

GOVERNING BOARD MINUTES
REGULAR MEETING, GOVERNING BOARD
PALOMAR COMMUNITY COLLEGE DISTRICT
BOARD CONFERENCE ROOM, STUDENT SERVICES CENTER
COLLEGE CAMPUS
SAN MARCOS, CALIFORNIA
TUESDAY, NOVEMBER 25, 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
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 Affirmative Action
Judy Eberhart, Dean, Counseling, Guidance, and Career Development
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
Lise Telson, Dean, Student Support Programs
Dale Wallenius, Chief Advancement Officer, Executive Vice President to the Foundation

STAFF:

Barbara Baldrige, Executive Assistant, President's Office
Mike Barber, Contracts Payable Technician, Fiscal Services, CCE/AFT
Petra Caballero, Executive Secretary, Student Services
Ernie Carson, President, CCE/AFT
Ray Dahlin, Associate Professor, Speech/Forensics, ASL
Kathy Davis, Fiscal Services Secretary, CCE/AFT
James Diaz, Custodian II, CCE/AFT
Peggy DiBattista, Supervisor, Admissions
Sue Doran, Information Systems Technician, CCE/AFT
Marsha Doughty, Senior Accounting Assistant, Fiscal Services, CCE/AFT
Mary Ann Drinan, President, The Faculty
Ben Echeverria, Counsel, Contracts and Special Projects
Carmen Eckman, DSP&S Secretary, CCE/AFT
JoAnn Ellis, Marketing Communications

Mike Ellis, Director, Facilities
Kara Garavito, Senior Accounting Assistant, Fiscal Services, CCE/AFT
Lynn Ginsburg, Director, Business Services
Rick Gommel, Admissions and Records Technician, CCE/AFT
Toni Griffith, Staff Aide, Emergency Medical Education, CCE/AFT
Maureen Holden, Scholarship Assistant/Secretary, Financial Aid, CCE/AFT
Kendra Jeffcoat, Special Assistant to the President
Helen Johnson, Personnel Specialist, Human Resources, CCE/AFT
Cynthia Kratcoski, Financial Aid Advisor, CCE/AFT
Herman Lee, Director, Enrollment Services
Ray Leger, Custodial Services, CCE/AFT
Scott McClure, Interim Director, Information Services
Lois Meyer, Director, Fiscal Services
Dr. George Mozes, President, Administrative Association
Sandy Nanninga, Supervisor, Admissions
Dr. Michael Norton, Director, Public Information
Yasue O'Neill, International Student Assistant
Jean Ruff, Financial Aid Specialist, CCE/AFT
Michael Schaeffer, Manager, Bookstore
Todd Smithson, International Student Department
Rose Tucker, Records Assistant, Admissions, CCE/AFT
Dr. Mark Vernoy, President, Faculty Senate
Terri Villalobos, Senior Office Specialist, Human Resources, CCE/AFT

GUESTS:

Lee Baldrige
Peter Riccio, PeopleSoft
Heidi Ross, Vavrinek, Trine, Day & Co.
Dennis Worsley, PeopleSoft
Kyle Zamora, Student
Margaret Zamora, Parent

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.

BB. PUBLIC HEARING

1. **Public Hearing was opened at 7:01 p.m.**
2. **PUBLIC HEARING – THE PALOMAR COMMUNITY COLLEGE DISTRICT DRAFT PROPOSAL FOR 1997-98 FOR CLASSIFIED EMPLOYEES IN THE BARGAINING UNIT REPRESENTED BY THE CCE/AFT.**

In compliance with Article B, Section 3547 of the California Government Code, the Governing Board of the Palomar Community College District will hold a public hearing on November 25, 1997, so that representatives of the public in this District may have the opportunity to express themselves to the Board regarding the draft of the Initial Proposal for 1997-98 negotiations. The Draft Proposal is available for review in the President's Office and in the Human Resource Services Office.

Exhibit BB-2

Rick Gommel stated that he would hope the District, before attempting to implement the classification study, would very diligently "fill in the holes." For example, we have new positions that have been created since the study was initiated. At least one position doesn't fit into either the current or the proposed structure. He asked that the District look at the variance between some of the positions. In one particular case, there is an eleven-range variance between the two proposals that were made. There are several other positions where there are variances of six to eleven ranges. Rather than tie the study directly to the immediate negotiations in reference to COLA, a lot of time needs to be put into studying this matter. He hopes that the District representatives will be very diligent about making sure that those kinds of things are looked at separately, particularly those instances with variances ranging from positive to negative and negative to positive, depending upon which of the two recommendations you are looking at. He feels that the committee that was standing during the study should go back into session and ask the directors and managers if this is really where this person should be, based on the two different studies. There is a great deal of variance that needs to be addressed. Until it is addressed, it is not a very good subject for negotiations. Rick stated that there is time in this year to negotiate and to implement it; it doesn't have to be done right away. He feels that if we look at it diligently and try to balance things out, there will be much more agreement much quicker than if it is accepted sight unseen.

