Organizations and/or Individuals

There were none.

F. **INSTRUCTIONAL REPORTS**

There were none.

G. **COMMUNICATIONS**

1. Letter from **John E. Roueche, Director, Community College Leadership Program (CCLP), The University of Texas at Austin**, to Dr. Boggs, dated August 26, 1997, thanking him for allowing their doctoral students to visit Palomar College on November 11-12, 1997. **Exhibit G-1**

Dr. Boggs noted that we had also recently received word that 14 faculty members and the Vice President of Instruction from Chaffey College would like to visit Palomar to learn more about what we are doing to create a learner-centered college. When Dr. Boggs was in Sacramento, a representative from the Department of Finance also asked if he could come to Palomar to see what we are doing.

H. **UNFINISHED BUSINESS**

I. NEW BUSINESS

1. INFORMATION: FOLLOW-UP ECONOMIC IMPACT STUDY

Palomar College Follow-Up Economic Impact Study. Exhibit I-1

2. INFORMATION/DISCUSSION: PROPOSED AMENDMENT TO BOARD PROCEDURE 12.10.1 REGARDING PUBLIC COMMENTS AT BOARD MEETINGS

BE IT RESOLVED, That Board Procedure 12.10.1 is hereby amended to include a five- (5) minute time limit of all public comments and public hearings at public meetings of the Board, unless a different time limit is approved at the meeting by a majority of the Board members present.

Dr. Dougherty noted that he would entertain a seven-minute limit if Board members preferred. He also noted that any time limit set would not include the time needed to answer any questions posed by Board members.

Ralph Jensen stated that he felt that five minutes is sufficient time to allow speakers to express themselves.

Barbara Hughes stated that she feels limiting a speaker to a specific amount of time would not be appropriate and would discourage the informality and openness that the Board has always exhibited. She would not like this Board to seem unapproachable and unfriendly.

Rita White agreed with Barbara in that she feels that we have never experienced setting a limit on how much people may say.

Ralph Jenkins differed with Rita's opinion as he recalled the Board setting a time limit when he was Board President.

This matter will appear under Unfinished Business on the agenda for the next meeting.

3. APPROVE AGREEMENT WITH DR. JOE STANFORD FOR DESIGN, DEVELOPMENT, AND PRODUCTION OF TELECOURSE ENTITLED, "MUSIC 103, FUNDAMENTALS OF MUSIC"

MSC Scofield, Hughes

RESOLUTION 97-18559

BE IT RESOLVED, That an agreement be approved between the Palomar Community College District and Dr. Joe Stanford for the design, development and production of twenty six (26), thirty-minute lessons for the telecourse entitled, "Music 103, Fundamentals of Music." The term of this agreement is August 27, 1997, through December 19, 1997, during which period Dr. Stanford shall be compensated at the hourly rate of \$47.85 per hour for a total of 26 hours, with a maximum amount of \$1,244.10 to be funded from account 01-10-32-3206-6131-1414.00-0000.

BE IT FURTHER RESOLVED, That all intellectual property rights, including copyrights and trademarks, in and to the aforesaid telecourse, "Music 103, Fundamentals of Music," as designed, developed, and produced under the aforesaid agreement shall belong to the Palomar Community College District, and that Dr. Joe Stanford, shall be compensated with a royalty of fifty percent (50%) of net proceeds from any sale of this telecourse, or any part thereof, by license, lease, or outright sale, after the District has recouped all costs of production, and all reasonable out-of-pocket costs and expenses, including but not limited to licensing fees, legal fees, duplication costs, promotion and distribution, advertising, shipping, handling, dubbing, editing, and any distribution or sub-distribution fee paid by District to any third party.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

