

GOVERNING BOARD MINUTES
REGULAR MEETING, GOVERNING BOARD
PALOMAR COMMUNITY COLLEGE DISTRICT
BOARD CONFERENCE ROOM, STUDENT SERVICES CENTER
COLLEGE CAMPUS
SAN MARCOS, CALIFORNIA
TUESDAY, OCTOBER 14, 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 7:00 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
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
Judy Eberhart, Dean, Counseling, Guidance, and Career Development
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
Lise Telson, Dean, Student Support Programs

STAFF:

Barbara Baldrige, Executive Assistant, President's Office
Ernie Carson, President, CCE/AFT
Virginia Dower, Director, Auxiliary Services
Mary Ann Drinan, President, The Faculty
Ben Echeverria, Counsel, Contracts and Special Projects
Mike Ellis, Director, Facilities
Chris Feddersohn, Associate Professor, Trade and Industry, Cabinet and Furniture
Technology
Lynn Ginsburg, Director, Business Services
Kendra Jeffcoat, Special Assistant to the President
Steve Kirby, Associate Professor, Trade and Industry, Cabinet and Furniture Technology
Scott McClure, Interim Director, Information Services
Lois Meyer, Director, Fiscal Services
Dr. George Mozes, President, Administrative Association

Dr. Michael Norton, Director, Public Information
Dr. Larry Roberts, Director, Public Safety Programs
Mary San Agustin, Director, Financial Aid and Scholarships
Dr. Joe Stanford, Associate Professor, Performing Arts
Dr. Mark Vernoy, President, Faculty Senate

GUESTS:

Lee Baldrige
Anders Egense, Boyle Engineering Corp.
Daniel Kwan, *The Telescope*
Jim Neal, Boyle Engineering Corp.
Margo Shannon, Student
Lee Warnock, Boyle Engineering Corp.

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 97-18575

BE IT RESOLVED, That the Minutes of the Special and Regular Meetings held on September 23, 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. **APPROVE TRAVEL EXPENSES**

MSC Scofield, Hughes

RESOLUTION 97-18576

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, meals, mileage, registration, miscellaneous
To attend: Learning Paradigm Conference
Location: San Diego, California
Date: January 10-13, 1998
Amount: \$655.00
Budget Acct. No.: 01-10-10-1000-6620-5201.00-0000

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

2. **APPROVE NEW CLASSES AND AGREEMENTS FOR COMMUNITY SERVICES CLASSES**

MSC Scofield, Hughes

RESOLUTION 97-18577

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

FALL/1997

- a. Presenter Drury, Patricia
Name of Class: Beginning Tai Chi Chuan
Effective: 10/15/97
Rate: 30% of fees collected
Terms: Minimum of 10 students
- b. Presenter: Granbery, Pamela
Name of Class: Beginning and Intermediate Watercolor
Effective: 10/18/97
Rate: 30% of fees collected
Terms: Minimum of 10 students
- c. Presenter: Jefferson, George
Name of Class Paleontology and Geological History So. California
Effective: 11/8/97
Rate: 30% of fees collected
Terms: Minimum of 10 Students

- d. Effective: Jorgensen, Mark C.
 Name of Class: Desert Bighorn Sheep of Anza Borrego
 Effective: 12/13/97
 Rate: 30% of fees collected
 Terms: Minimum of 10 students
- e. Presenter: Murillo, Francisco
 Name of Class: Furniture Repair and Refinishing
 Effective: 11/1/97
 Rate: 30% of fees collected
 Terms: Minimum of 10 students
- f. Presenter: Ross-Brendle, Suzanne
 Name of Class: Low Impact Aerobics
 Effective 10/14/97
 Rate: 30% of fees collected
 Terms: Minimum of 10 students
- g. Presenter: Wilderson, Robert L.
 Name of Class: Get to Know Your Computer at Borrego
 Effective: 10/18/97
 Rate: 30% of fees collected
 Terms: Minimum of 10 students
- h. Presenter: Wilderson, Robert L.
 Name of Class: Introduction to the Internet
 Effective: 11/11/97
 Rate: 30% of fees collected
 Terms: Minimum of 10 students
- i. Presenter: Latulippe, Jerome
 Name of Class: Bureau of Automotive Repair Transition Class
 Effective: 10/17/97
 Rate: \$478.50
 Terms: Minimum of 10 students

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

3. **APPROVE EXTENSION OF CONTRACT WITH CUSTOM PRINTING COMPANY**

MSC Scofield, Hughes

RESOLUTION 97-18578

BE IT RESOLVED, That a contract for printing of the 1998-99 Palomar College Catalog between Palomar Community College District and **Custom Printing Company**, 1005 Commercial Drive, Owensville, MO 65066 (originally approved by the Governing Board on November 28, 1995) be extended. Said contract is estimated at \$19,541.00, plus tax. This amount may be modified if the District makes additions and/or deletions to the estimated number of pages or estimated number of catalogs required. (This is the third year of a three-year contract.) Account Nos. 01-10-40-4000-6450-5558.00-0000 (approximately \$18,499.00); 01-10-40-4000-6450-5557.00-0916 (balance of approximately \$3,000.00).