Teresa Doyle explained the rationale behind the District's proposal to those present. One facet of the proposal is a modification of B.P. CCE/AFT-11, "Hours of Employment and Overtime." This would delete references to work schedules authorized under Education Code Section 88039 as this section of the code has been repealed.

Teresa stated that another facet involves a change in the wording of B.P. CCE/AFT-13, "Vacation," to eliminate the forfeiture of vacation days that are earned beyond the maximum. She stated that if there is some way to word this item more appropriately, she would be happy to hear about it and discuss it.

With respect to B.P. CCE/AFT-20, "Health and Welfare Benefits," Teresa stated that the proposal is to modify A. to add health and welfare benefits not presently listed but already agreed upon and implemented. There are a number of such benefits that have been added to the package since the last revision of the handbook, and it is important to incorporate them into the handbook.

With respect to compensation, the District's proposal says "modify provision G(4) to allow possible alternative implementation for the recommendations of Ralph Andersen & Associates." Teresa stated that G(4) currently reads, "When salary ranges assigned to particular classes of positions are revised/reassigned to different salary ranges, the incumbents in these positions will retain the step held in the previous range." If the study were to be implemented under this provision, those employees whose range was increased would receive a large increase in pay; however, those whose range was decreased would have their salaries lowered. The District is proposing that G(4) be modified to allow us to place individuals who are reclassified as a consequence of the study to the step of the new range that most closely approximates their current rate of pay. That would mean that the step would not necessarily be the same as they occupy at present. Those who have been classified upward would not receive as much of an increase as under the current provision G(4); conversely, those who have been classified downward would not receive as much of a decrease. The District recognizes that there is a lot of work that needs to be done with the classification study, including review, and they are fully committed to doing that review as completely as possible.

Concerns have been expressed that this was not to be considered part of negotiations for this year. Teresa displayed a memo sent out to supervisors and classified unit employees on October 17, 1996, announcing the classification review and the procedures to be followed. The statement was made in the memo that "implementation of the recommendations will be dependent upon a variety of other factors the District will need to take into consideration, including negotiations with the bargaining unit." When the study was introduced to classified staff, there was a series of information sessions where it was plainly stated that the classification review would form the basis for negotiations in the coming year. In another memo to all classified unit employees, dated October 28, 1996, a series of questions were answered that had arisen from the open forums that had been held. Number 27 on this memo stated, "When will the changes be implemented?" The answer states that this is up to the District and the CCE/AFT to determine through negotiations.

The District proposal suggests that once everyone is moved to the appropriate range on the schedule, then a uniform amount should be applied to the entire schedule so that everyone would benefit fully from an increase in pay that would be proposed and that would be consistent with the increases that were agreed upon for the Administrative Association and the Faculty. If the Board Policy is not amended for the purposes of the study and we apply the uniform amount to the schedule, using hypothetical ranges and positions, the person who was classified lower would still receive a much lower rate of increase than the person whose range was raised, because if the person whose range is being decreased had a five percent lower salary and a four percent increase is applied to the schedule, that person would still be one percent behind. Those who are recommended for a decrease would then be paying for those who are recommended for an increase. If the District were to remove the implementation of the study from this process, another series of problems are encountered. If the District were to agree with the proposal set forth by the CCE/AFT, the four percent would be applied to the schedule, but those individuals would be reduced back. Teresa stated that the only money available to support the implementation of the classification study would be the money that is saved from those who are going downward. The only money that would be available, barring the use of COLA or any other funds available for salary augmentation, would be to balance those who are being advanced against those who are going down.

Teresa reported that a memo was sent out recently describing the District's perspective on the discussions that have occurred thus far with the CCE/AFT. The memo stated that there hasn't been a classification study conducted in which everybody went up. Teresa noted that this study is no exception. In fact, quite a number of positions are slated for decrease. Those individuals would pay for the increase that would be allotted to those whose ranges were increased as there would be no other money available. The money that would be placed on the schedule in the form of a salary increase would be hollow. Those who are classified downward would go back on the schedule to the step of the range that they presently hold, and would realize a significant decrease in pay. Those who are advanced on the schedule would realize a significant increase in pay that is funded by those who are receiving the decrease because they have been reclassified downward. This proposal seeks to provide an equitable distribution of the funds, something that is consistent with the applications that have occurred prior to this time for the Administrative Association and the Faculty. It is a novel approach and does require negotiations to ensure that it is something that would be possible.