4. **APPROVE AGREEMENT WITH YOSEMITE COMMUNITY COLLEGE DISTRICT/CHILD DEVELOPMENT TRAINING CONSORTIUM**

MSC Scofield, White

RESOLUTION 97-18560

BE IT RESOLVED, That, an agreement be approved between the Palomar Community College District and the Yosemite Community College District, 2201 Blue Gum Avenue, Modesto, CA 92535, for the purpose of entering into a child-development training consortium instruction agreement. The Palomar Community College District agrees to conduct up to 200 units of college credit courses needed by child-development students to obtain child-development permits issued by the California Commission on Teacher Credentialing. The Yosemite Community College District/Child Development Training Consortium agrees to pay the District an amount not to exceed \$5,000.00. The amount of total payments shall be determined by the actual number of units generated. The District shall receive \$25.00 per unit. The term of this agreement shall be from August 1, 1997, to, and including, June 30, 1998.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

5. **APPROVE PREPAYMENT OF LUNCHES FOR PERSONS ATTENDING BUS TOUR OF PALA, PAUMA, AND LA JOLLA INDIAN RESERVATIONS**

MSC Jensen, White

RESOLUTION 97-18561

BE IT RESOLVED, That approval be granted to the prepayment of 55 traditional Indian fry bread lunches at \$8.00 each, for a total of \$440 to **Kathy Gonzales**, for the administrators, faculty, classified staff, and Board members who will be attending a bus tour of the Pala, Pauma, and La Jolla Indian Reservations on Friday, October 3, 1997. This tour has been approved by the Faculty and Staff Diversity Advisory Committee. Funds for this expenditure are to be provided from account no. 01-10-20-2010-6760-5207.00-1664.

Dr. Dougherty, Dr. White, and Mr. Jensen will attend.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

6. **APPROVE OFFER OF STIPEND EMPLOYMENT FOR CHEERLEADER COACH**

MSC Scofield, White

RESOLUTION 97-18562

BE IT RESOLVED, That an agreement be approved between the Palomar Community College District and **Sheldon Price** for serving as Cheerleader Coach, Student Activities, for the period beginning July 1, 1997, and ending June 30, 1998. The total offer of stipend employment is \$3,300.00 and is to be paid in equal monthly payments from account no. 01-10-42-4200-6451-1311.00-0842.

Ms. Hughes questioned whether or not this has been handled as a stipend in the past and was assured that it has been. Mr. Price is not employed as an adjunct faculty member; consequently, his compensation is paid in this manner.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

7. **APPROVE AGREEMENT WITH QUINTESSENTIAL SCHOOL SYSTEMS**

MSC Hughes, Jensen

RESOLUTION 97-18563

BE IT RESOLVED, That an agreement be approved between the Palomar Community College District and **Quintessential School Systems**, 1000 Marshall St., Suite C, Redwood City, CA 94063-2029, for the purpose of modifying the interface between the Pertaine software and the new hourly employment tracking program. Total monetary amount of this agreement is estimated not to exceed \$1,080.00 Account No. 01-10-20-2010-6730-5610.00-0000

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

8. **APPROVE REIMBURSEMENT OF TRAVEL EXPENSES FOR SECOND-LEVEL INTERVIEW**

MSC Scofield, White

RESOLUTION 97-18564

BE IT RESOLVED, That the Governing Board of the Palomar Community College District approve reimbursement of travel expenses for the second-level interview for the following:

- a. **MITCH AVILA, PH.D.**
For: Rental car, lodging, and meals
To Attend: Second interview for Philosophy Instructor position
Location: Fresno, CA, to San Marcos, CA
Dates: June 24, 1997
Amount: \$254.19
Budget Account No. 01-10-20-2010-6730-5007.00-0000

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

9. **INFORMATION: PROPOSED INCREASE IN STUDENT PARKING FEES**

The Parking Task Force has reported that In order to support the conversion from the existing Campus Patrol/Contract Security operation to a full P.O.S.T.-Certified operation, an increase in student parking fees is necessary. The increases proposed by the Parking Task Force and approved by the President's Advisory Council are as follows:

- Increase semester parking permit from \$20.00 to \$22.50
- Increase daily parking permit from \$.50 to \$1.00
- Increase the late fee for parking citation from \$6.00 to \$10.00

Jerry Patton noted that a provision will be added to this recommendation prior to its return for action at the next meeting, stating that under Ed. Code 76300(g) students who demonstrate financial need are limited to a \$20.00 maximum parking fee per semester.