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

4. **APPROVE DUPLICATE WARRANT**

MSC Scofield, Hughes

RESOLUTION 97-18579

BE IT RESOLVED, That the Governing Board of the Palomar Community College District authorize the Disbursing Officer to draw a new warrant as follows:

Warrant #76-113107, dated 9/23/94, in the amount of \$50.00, to Von T. Welker, Jr., PSC 46 Box 269, Apo AE 09469. Voided due to stale dating.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

5. **GRANT EQUIVALENCY FOR DISCIPLINES**

MSC Scofield, Hughes

RESOLUTION 97-18580

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:

Attaoui Jamila - ESL
Carter, Craig – Administration of Justice
Glasgow, Charles – Fire Technology
Hummel, Ellen - Dance
Weber, Paul - Welding

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

6. **APPROVE ADJUNCT FACULTY EMPLOYMENT**

MSC Scofield, Hughes

RESOLUTION 97-18581

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

FALL 1997

ESL

Attaoui, Jamila	B.A., Linguistics M.A., Linguistics (pending)	ESL	\$30.00
Dietrich, Kristine	ESL B.A., Human Resources M.A., Teaching English to Speakers of Other Languages (TESOL)		\$31.00

Feeser, Anya	ESL (non-credit) B.A., Elementary Education ESL Certificate	\$30.00
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LIBRARY/MEDIA CENTER

Morrison, Patricia	Reference Librarian B.A., French/Spanish M.S., Library Science M.A., Business Administration	\$33.00
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PERFORMING ARTS

Hummel, Ellen	Dance B.A., Dance 8+ years of experience	\$30.00
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PHYSICAL EDUCATION

Yendes, John	Physical Education A.A., Liberal Arts & Science B.A., Physical Education M.A., Health & Human Services	\$31.00
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PUBLIC SAFETY

Carter, Craig	Administration of Justice 6+ years of experience	\$30.00
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Holmerud, David	Fire Technology A.A., General Studies/Fire Science B.A., Board of Governors/Liberal Arts Limited Service Credential: Fire Science 23 years of experience	\$30.00
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Glasgow, Charles	Fire Technology 21+ years of experience	\$30.00
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TRADE & INDUSTRY

Andre, Sandra	Drafting Technology B.A., Applied Arts 4+ years of experience	\$32.00
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John, George	Trade & Industry A.A., General Education B.V.E., Vocational Arts 27+ years of experience	\$37.78
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Weber, Paul	Welding Doctor of Veterinary Medicine 6+ years of experience	\$33.00
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The Vote was unanimous.
Student Trustee Advisory Vote: Aye

7. **INFORMATION: RESIGNATIONS**

On behalf of the Governing Board of the Palomar Community College District, the following **resignations** have been accepted by Dr. George R. Boggs, Superintendent/President, as authorized by the Governing Board on June 10, 1986:

- a. **KAROL RICKENBERG**, Children's Center Teacher, Child Development Instruction and Services Center, effective October 1, 1997. (last day worked 9/30/97)
- b. **VONNIE AUDIBERT**, Food Service Assistant I, Food Services, effective October 13, 1997. (last day worked 10/10/97)

**Resumption of
REGULAR AGENDA**

D. **CONSIDERATION OF ITEMS REMOVED FROM CONSENT CALENDAR**

There were no items removed from the Consent Calendar.

At this time, Dr. Dougherty moved the Operational Reports forward on the agenda.

K. **OPERATIONAL REPORTS**

2. **Cabinet and Furniture Making Report**

Paul Kelly introduced Chris Feddersohn and Steve Kirby from the Trades and Industry Department, to present a report on the classes currently offered in Cabinet and Furniture Technology. Brochures were distributed to those present. **Exhibit K-2a, K-2b** Chris invited the Board members to tour the department's facilities.

1. **Infrastructure Replacement Project Report**

Anders Egense, of Boyle Engineering, presented a report on the status of the Infrastructure Replacement Project. It is anticipated that the project will require approximately two years for completion.

E. **HEARINGS OF INDIVIDUALS, GROUPS, AND DELEGATIONS**

1. **INFORMATION**

Report of the Faculty Senate

Dr. Mark Vernoy reported that the Faculty Senate has a website on the Palomar College homepage on the Internet where the Senate's agenda, most recent actions taken, most recently approved minutes, and a list of Senate members and their phone extension numbers, home pages, or E-mail addresses may be found.

The Faculty Senate supports the establishment of a "Web Master" position on campus. Currently, Mark Hopkins is doing a very good job, but it is becoming a full-time responsibility for him.

Mark distributed copies of the Senate's 1997-98 Agenda to the Board members.

Exhibit E-1. The items the Senate will work toward this year include salary, improved working conditions, continue to improve and maintain academic integrity, continue active outreach to all the employee groups on campus, and increase the level of involvement of Adjunct Faculty into the campus culture.

2. **INFORMATION**

Report of The Faculty

There was no report.

3. **INFORMATION**

Report of the Administrative Association

There was no report.

4. **INFORMATION**

Report of the CCE/AFT

There was no report.

5. **INFORMATION**

Report of the Associated Student Government

Erica Olvera reported that the ASG officers will be traveling to Sacramento this weekend to attend a conference. The ASG is also working toward building a new student center. The matter was presented to the Faculty Senate yesterday and will be taken to the President's Advisory Council at its next meeting.

6. **INFORMATION**

Report of Superintendent

Dr. Boggs congratulated *The Telescope* staff for winning a General Excellence Award at the Journalism Association of Community Colleges Conference recently.

Dale Wallenius, our Chief Advancement Officer, has been chosen as a faculty member to provide foundation board training by the National Council for Resource Development. He is the only person selected from Region IX, which includes California, Nevada, Arizona, and Hawaii.