Mark Vernoy asked how many people are going to be reclassified upward and how many downward. Teresa replied that the answer to this is subject to negotiations. What we have now are recommendations from consultants who reviewed the classifications and made recommendations based on two different approaches. One set is based upon a point-factor analysis of these positions; the other set is based on a market analysis. Teresa stated that a large percentage is recommended to go down, almost an equivalent number is recommended to go up, and the smallest group will stay the same. Mark asked if the same number of people are going down as are going up. Teresa stated that it is not exactly the same; in fact, it is somewhat smaller, but it is very close in percentage. She stated that there are many creative ways to approach this. The consultants made recommendations which are for our use in negotiations. We can make decisions about accepting those recommendations. We don't have to take them totally; we can take them in parts. We could, for example, say that a two percent adjustment isn't worth it; we will forget about those who were scheduled to go up or down two percent. There is plenty of room to discuss how this study should be implemented.

Teresa stated that the key point she wants to make is that there isn't any other money available to implement this study. It has been said since the inception of this study that this would form the basis for negotiations. If only COLA had been available this year, as opposed to COLA plus, that would be all the money we would have. If these two things were separated, if we were to take the money that we have available and apply it to the schedule, the only way that we could implement the study is by using the funds that are saved from those who are reclassified downward to fund the advancement of those who are reclassified upward.

Mark Vernoy asked if the same number of dollars is going up as is going down. Teresa answered "no." Mark asked if there are more dollars going up or more dollars going down. Teresa answered that there are approximately equal percentages of classifications. Mark reiterated that he is wondering about dollars. Teresa stated that she does not know the answer at this time. They have worked with the numbers that look at the study's implementation from a variety of perspectives, and they haven't broken it out that way yet. Rick Gommel stated that he can answer Mark's question regarding numbers of people. Under the point-value study, it was 179 going up, 29 staying the same, and 73 going down. Under the market value study, it was 168 going up, 54 staying the same, and 63 going down. Mark stated that this doesn't sound equal to him. Rick was asked by Mark what his estimate is about dollars. Rick stated that he had done a calculation based on step 9 of the matrix as it was a consistent number all the way through the study. His rough numbers indicated that one study would cost about \$340,000 before applying the four percent. The other was going to cost \$465,000. Mark stated that his question is "what's the net effect of this?" His understanding is that the people on the matrix

now will increase their salaries significantly as the whole thing moves up \$340,000. Teresa stated that this is not correct. Only those going up get the \$334,000 (in her calculations). Rick's calculations are slightly different from hers. Four percent equals about \$331,000, so you are looking at four percent on top of four percent. Mark asked how much people going down will save the District. Teresa stated that the District will need to look at that. The District would not like to see anyone get hurt in this. She stated that the total cost of the implementation of the study is \$334,000. Jerry Patton noted that this is from the general fund and does not include categorical and restricted funding.

Toni Griffith stated that it is a misnomer to state that the people would be going down. They would be Y-rated, nobody is going to lose their money as the law says you cannot decrease someone's salary. They would be Y-rated until their step caught up with them. To keep saying repeatedly that these people are going down is not true. Teresa stated that is certainly not what the Board Policy says. Toni stated that in the past when these studies have been done, they were more open. Right now, the negotiations team is being asked to negotiate something that the staff hasn't seen. The committee did not get a final report back answering all of their questions, and it takes time to check it out. Teresa stated that the purpose of the committee was to ensure that the study was done in accordance with the manner it should have been done. Toni stated that it didn't turn out that way. It should go back to the committee, and the committee should guide the negotiations team to say whether or not it is appropriate. Teresa stated that the committee should not guide the negotiations team. The committee is composed not only of CCE members but also of administrative and faculty members. Toni stated that she understands that, but that doesn't mean the committee is recommending this. That is supposed to be an unbiased group, and yet their questions have not been satisfied. Teresa stated that the committee never had questions that weren't satisfied. Toni stated that this is not what the committee says. Teresa stated that at the present time, the committee is not saying that because they haven't had the final report. Teresa noted that the final report has gone to the negotiations team because that is where the report ought to go.