Jerry also noted that, through this increase, we plan to fund a P.O.S.T.-certified security force in place of our current Campus Patrol. Mike Ellis stated that this is the first phase of the plan that will eliminate the outside security service for which we currently contract. We have also applied for a C.O.P.S. grant which, in the future, will bring all the security guards under one main department and will assist us in having our own campus police force. In the year 1999, parking lot 9 will be paid off, which will give us almost another \$100,000 to implement the second phase of the plan. We have not had a great deal of confidence in the contract security companies, particularly our not having a say as to who they put on our campus. We feel it is important to have all security guards be Palomar College employees because we may then control the quality of the people who are hired and do appropriate background checks, whereas we do not have that control at the present time. This first phase will allow us to change the night-time contract security service to Palomar employees. If we are funded from the C.O.P.S. grant, we will go ahead next year with the full conversion. If not, we need to look at 1999. In addition to the six P.O.S.T.-certified employees, we will still have the student workforce which will not be P.O.S.T. certified. They will be community service officers. The increased parking fees would take effect for the spring semester. They are in the process of working on job descriptions for the new officers and hope to complete the hiring process during the spring semester so that they would be in place by June 30, 1998.

A question was raised as to whether or not these officers would be armed. Mike stated that a decision on this has not yet been made. Rita White asked Mike his opinion on this matter and was told that, personally, he would prefer they be armed. He feels it is unfair not to allow them to protect themselves in order to provide the best possible security force. Our Campus Patrol people currently carry pepper spray for personal protection.

Erica Olvera asked about the hours of the new security force. Mike stated that the new security force will be 24 hours a day, as is the current coverage with the outside service and Campus Patrol combined. Erica noted that it is sometimes difficult to find a security guard here after 10 p.m. Mike stated that the Facilities Department employees who are on duty at night are all in radio contact to serve as backup for security by observing and reporting unusual occurrences to the security guard on duty.

This matter will appear under Unfinished Business on the agenda for the next meeting.

10. **INFORMATION: PROPOSED REVISION OF BP 403.2 - ENROLLMENT FEE WAIVER**

The Admissions, Records, and Veterans' Services Department has submitted the attached revisions to Board Policy 403.2 - Enrollment Fee Waiver for review and approval. It is being forwarded to the Board with a recommendation for approval from the President's Advisory Council. **Exhibit I-10**

Barbara Hughes questioned why the word "accredited" was being deleted from the policy and was told that this was being done to accommodate home-schooled students.

This matter will appear under Unfinished Business on the agenda for the next meeting.

11. **INFORMATION: PROPOSED CHANGE OF DEPARTMENT NAMES**

The following changes of department names have been reviewed and approved by the President's Advisory Council and are forwarded to the Board with a recommendation for approval:

- a. From Social Science Department to Economics, History, and Political Science Department
- b. From Information Systems and Services Department to Information Services Department

This matter will appear under Unfinished Business on the agenda for the next meeting.

12. **INFORMATION/DISCUSSION: LETTER FROM BOARD OF TRUSTEES, SANTA MONICA COLLEGE**

Letter from Board of Trustees, Santa Monica College. Exhibit I-12

Dr. Dougherty stated that he felt we should send a response to Santa Monica College's letter.

Consequently, he had asked Dr. Boggs to draft a letter which was distributed to the Board members prior to this meeting. This matter will appear under Unfinished Business on the agenda for the next meeting.