The Performing Arts Department and Civic Youth Orchestra recently hosted the Seventh Annual Summer Workshop program, in which 129 students aged 8 to twenty participated. We appreciate their efforts to reach out to youth and our community.

Dr. Boggs extended his congratulations to Xavier Corona, student, who has been chosen as the next California Community Colleges' representative to the Loan Study Council. He will also serve as the student representative on the Chancellor's Office Financial Aid Regional Representatives Advisory Committee for 1997-98.

For the fourth year in a row, *Bravura*, our College literary magazine, won "Best of Show" for literary publications at the Del Mar Fair. It also received a "Special Award" for layout and design. *Bravura 1997* also won first place at the California State Fair. Coordinating faculty are Neil Bruington, Judith Stafford, and Donna Cosentino.

Dr. Boggs reported that he had received a call from Ray Giles of CCLC asking if any of our Board members would like to comment for an article he is writing on the advantages of the odd year vs. even year elections. Ralph Jenkins stated that he feels the even years are best because it coincides with the general election and brings a better voter turnout. Ralph will call Ray Giles when he returns from the ACCT Conference next week.

Dr. Boggs asked that the Board plan a special meeting to discuss District goals for 1998. It was agreed that December 13, 1997, 9 to 12 noon, at the Escondido Education Center would be the best time for the meeting.

7. **INFORMATION**

Report of Other Organizations and/or Individuals

There were none.

F. **INSTRUCTIONAL REPORTS**

There were none.

G. **COMMUNICATIONS**

1. Letter from **R. W. Gittings, City Manager, City of San Marcos**, to Dr. Boggs, dated September 12, 1997, updating him on the status of the Twin Oaks Valley Road interchange and complimenting Kendra Jeffcoat on her presentation before SANDAG. **Exhibit G-1**
2. Letter from **Dave Kelley, State Senator**, to Dr. Boggs, dated September 15, 1997, thanking him for his letter expressing support of AB 226 regarding education finance. **Exhibit G-2**
3. Letter from **Raymond N. Haynes, State Senator**, to Dr. Boggs, dated September 18, 1997, thanking him for his letter expressing support for AB 226. **Exhibit G-3**
4. Letter from **Howard Kaloogian, Assemblyman**, to Dr. Boggs, dated September 23, 1997, thanking him for contacting his office regarding support for AB 1571, the final trailer bill and AB 1188, the education trailer bill to the fiscal year 1997-98 budget. **Exhibit G-4**
5. Letter from **Dede Alpert, State Senator**, to Dr. Boggs, dated October 6, 1997, updating him on the status of SB 877. **Exhibit G-5**

H. UNFINISHED BUSINESS

1. **APPROVE PROPOSED AMENDMENT TO BOARD PROCEDURE 12.10.1
REGARDING PUBLIC COMMENTS AT BOARD MEETINGS**

MSC Scofield, White

RESOLUTION 97-18582

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

Ralph Jensen spoke in favor of the five-minute time limit and demonstrated, by reading the Gettysburg Address in its entirety in one minute and 48 seconds, that, except under unusual circumstances, five minutes should be long enough for someone to voice their opinion to the Board. He feels it would be to the speakers' benefit in that it would require them to prepare a concise presentation and prevent them from rambling and repeating themselves. In the event that the Board wishes to give a speaker more time, there is nothing to prohibit the Board from making that decision.

Dr. Dougherty stated that he feels if the Board wishes to allow a speaker more than five minutes, that decision should be made at the beginning of the meeting so that it does not appear that the Board is playing favorites. The five-minute time limit would not include questions from the Board members. The speaker would be given additional time to respond to those questions.

Rita White stated that she agrees with the motion as we have had people who rambled on and on in the past.

Harold Scofield stated that he feels five minutes is long enough for people to express their opinions to the Board, and he agrees that it is also for their benefit.

Margo Shannon noted that not all persons who might wish to address the Board have the ability to present their thoughts succinctly in a brief period of time.

Barbara Hughes spoke against the five-minute limit as she feels it is best to have open discussion without limits.

The Vote: 4 Aye, 1 No (Hughes)
Student Trustee Advisory Vote: Aye

2. **APPROVE INCREASE IN STUDENT PARKING FEES**

MSC Scofield, White

RESOLUTION 97-18583

BE IT RESOLVED, That In order to support the conversion from the existing Campus Patrol/Contract Security operation to a full P.O.S.T.-Certified operation, it has been determined that an increase in student parking fees is necessary. Therefore, the Governing Board of the Palomar Community College District hereby approves the following increases, subject to Ed. Code 76300, to become effective with Spring semester, 1998:

- 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

Erica Olvera stated that there were some concerns voiced by students as well as comments of support for these increases. Jerry Patton stated that the Education Code provides for a waiver of the portion of the fee which exceeds \$20.00 for those students with a demonstrated financial hardship.

Jerry also noted that Facilities Department employees apprehended a person recently with a trash can full of expensive equipment which they had stolen from the College.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

3. **APPROVE REVISION OF BP 403.2 - ENROLLMENT FEE WAIVER**

MSC Scofield, Jensen

RESOLUTION 97-18584

BE IT RESOLVED, That the Governing Board of the Palomar Community College District hereby approves the attached revisions to Board Policy 403.2 - Enrollment Fee Waiver. **Exhibit H-3**

Barbara Hughes noted that she had asked why these fees are waived and was told that it helps to promote enrollment in the courses.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

4. **APPROVE CHANGE OF DEPARTMENT NAMES**

MSC Scofield, White

RESOLUTION 97-18585

BE IT RESOLVED, That the Governing Board hereby approves the following changes of department names:

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

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

5. **RESPOND TO LETTER FROM BOARD OF TRUSTEES, SANTA MONICA COLLEGE**

MSC Scofield, Jensen

RESOLUTION 97-18586

BE IT RESOLVED, That the response attached as **Exhibit H-5b** be prepared and sent to the **Board of Trustees, Santa Monica College**, in answer to their letter of September 9, 1997.