Sue Doran stated that she is on the negotiations team, but she is speaking as a member of the committee. When they were working on the study, the committee never received the compensation portion of the study. Without that, she doesn't know how the committee could determine accurately whether or not the study followed the direction of the committee, and the committee followed the collegial process. She stated that she personally has a problem with that. She feels we need to continue with that; the committee needs to look at it and say whether or not this is what they were talking about, and then it would go to negotiations. Half the negotiating team wasn't on that committee. Teresa stated that the committee did receive quite extensive compensation information. Sue stated that this was not final compensation information as that did not come out until the second week of negotiations. They absolutely did not receive final compensation. Teresa stated that the committee did not receive the recommendations; they did receive a full accounting of the compensation comparisons. Sue stated that they did not receive the full report. Teresa agreed that they did not receive the full report.

Sue Doran commented on Y-rating, indicating that some people might remain in one spot on the schedule for ten years. On the other side are the individuals who should be receiving a substantial increase in pay. Because the study hasn't been done in twelve years, there are people who probably should have been increased for a very long time. Sue asked that if you were an individual who has been told that in actuality you should be receiving 15 percent more than you are right now, and that is in some cases quite true, would you be as sympathetic to someone who might be Y-rated for ten years when it comes to you receiving your proper salary to feed your family. Yes, you would feel bad; but how do you say to someone that you're going to move them up to the proper range but it's going to take you ten years to get where you deserve to be. That doesn't feed their family. The dilemma is (a)

is the study what the committee wanted it to be, and (b) is it completely accurate. The time involved in determining this is too lengthy. It should not be tied to COLA as that means "cost of living." Sue noted that we went into the study understanding full well that there may not be money for years to implement the entire study. She agreed that we need proper classifications and proper job descriptions. All of this needs to happen, but it's not going to happen overnight. You are talking, in some cases, about people who may retire in the next three years. That is their retirement you are talking about. That's a tremendous responsibility, and we want to do it right. We want to be able to compensate people who come to Palomar College and make the commitment for excellence that we've always said we have. Let's do it. Let's make sure we're paying people properly. People come here because they will be compensated for the excellent job they do.

Teresa stated that those individuals who are faced with feeding their families are faced with feeding their families at their current rate of pay. In fact, they would not only feed their families at their current rate of pay, but they would have a matrix increase across the board to assist them with that.

Rick Gommel stated that one of the things that has been discussed during negotiations is the emphasis on the market value study. He feels that at the time the individuals were hired at Palomar, Palomar was the market. Some of them may have been hired at higher than market value at that particular time, and that may have been 20 years ago; but many jobs have changed significantly. At the time, the obligation was that this is the market and this is what you will be paid. Now saying that the market is nine ranges different is cause for going back and carefully looking at that study to see if it is correct. When one recommendation says you go up three and the other says you go back six, there is a problem. Rick feels we owe it to everyone in the District to look at the study carefully to determine where we can come up with a balance. The market was the market at the time the individuals were hired, whether it was yesterday or ten years ago.

Teresa stated that there would be no objection to taking as long as the team feels is appropriate to doing that analysis to make sure everything is right. She feels the team needs to bear in mind that there is a "snapshot in time" effect with the study and that the further we get away from when the study was completed, the less relevant the study becomes. The District is absolutely committed to making sure that the unit feels that the recommendations made are appropriate. The District's intent in moving forward quickly was to see that people got checks for the holidays. That is not impossible, and the District is willing to go back to the bargaining table and talk about it. But to divorce those ideas and say that the only thing that can be talked about in negotiations is COLA because of a reopener is simply false. We can, and it is entirely within the scope of negotiations. We are willing to work it out.

Toni Griffith stated that she remembers when employees went several years without a COLA. When we got our last COLA, most of the people sitting on this Board now said that they were committed that COLAs be passed through to the employees. We have been asked to grow and grow and grow, and this District has not grown without the sweat of many classified employees, whether it is the janitors, the cafeteria workers, or the people in Admissions. We've all worked very hard. This Board said that they were committed to passing the COLAs because they were justly deserved. Toni reminded the Board that employees went years without raises while we grew. Now, we are being held hostage for a very small COLA that would help a lot of people who need to feed their families. She feels that the District is being very divisive. They have always given all employee groups a "fair shake." All of a sudden, the District that has always tried to be very collegial in shared governance is trying to divide the staff up with this issue by not giving it to the classified unit employees before the holidays.