J. FINANCIAL REPORTS

1. **INFORMATION: NARRATIVES FOR FINANCIAL REPORTS**

Memo from Lois Meyer, Director, Fiscal Services. Exhibit J-1

2. **INFORMATION: BUDGET TRANSFER TRANSACTIONS**

Report of **Budget Transfer Transactions** from August 1 through 31, 1997. **Exhibit J-2**

3. **APPROVE REVISED BUDGETS**

MSC Scofield, Jensen

RESOLUTION 97-18565

BE IT RESOLVED, That the August 31, 1997, **Budgets** for the General Fund, Capital Outlay Fund, Child Center Fund, and Energy Conservation Project Fund be approved. **Exhibit J-3**

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

4. **INFORMATION: BUDGET REPORT - UNRESTRICTED REVENUE AND UNRESTRICTED EXPENDITURES**

Budget Reports: Unrestricted Expenditures (Exhibit J-4a) and Unrestricted Revenue (Exhibit J-4b)

5. **INFORMATION: TRAVEL CLAIM TRANSACTIONS**

Report of **Travel Claim Transactions** from 8/1/97 to 8/31/97. **Exhibit J-5**

6. **APPROVE EXPENSE WARRANTS**

MSC Scofield, Jensen

RESOLUTION 97-18566

BE IT RESOLVED, That the following report of **Expense Warrants** be approved:

General Fund	\$1,612,927.47
Capital Outlay Fund	390,736.95
Children's Center Fund	1,512.77
Trust Fund	<u>6,665.48</u>
Total of Funds	\$2,011,842.67

Exhibit J-6

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

7. **APPROVE SHORT-TERM/SUBSTITUTE EMPLOYEE LIST**

MSC Scofield, White

RESOLUTION 97-18567

BE IT RESOLVED, That the **Short-Term/Substitute Employee List** be approved. **Exhibit J-7**

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

K. OPERATIONAL REPORTS

1. **Wellness Team Report**

Kelley Hudson-Maclsaac presented the annual report of the Wellness Team. The Team has been advocating employee health for ten years. Kelley discussed their goals for 1997-98 and reviewed the activities of the Team during the past year.

L. PERSONNEL

1. **RECEIVE, ACCEPT, AND APPROVE DECISION OF OFFICE OF ADMINISTRATIVE HEARINGS TO DISMISS MICHAEL W. KING FROM EMPLOYMENT**

MSC Jensen, Scofield

RESOLUTION 97-18568

BE IT RESOLVED, That the Governing Board of the Palomar Community College District hereby receives, accepts, and approves the decision of the Office of Administrative Hearings to dismiss **MICHAEL W. KING** from employment. Dismissal is effective, May 27, 1997, the date paid administrative leave was terminated by action of the Governing Board.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

2. **APPROVE CORRECTION TO CLASSIFIED EMPLOYMENT**

MSC Scofield, Jensen

RESOLUTION 97-18569

BE IT RESOLVED, That the correction to the starting date of employment of the following classified employee be approved:

a. Name: **KIRSTEN FOWLER**
Position: Graphics Specialist I
Department: Graphic Communications
Position #: 341653 New?: No
Remarks: Replacement for Marjory Adcock
Sal Rng/Stp: 21/A Salary: **\$2,163.00 month**
% of position: 100% No Mos: 12
Effective: August 13, 1997
Acct No(s): 01-10-31-3104-6775-2111.00-0000/100%

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

3. **APPROVE CORRECTION TO CLASSIFIED SUPERVISOR TITLE**

MSC Scofield, White

RESOLUTION 97-18570

BE IT RESOLVED, That the correction to the title of the following classified supervisory position be approved:

- a. **Position: MANAGER EDUCATIONAL TELEVISION**
Department: Educational Television
Name: Vacant
Position #: 300650 New?: No
Remarks: Position was Manager Television Production & Operations;
title change only
% of position: 100% No Mos: 12
Sal Rng/Stp: 52/A Salary: **\$3,268.00 month**
Effective: August 1, 1997
Acct No(s): 01-10-32-3206-6131-2111.00-0000/100%

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

4. **APPROVE NEW ACADEMIC POSITION**

MSC Scofield, White

RESOLUTION 97-18571

BE IT RESOLVED, That the following academic position be approved:

- a. **Position: JTPA COUNSELOR/COORDINATOR**
Department: Worksite Education
Position #: 300902 New?: Yes
Full-time?: Yes No Mos: 11
Effective: September 24, 1997
Acct No: 01-10-31-3130-7011-1412.00-1144/100%
NOTE: This is a specially funded position, continuation depends on
available funds