Dr. Boggs noted that the CEO's have agreed voluntarily to inform the Chancellor of any legislation that their districts would be proposing. The Chancellor would then determine whether or not the legislation would have any detrimental effect on other districts. If he felt that it would, he would take a vigorously opposed position and notify the other CEO's, who would be encouraged to express their opposition to lawmakers.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

6. **APPROVE SALARY INCREASE TO ADJUNCT FACULTY**

MSC Scofield, Jensen

RESOLUTION 97-18587

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.
Exhibit H-6

Rita White asked for an explanation of the last paragraph on page one of **Exhibit H-6**. Teresa Doyle explained that retirees usually are earning a much higher hourly rate at the time of retirement than would be paid if they were placed on the adjunct salary schedule. Consequently, the retirees will be kept at the rate they were earning at the time of retirement.

Dr. Dougherty stated that he is delighted that we are taking even a small step to improve starting salaries.

Mary Ann Drinan requested that, if the Governor signs a bill that would provide money for office hours for adjunct faculty members, the District apply for those funds. Harold Scofield asked where we would put these people if they had office hours, given the small amount of space available. Mary Ann and Mark Vernoy noted that offices are shared when necessary, and some adjunct faculty members regularly meet with students outdoors.

The Vote: 4 Aye, 1 Abstain (White)
Student Trustee Advisory Vote: Aye

7. **APPROVE SALARY INCREASE TO CONTRACT FACULTY**

MSC to amend the resolution by adding the information indicated in bold underlined italics below: Hughes, Scofield

MSC the amended resolution Scofield, Jensen

RESOLUTION 97-18588

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, ***given available resources***,

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. **Exhibits H-7a, 7b**

It was noted that the word "commitment" means it is the Board's goal; however, if the economy should worsen or the enrollment does not continue to grow, it may not be possible to realize this goal.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

I. NEW BUSINESS

1. **APPROVE AGREEMENT WITH AIRWATCH/CITICASTERS FOR TRAFFIC CONDITIONS REPORTING TO DISTRICT'S RADIO STATION, KKSM-AM**

MSC Hughes, White

RESOLUTION 97-18589

BE IT RESOLVED, That an agreement be approved between the Palomar Community College District and **Airwatch/Citicasters**, a division of Jacor Communications, Inc. (Airwatch), pursuant to which Airwatch shall provide program-ready traffic-condition reports on San Diego County traffic conditions, as appropriate, daily, Monday through Friday, inclusive, to be broadcast over KKSM-AM Radio, the District's radio station, at no charge to the District. The term of the Agreement shall commence on October 1, 1997, and continue for two years; provided, however, that unless either party elects to terminate this Agreement with prior written notice, exactly ninety (90) days prior to said and subsequent termination date, with or without cause and without the payment of a termination fee, then this Agreement shall thereafter continue on the same terms with automatic renewal. **Exhibit I-1**

Dr. Dougherty commented that he would like to see the College have an FM station offering classical music sometime in the future. Harold Scofield suggested that Rob Branch be asked to see if such a station is available.

Barbara Hughes questioned the type of commercials to be given in connection with the Airwatch traffic reports. Ben Echeverria stated that he will be sure the contract includes a provision indicating that the College has the right to approve commercials prior to their airing.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

2. **APPROVE AND ACCEPT FUNDING FOR TRANSITIONAL ASSISTANCE TO NEEDY FAMILIES (TANF) FOR 1997-1998 IN THE AMOUNT OF \$163,219.00 AND AUTHORIZE EXPENDITURE WITHIN ESTABLISHED GUIDELINES**

MSC Scofield, Hughes

RESOLUTION 97-18590

BE IT RESOLVED That funding for **Transitional Assistance to Needy Families (TANF)**, formerly additional GAIN FTES, for fiscal year 1997-1998, be and is hereby approved and accepted on behalf of the Palomar Community College District, and expenditures therefrom are hereby authorized in accordance with the application and the guidelines established therefor. **Exhibit I-2**

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

3. **APPROVE AND ACCEPT FUNDING FOR CALWORKS FOR 1997-1998 IN THE AMOUNT OF \$663,108.00 AND AUTHORIZE EXPENDITURE WITHIN ESTABLISHED GUIDELINES**

MSC Scofield, Hughes

RESOLUTION 97-18591

BE IT RESOLVED, That funding for **California Work Opportunities and Responsibility to Kids (CalWORK's)** program for fiscal year 1997-1998, be and is hereby approved and accepted on behalf of the Palomar Community College District, and expenditures therefrom are hereby authorized in accordance with the application and the guidelines established therefor.

Paul Kelly explained this item and the previous item and the manner in which they relate to welfare recipients.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

4. **RATIFY AND APPROVE FEDERAL WORK-STUDY PROGRAM AGREEMENT WITH CALIFORNIA STATE UNIVERSITY SAN MARCOS**

MSC Scofield, Hughes

RESOLUTION 97-18592

BE IT RESOLVED, That an agreement be approved between the Palomar Community College District and **California State University San Marcos**, pursuant to which the funds available to the College District through Title IV College Work-Study funds, under the Higher Education Act of 1965, as amended, be disbursed to California State University San Marcos on a reimbursement basis, for wages earned by College District students while working as an employee of the University.

The term of this agreement is for the period September 1, 1997, and until terminated by either party, upon (30) thirty-days' written notice to the other. This agreement shall be funded from the following account numbers: 01-10-41-4196-7315-2310.00-1122 (75%) and 01-10-41-4198-7315-2310.00-1827 (25%), and is subject to availability and/or continuance of Federal Funding. **Exhibit I-4**

Dr. Dougherty commented that this is just the portion of our students who will be working at CSUSM. The program is far broader and includes many other employers.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

5. **APPROVE SUMMER PROGRAM IN PARIS, FRANCE, THROUGH ACCENT INTERNATIONAL CONSORTIUM FOR ACADEMIC PROGRAMS ABROAD LIMITED, FOR SUMMER 1998**

MSC Scofield, Jensen

RESOLUTION 97-18593

BE IT RESOLVED, That a summer program to Paris, France, be approved through a contract with **Accent International Consortium** with departure from the United States on June 30, 1998, and return departure from Paris on August 1, 1998. The academic program offerings shall include 12.5 hours average per week, for a total of 50 sixty-minute classroom hours, or a special course in French 1, designed for US students, consisting of three hours per day for four weeks for a total of 60 sixty-minute classroom hours; plus courses in civilization, conversation, and tutorials. The total cost of this summer program is \$2,340.00, plus a non-refundable first payment of \$250.00 due by April 1, 1998, which amount includes a \$100.00 refundable security deposit which may be taken as a late payment penalty if all amounts due are not received by ACCENT on or before May 1, 1998. Airfare is not included in the program costs stated above, with estimated airfare of \$1,000.00 per student, based upon a minimum of twenty participants and one visiting faculty, and subject to fluctuation of the dollar as against the French Franc.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

6. **APPROVE AGREEMENT FOR SPECIAL LEGAL SERVICES WITH THE LAW FIRM OF CURRIER & HUDSON TO BE DELIVERED AT THE DIRECTION OF THE ASSISTANT SUPERINTENDENT/VICE PRESIDENT OF HUMAN RESOURCES OF THE DISTRICT**

MSC Scofield, Hughes

RESOLUTION 97-18594

BE IT RESOLVED, That an agreement be approved between the Palomar Community College District and the law firm of **Currier & Hudson**, a professional corporation, commencing October 1, 1997, and terminating June 30, 1998, for delivery of special legal services primarily under the direction of the Assistant Superintendent/Vice President of Human Resources of the College District on matters of personnel, collective bargaining, and legal issues directly related thereto, including litigation support therefore. The services under this agreement shall be billed at the rate of \$125.00 per hour plus reimbursable expenses and shall be paid from Account Number: 01-10-50-5000-6605-5702.00.0000. This agreement may be terminated by either party upon written notice to the other.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

7. **APPROVE ASSIGNMENT OF LEASE FOR COMMERCIAL PROPERTY LOCATED AT 1981 EAST VALLEY PARKWAY, ESCONDIDO (ESCONDIDO CENTER COMMERCIAL TENANT, FIVE STAR MARKET)**

MSC Scofield, Hughes

RESOLUTION 97-18595

BE IT RESOLVED, That approval and consent is hereby given to an assignment of the existing lease between the Palomar Community College District and **Saad D. Pattah and Naden Pattah** who assign all of their rights, title and interest in the lease to **Haitham H. Mikha and Bilal M. Badrani**. As consideration for the District's consent to this assignment, Saad D. Pattah and Naden Pattah shall continue to be liable for all lease obligations to the District and shall give their personal guarantees to the District therefore, for the balance of the term of the lease which expires February 3, 2002, and thereafter so long as there are any outstanding obligations to the District thereunder.

The Vote was unanimous.

Student Trustee Advisory Vote: Aye

8. **AWARD CONTRACT FOR BRUBECK THEATRE LIGHTING CONTROL REPLACEMENT SYSTEM TO SAN DIEGO STAGE & LIGHTING SUPPLY, INC.**

MSC Scofield, Hughes

RESOLUTION 97-18596

BE IT RESOLVED, That the bid of **San Diego Stage & Lighting Supply, Inc.**, submitted on September 24, 1997, to demolish and replace with new equipment the lighting control system of the Brubeck Theatre, be and is hereby declared to be the lowest, responsive bid; the bid amount of \$88,372.50, is hereby accepted, and a contract is hereby awarded to San Diego Stage & Lighting Supply, Inc., for this amount in accordance with the Notice to Contractors published on August 28, and September 4, 1997, in the North County Times, and the bid documents, including the specifications, the terms of which are to be incorporated into the contract. The term of the contract shall be from October 14, 1997, through January 16, 1998. The contract shall be funded from account number 05-10-64-6400-7100-6200.00-0644 (22.22%) and 05-10-64-6400-7100-6200.00-1644 (77.78%). **Exhibit I-8**

The Vote was unanimous.

Student Trustee Advisory Vote: Aye

9. **AUTHORIZE PAYROLL DEDUCTIONS TO PURCHASE TAX-SHELTERED ANNUITIES FROM MASSACHUSETTS MUTUAL LIFE INSURANCE COMPANY ("MassMutual")**

MSC Scofield, White

RESOLUTION 97-18597

BE IT RESOLVED, That payroll deductions be authorized for the purpose of purchasing tax-sheltered annuities from **Massachusetts Mutual Life Insurance Company ("MassMutual")**, 1414 Main Street, Springfield, MA 01144-1013.