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

5. **APPROVE CLASSIFIED POSITION INCREASE**

MSC Scofield, White

RESOLUTION 97-18572

approved: **BE IT RESOLVED, That** the increase of the following classified position be

- a. Position: **ACADEMIC DEPARTMENT ASSISTANT**
Department: Foreign Languages
Name: Linda Willis
Position #: 310950 New?: No
Sal Rng/Stp: 16/N Salary: **\$2,557.00 month**
% of position: 100% # of Mos: 12
Remarks: Increase position from 75%, 11 months to 100%, 12 months
Effective: September 24, 1997
Acct #(s): 01-10-36-3630-6010-2111.00-0000/100%

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

6. **APPROVE CLASSIFIED EMPLOYMENT**

MSC Scofield, Jensen

RESOLUTION 97-18573

BE IT RESOLVED, That the classified employment of the following persons be approved:

- a. Name: **CHERYL A. SANTA CRUZ**
Position: Academic Department Assistant
Department: Mathematics
Position #: 330850 New?: No
Remarks: Replacement for Leslie Briggs.
Sal Rng/Stp: 16/A Salary: **\$1,915.00 month**
% of position: 100% # of Mos: 12
Effective: September 24, 1997
Acct #(s): 01-10-33-3350-6010-2111.00-0000/100%
- b. Name: **CHRISTINE M. CLARK**
Position: Academic Department Assistant
Department: Nursing Education
Position #: 331050 New?: No
Remarks: Replacement for Carolyn Conklin.
Sal Rng/Stp: 16/A Salary: **\$1,915.00 month**
% of position: 100% # of Mos: 11
Effective: October 1, 1997
Acct #(s): 01-10-33-3370-6011-2111.00-0000/100%

- c. Name: **MICHAEL T. HILL**
 Position: Construction/Weekend Supervisor
 Department: Facilities
 Position #: 502554 New?: Yes
 Remarks: Position approved 6/24/97
 Sal Rng/Stp: 42/A **Salary: \$2,552.00 month**
 % of position: 100% # of Mos: 12
 Effective: October 1, 1997
 Acct #(s): 01-10-51-5100-6511-2112.00-0000/100%
NOTE: Hours: Four 10 hour days, 6:30 am-5 pm, Thursday-Sunday
- d. Name: **OTIS MORRIS, II**
 Position: Warehouse Supervisor
 Department: Warehouse
 Position #: 503050 New?: No
 Remarks: Replacement for Peter Aretakis
 Sal Rng/Stp: 41/A **Salary: \$2,490.00 month**
 % of position: 100% # of Mos: 12
 Effective: October 6, 1997
 Acct #(s): 01-10-51-5119-6773-2112.00-0000/100%

The Vote was unanimous.
 Student Trustee Advisory Vote: Aye

7. **INFORMATION: CLASSIFIED PROFESSIONAL GROWTH AWARDS**

In accordance with the Professional Growth Program for Classified Unit Employees, the following employees are granted a \$500.00 annual stipend, prorated on a monthly basis, effective September 1, 1997:

Name	Position	Course of Study
Ginger Bening	Academic Department Assistant	Job-related art
	Art	
Glenna Mitchell	Library/Media Technician II	Computer
	Library/Media Center	classes towards transferring to CSU, San Marcos.

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

In accordance with the Professional Growth Program for Classified Unit Employees, the following employees are granted a one-time lump sum stipend of \$2,000.00 effective September 1, 1997:

	<u>Name</u>	<u>Position</u>	<u>Course of Study</u>
in	Rebecca Clements	Academic Department Assistant	Master's degree
		Behavioral Sciences	Applied Sociology at CSU, San Marcos
	Steven King	Instructional Support Asst. IV Life Sciences	Environmental Technology, Spanish, and Computer classes
	Joanne Wahl	Senior Secretary	Classes towards A.A. degree in General Studies

9. **INFORMATION: APPROVE SALARY INCREASE TO ADJUNCT FACULTY**

BE IT RESOLVED, That the Governing Board of the Palomar Community College District agrees to a salary increase to the Adjunct Faculty of 4% which represents the 2.97% COLA adjustment approved in the State Budget and an additional 1.03% to be distributed evenly throughout the Adjunct Faculty Salary Matrix. This increase shall be effective with the beginning of the 1997-98 contract year, August 23, 1997.