BE IT FURTHER RESOLVED, That Massachusetts Mutual Life Insurance Company ("MassMutual"), be and is hereby approved as a tax-sheltered annuity and is added to the District's approved list for such vendors.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

10. **INFORMATION: PROPOSED REVISION OF BP 320 - ARTICULATION**

BE IT RESOLVED, That the Governing Board of the Palomar Community College District approve the revision of Board Policy 320, Articulation, as indicated on the attached **Exhibit I-10**. It is noted that this revision has been reviewed and approved by the President's Advisory Council and has been forwarded to the Board with a recommendation for approval.

This item will appear as Unfinished Business on the agenda for the next meeting.

11. **INFORMATION: PROPOSED REVISION OF BP 400 - ADMISSIONS**

BE IT RESOLVED, That the Governing Board of the Palomar Community College District approve the revision of Board Policy 400, Admissions, as indicated on the attached **Exhibit I-11**. It is noted that this revision has been reviewed and approved by the President's Advisory Council and has been forwarded to the Board with a recommendation for approval.

Barbara Hughes stated that she is glad to see the inclusion of the statement that the decision of whether or not to enroll a minor under the age of 15 rests with the instructor.

This item will appear as Unfinished Business on the agenda for the next meeting.

J. FINANCIAL REPORTS

1. **ADOPT RESOLUTION REVIEWING AND APPROVING PURCHASES MADE FOR THE PRIOR SIXTY (60) DAYS PURSUANT TO BOARD RESOLUTIONS 96-18423 AND 96-18424, ADOPTED JUNE 24, 1997**

MSC Scofield, Jensen

RESOLUTION 97-18598

BE IT RESOLVED, That all purchase transactions, and contracts entered into on behalf of the Palomar Community College District pursuant to resolutions numbered 96-18423 and 96-18424, adopted June 24, 1997, as detailed on the information spreadsheet lodged herewith as **Exhibit J-1**, be and are hereby reviewed and approved for the following **Purchase Order** Nos. 840427 through 840652, Agreement/Item Nos. 845050 through 845099, Travel Nos. 850010 through 850014, Reimburse/Adv/Increases Nos. 860070 through 860176, Employment Advertising Nos. 865003 through 865003, Agreement/Service Nos. 870085 through 870127, Repair Nos. 875013 through 875028, Agreement/Annual Nos. 880084 through 880185, Utilities Nos. 895030 through 895030, Film Booking Nos. 820008 through 820012, and Library Order Nos. 825000 through 825010, in the total amount of \$666,246.72 be approved.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

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

Memo from Lois Meyer, Director, Fiscal Services. Exhibit J-2

3. **APPROVE REPORT OF REVOLVING CASH EXPENDITURES**

MSC Scofield, Jensen

RESOLUTION 97-18599

BE IT RESOLVED, That the Report of **Revolving Cash Expenditures** for August, 1997, check numbers 11274 through 11278, in the amount of \$1,810.55 from the General Fund be approved. **Exhibit J-3**

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

4. **APPROVE SALARY WARRANTS**

MSC Scofield, Jensen

RESOLUTION 97-18600

BE IT RESOLVED, That the following **Salary Warrants** be approved:

Payroll dated 9-10-97	\$ 308,553.56
Payroll dated 9-19-97	734,531.84
Payroll dated 9-30-97	<u>2,660,261.58</u>

Total for September, 1997	\$3,703,346.98	Exhibit J-4
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The Vote was unanimous.
Student Trustee Advisory Vote: Aye

5. **APPROVE EXPENSE WARRANTS**

MSC Scofield, Jensen

RESOLUTION 97-18601

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

General Fund	\$1,163,787.99
Capital Outlay Fund	3,407.72
Children's Center Fund	78.08
Trust Fund	<u>6,209.28</u>

Total of Funds	\$1,173,483.07	Exhibit J-5
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The Vote was unanimous.
Student Trustee Advisory Vote: Aye

6. **INFORMATION: TRAVEL CLAIM TRANSACTIONS**

Report of **Travel Claim Transactions** from 9/1/97 to 9/30/97. **Exhibit J-6**

7. **APPROVE STUDENT EMPLOYEE LIST**

MSC Scofield, Jensen

RESOLUTION 97-18602

BE IT RESOLVED, That the **Student Employee List** be approved. **Exhibit J-7**

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

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

MSC Scofield, Jensen

RESOLUTION 97-18603

**BE IT RESOLVED, That the Short-Term/Substitute Employee List be approved.
Exhibit J-8**

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

K. **OPERATIONAL REPORTS**

The reports were presented earlier on the agenda.