This matter will appear under Unfinished Business on the agenda for the next meeting.

10. **INFORMATION: APPROVE SALARY INCREASE TO CONTRACT FACULTY**

Whereas, the Governing Board has stated its Goal (#7) to reach the top 25 percent of salaries for comparable districts no later than the year 2000, and

Whereas, the District's representatives have engaged in the Meet and Confer process since Spring 1997 in order to reach an agreement of how the above-mentioned Goal might be attained, and

Whereas, the District and faculty representatives to the Meet and Confer process have analyzed the 16 comparable districts and have concluded that Palomar's faculty salaries are not in the top 25 percent using the comparable colleges outlines in the Staff Compensation Plan, and

Whereas, it would take a significant adjustment to all ranges of the current matrix during the 1997-98 Academic year to achieve Goal #7, and

Whereas, the District recognizes that the Faculty is committed to the concept of its Salary Matrix and is agreeing to a flat fee adjustment in an attempt to reach parity within the matrix, and

Whereas, the District will maintain its commitment in future discussions for attainment of the top 25 percent by the year 2000,

THEREFORE, BE IT RESOLVED, That the Governing Board of the Palomar Community College District agrees to a salary increase to the Contract Faculty of 4% which represents the 2.97% COLA adjustment approved in the State Budget and an additional adjustment of 1.03% to be distributed to the current Contract Faculty Matrix as follows:

2.97% COLA adjustment to each step of the matrix, plus
\$574 flat amount to each step within the matrix.

This increase shall be effective July 1, 1997.

Bonnie Dowd publicly acknowledged the work of Bruce Bishop, Dave Forsyth, Jerry Patton, and Teresa Doyle in formulating this proposal. Barbara Hughes asked if the "Whereas" paragraphs were at the faculty's request as she felt the Board is not just passing a resolution but a philosophy, as well. Bonnie Dowd reported that the resolutions are stated as they were agreed upon during the meet-and-confer process.

This matter will appear under Unfinished Business on the agenda for the next meeting.

M. ITEMS PENDING

There were no items pending.

N. COMMENTS FROM BOARD MEMBERS

Barbara Hughes thanked everyone who did the work for the Foundation's gala last Saturday. Many of our students' work was showcased at the event.

Dr. Dougherty noted that, as Board Chair, he would be serving as Palomar's voting delegate at the ACCT Annual Convention next month in Dallas, Texas.

Harold Scofield also stated that he had a great time at the Foundation party and is glad we exceeded our goal.

Dr. Dougherty also noted that he, Harold and Nancy Scofield, and Kendra Jeffcoat had represented Palomar College in the Poway Days Parade last weekend. Palomar College is respected and loved in the Poway area.

O. CLOSED SESSION

The Board recessed at 7:56 p.m. and went into Closed Session at 8:03 p.m., to discuss:

1. Conference with Real Property Negotiator, pursuant to Government Code 54956.8, on property located in the City of Escondido

No reportable action.

2. Public Employee Performance Evaluation, pursuant to Government Code 54957

- a. Superintendent/President

No reportable action.

SPECIAL MEETING - CLOSED SESSION

1. Public Employee Discipline/Dismissal/Release, pursuant to Government Code 54957.6.

Closed Session ended at 8:40 p.m.

RECONVENE TO OPEN SESSION

The meeting reconvened at 8:41 p.m.

MSC White, Hughes

RESOLUTION 97-18574

BE IT RESOLVED, That the Governing Board of the Palomar Community College District approves the disciplinary action of a 30-day suspension without pay for employee 300552, Media Equipment Assistant, Library, a Classified Unit Employee, effective 9/15/97 and through 10/24/97.

The Vote was unanimous.

P. ADJOURNMENT

The meeting was adjourned at 8:42 p.m.