L. **PERSONNEL**

1. **INFORMATION: CLASSIFIED PROFESSIONAL GROWTH AWARD**

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

<u>Name</u>	<u>Position</u>	<u>Course of Study</u>
Kris Coxsey	Education Center Secretary Mt. Carmel Education Center	Bachelor's degree in Business Management, University of Phoenix

2. **APPROVE CLASSIFIED RECLASSIFICATION**

MSC Scofield, White

RESOLUTION 97-18604

BE IT RESOLVED, That the reclassification of the following classified positions be approved:

- a. **Position: ADMISSIONS ASSISTANT**
Department: Admissions, Records, & Veterans' Services
Name: Vacant
Position #: 410273 New?: No
Remarks: Position was International Student Assistant, range 17
approved 6/24/97
Effective: November 1, 1997
% of position: 100% # of Mos: 12
Sal Rng/Stp: 14/A Salary: **\$1,823.00 month**
Acct #: 01-10-40-4010-6210-2111.00-0889/100%
NOTE: This is a specially funded position; continuation depends on available funds. 3% added to base salary for hours worked between 6 pm and 10 pm. Hours: 9:30 am-7:30 pm, Tuesday-Thursday; 7:00 am-4:30 pm, Friday; 8:15 am-1:15 pm, Saturday

- b. **Position:** **OFFICE SPECIALIST**
Department: Regional Occupational Programs
Name: Vacant
Position #: 320751 New?: No
Remarks: Position was Staff Aide, range 20, replacement for Gayle Cory
Effective: November 1, 1997
% of position: 100% # of Mos: 12
Sal Rng/Stp: 8/A Salary: **\$1,576.00 monthly**
Acct #: 01-10-38-3883-6315-2111.00-1950/100%
NOTE: This is a specially funded position; continuation depends on available funds.
- c. **Position:** **COMPUTER PROGRAMMER**
Department: Information Systems and Services
Name: Vacant
Position #: 501664 New?: No
Remarks: Position was Programmer Analyst, range 35, replacement for Bruce McKeone
Effective: October 15, 1997
% of position: 100% # of Mos: 12
Sal Rng/Stp: 27/A Salary: **\$2,504.00 monthly**
Acct #: 01-10-50-5050-6780-2111.00-0000/100%

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

3. **APPROVE CLASSIFIED EMPLOYMENT**

MSC Hughes, Scofield

RESOLUTION 97-18605

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

- a. Name: **KYLE A. CURTIS**
Position: Custodian I
Department: Custodial Services
Position #: 502866 New?: Yes
Remarks: Position approved 2/11/97
Sal Rng/Stp: 8/A **Salary: \$1,576.00 month**
% of position: 100% # of Mos: 12
Effective: October 15, 1997
Acct #(s): 01-10-51-5130-6530-2111.00-0000/100%
NOTE: 3% added to base salary for hours worked between 6 pm – 10 pm. 5% added to base salary for hours worked between 10 pm – 6 am. **Hours:** 10 pm – 6:30 am Monday through Thursday; 5 pm – 1:30 am Friday.

- b. Name: **RAYMOND J. LEGER**
Position: Custodian I
Department: Custodial Services
Position #: 502865 New?: No
Remarks: Replacement for Thomas Coates
Sal Rng/Stp: 8/A **Salary: \$1,576.00 month**
% of Position: 100% # of Mos: 12
Effective: October 15, 1997
Acct #(s): 01-10-51-5130-6530-2111.00-0000/100%
NOTE: 3% added to base salary for hours worked between 6 pm – 10 pm. 5% added to base salary for hours worked between 10 pm – 6 am. **Hours:** 10 pm – 6:30 am Monday through Thursday; 5 pm – 1:30 am Friday.
- c. Name: **DONNA RENNER**
Position: Senior Secretary
Department: Administrative Services
Position #: 500153 New?: Yes
Remarks: Position Approved 2/11/97. This is a voluntary demotion for Ms. Renner.
Sal Rng/Stp 17/M **Salary: \$2,593.00 month**
% of Position 100% # of Mos: 12
Effective: November 3, 1997
Acct #(s): 01-10-50-5000-6605-2111.00-0000/100%
- d. Name: **DIANE VEACH**
Position: Manager, Instruction Office
Department: Instruction
Position #: 300150 New?: No
Remarks: Replacement for Catherine Ott. This is a promotion for Ms. Veach.
Sal Rng/Stp 50/H **Salary: \$3,904.00 month**
% of Position: 100% # of Mos: 12
Effective: October 15, 1997
Acct #(s): 01-10-30-3000-6010-2112.00-0000/100%
- e. Name: **LEONORA L. CARANDANG**
Position: Senior Programmer Analyst
Department: Information Services
Position #: 501658 New?: No
Remarks: Replacement for Bryan Cokeley. This is promotion for Ms. Carandang
Sal Rng/Stp: 39/C **Salary: \$3,700.00 month**
% of position: 100% # of Mos: 12
Effective: October 15, 1997
Acct #(s): 01-10-50-5050-6780-2111.00-0000/100%

f. Name: **HERMINIO J. AREVALO**
Position: Computer Programmer
Department: Information Services
Position #: 501664 New?: No
Remarks: Replacement for Bruce McKeone
Sal Rng/Stp: 27/A Salary: **\$2,504.00 month**
% of position: 100% # of Mos: 12
Effective: October 15, 1997
Acct #(s): 01-10-50-5050-6780-2111.00-0000/100%

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

4. **APPROVE CLASSIFIED POSITION INCREASE**

MSC Scofield, Jensen

RESOLUTION 97-18606

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

a. Position: **SECRETARY**
Department: Educational Television
Name: Dolores Silva
Position #: 300656 New?: No
Sal Rng/Stp: 11/I Salary: **\$2,160.00 month**
% of position: 100% # of Mos: 12
Remarks: Increase position from 75%, to 100%, 12 months
Effective: October 15, 1997
Acct #(s): 01-10-32-3206-6131-2111.00-0000/100%

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

5. **APPROVE ACADEMIC CONTRACT AMENDMENT**

BE IT RESOLVED, That the following contract revision be approved:

MSC Scofield, Jensen

RESOLUTION 97-18607

a. Name: **MARY ANNE GIARDINA-RODGERS**
Position: Associate Professor-80%/Chairperson-20%
Department: Child Development
Position #: 350403-80% New?: No
350401-20%
Remarks: Delete 20% assigned time for Director of Child Development
Instruction and Services Center approved July 15, 1997.
Rng/Stp: D/18 Salary: **\$55,547.00 annual salary plus
\$3,000.00 stipend**
% of Position: 100% # of Mos: 10
Effective: August 22, 1997
Acct #: 01-10-35-3570-1305-1111.00-0000/80%
01-10-35-3570-6010-1211.00-0000/20%

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

6. **APPROVE EXTENSION OF TEMPORARY ACADEMIC CONTRACT**

MSC Scofield, White

RESOLUTION 97-18608

BE IT RESOLVED, That an extension of the following temporary academic contract be approved:

a. Name: **LISA A. COX**
Position: Instructor/Counselor
Department: Counseling, Guidance, and Career Development
Position #: 450207 New?: No
Remarks: Replacement for Michael King
Sal Rng/Stp: F/4 Salary: **\$23,212.75 for semester**
% Contract: 100% No Mos: 5 1/2
Effective: January 20, 1998, through May 22, 1998
Acct No(s): 01-10-40-4030-6310-1410.00-0000/100%
NOTE: Temporary contract position. Hired in accordance with
Education Code Section 87481.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

7. **GRANT LEAVES OF ABSENCE**

MSC Scofield, White

RESOLUTION 97-18609

- a. **BE IT RESOLVED, That MELBA M. KOOYMAN**, Associate Professor, Nursing Education, be granted a 100% personal Leave of Absence **without pay and without benefits**, effective August, 1998, through December, 1998 (Fall 98 Semester).

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

MSC Scofield, White

RESOLUTION 97-18610

- b. **BE IT RESOLVED, That MARILEE NEBELSICK-TAGG**, Associate Professor, Nursing Education, be granted a 100% medical Leave of Absence **without pay and with no effect on benefits**, effective October 10, 1997, through November 21, 1997 (dates approximate).

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

8. **INFORMATION: APPROVE SALARY INCREASE FOR ADMINISTRATIVE SALARY SCHEDULE**

BE IT RESOLVED, That the Governing Board of the Palomar Community College District approve a 4% salary increase across the salary schedule for employees on the Administrative Salary Schedule, retroactive to July 1, 1997, for those employed on the day of Board approval of this agreement.

This item will appear as Unfinished Business on the agenda for the next meeting.

9. **TABLE RECLASSIFICATION OF POSITION**

MSC to table Hughes, White

RESOLUTION 97-18611

BE IT RESOLVED, That the following reclassification of a position be approved:

- a. Position: **TUTORING SERVICES PROGRAM COORDINATOR**
Department: Tutoring Services
Position #: 460701 New?: No
Remarks: Replacement for O. Byron Gibbs
Sal Rng/Stp: 52/A Salary: **\$3,268.00 monthly**
Full-time?: Yes # of Mos: 12
Effective: October 15, 1997
Acct #: 01-10-43-4315-6316-2112.00-0000/100%
NOTE: Position is currently a faculty position performing the administrative duties of directing the Tutoring Center. Position will be placed in the Educational Administrative group of the Administrative Association.

On behalf of the Faculty Senate, Mark Vernoy requested that the item be tabled as the Senate has taken a position of unanimous opposition to this position. They would like time to resolve some things prior to the Board considering the matter. Mary Ann Drinan stated that The Faculty also concurred with the Faculty Senate's request.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

M. ITEMS PENDING

N. COMMENTS FROM BOARD MEMBERS

Dr. Dougherty requested that the Board be given a report at a future meeting on the very successful tour of the Indian Reservations that was held recently.

Barbara Hughes noted that Board members received copies this week of a publication entitled, "Presidents and Trustees in Partnership: New Roles and Leadership Challenges." Included in the publication is an article written by George Boggs and Cindra Smith, "When Boards Change: Presidential Response."

Barbara also noted that it is exciting that Denise Moreno-Ducheny, a former community college board trustee, went on to become a member of the California Assembly and has been responsible for successfully sponsoring a bill which will lower the fees for college students at community colleges, state colleges, and state universities. Dr. Dougherty suggested that a resolution be placed on the agenda of our next meeting to send a letter of appreciation to Denise on behalf of the students of California.

Ralph Jensen noted that his daughter-in-law had presented him with a new granddaughter today at 2 p.m.

Erica Olvera commented that since the students will be paying increased parking fees, it would be appreciated if the faculty and staff would help pay for the improved security for all of us in the form of donations.

Dr. Dougherty requested input from the other Board members as to whom he should cast his vote for among the persons running for the Board of Directors of ACCT as he is the Board's official delegate.

O. CLOSED SESSION

The Board recessed at 8:38 p.m. and went into Closed Session at 8:45 p.m., to discuss:

1. Conference with Labor Negotiators, pursuant to Government Code Section 54957.6.
Agency negotiators: Teresa Doyle, Joseph Madrigal, and Jerry Patton
Employee organization: CCE/AFT
2. Conference with Labor Negotiators, pursuant to Government Code Section 54957.6.
Agency negotiators: Teresa Doyle and Jerry Patton
Unrepresented employees: Administrative Association Members
3. Negotiate Contract of Superintendent/President

Closed Session ended at 9:22 p.m.

RECONVENE TO OPEN SESSION

The meeting reconvened at 9:23 p.m. There was no reportable action.

P. ADJOURNMENT

The meeting was adjourned at 9:23 p.m.