Jean Ruff stated that she has been here almost 18 years and that this is the third survey she has gone through. She has been Y-rated and she understands what that means. She didn't like it when it happened to her, but she understood. She hasn't seen the results of the study, and she would feel bad if her fellow employees were Y-rated. The purpose of the survey was to look at all positions on the campus and evaluate if they were at the range that they should be, evaluating whether or not that position was paid where it should be paid. Jean asked if someone is Y-rated, doesn't that mean that apparently their position has been paid more than it should have been to start with. Teresa stated that this is correct. Jean stated that administration is trying to make employees feel bad that some people might be Y-rated. But if somebody is being paid more than they should be paid, that is the appropriate response. Teresa responded that classifications are not allocated to steps on the range; they are allocated to a range. This means that whether an employee is paid at step 1 or step 25, if a position is allocated to that range, that is an appropriate rate of pay for that individual. Teresa agreed that the steps have traditionally denoted the number of years the employee has been on campus, but stated this has absolutely nothing to do with seniority. If a person were to move back on the schedule to a higher step because they have been upgraded, that would add however many steps they went back to the end of their schedule. It allows them that much more opportunity for advancement.

Jean Ruff asked if a person were moved straight across the board, are we not negating the results of the study. Teresa responded "no, the person is put on the correct range." Teresa also stated that she is not saying that this is an orthodox approach, but that every classification is assigned to a particular range on the schedule, not to a particular step. Teresa noted that there was a group of individuals who had submitted classification review requests prior to the initiation of this study, which was initiated at the District's request. Those individuals who, by virtue of the fact that they had submitted a classification review request, believed that they were either misclassified or underpaid and felt so deeply about their circumstances that they took action to submit a request. Those individuals will not be part of this group. An allocation has been made in the budget to deal with those individuals in the traditional manner.

Jean Ruff asked if the Board was aware of what our employees are being paid in relation to other colleges. Some of the studies done in the eighties indicated that Palomar salaries were the ninth from the bottom of the list of all California community colleges. Teresa responded that if our top step is compared with the top step of every other community college in our survey, including all the longevity that people could earn up to step 25, we are above the median in virtually every case. Jean asked why so many Palomar staff have left to go to MiraCosta; for example, one Admissions supervisor left here at the top step and went there in a non-supervisory position and made more money. Teresa responded that MiraCosta is an exceptionally high-paying district. She stated that we may not be an exceptionally high-paying district, but we are not at the bottom. We are above the average in relation to the other community colleges. Jean asked to see that in writing, and Teresa responded that she would provide it.

Cynthia Kratcoski asked if the traditional method of calculating salary has to do with the number of years of service, why is that being changed as that seems to be a very significant consideration for most employees and has been a very strong part of our salary schedule in the past. Teresa responded that the only reason an employee's step on a range relates to years of employment is if that person continues to be employed in the same classification for the length of their tenure with the College. If the person is employed in a different classification, perhaps through promotion, it is very likely that they would go to a different step in the new range; in which case the step placement would have absolutely no relationship to years of tenure. Cynthia noted that when her position had been reclassified several years ago, she was not moved to the same step as the current policy dictates. She questioned why

the policy of going straight across is being changed. She asked who that is going to serve. Teresa responded that it would serve primarily those who go down. Those who go up would retain their current rate of pay, and then a consistent percentage amount could be applied across the schedule so that all employees would benefit. Teresa noted that if the employees don't want that, it is up to them to say so; but this is the proposal. Teresa reiterated that this is being suggested only for the purposes of implementing this study. After implementation of the study, if someone were hired and then reclassified, they would move straight across. Teresa again stated that this is something she would envision only for purposes of implementing the study. Cynthia indicated that, in that case, this is not consistent. Teresa responded that in the vast majority of cases, a person's step does correspond with their number of years of employment. However, that is not a hard and fast rule. In fact, when a person is promoted, they would move back on the schedule because they are going up to a higher range, which means that they actually move back on the schedule.

Toni Griffith noted that persons who had submitted requests for reclassification to Human Resources, prior to Teresa's appointment at Palomar and prior to the study, had been told that they were lost in HR and nothing was done about them for a long time. Once the study was discussed, no one was allowed to submit any more requests. Teresa responded that all persons with reclass requests in HR at the time she arrived have been contacted and promised that they will be treated as though the requests had been completed within the time line that this occurred. She has notified all such persons in writing of this fact. Toni responded that the persons to whom she is referring have been working for years without being paid what they should have been paid. Teresa responded that we will give them retro back, and that is exactly what she has told them as that is the fair thing to do. Toni responded that the fair thing was to take care of it when they were submitted. Teresa responded that she is sorry that didn't happen because of a staff turnover in HR. Once the study was initiated, further requests were not accepted because the entire unit was under review; and it wouldn't make any sense to accept requests from those who "really wanted to be reviewed" at that time.

Carmen Eckman asked if we did not have COLA and went forth with the classification study as we have done, was it always thought that there would be those who needed to go down to pay for those who were going to go up. Teresa responded that in the example that she had displayed earlier, the person who went down did not lose any money and that person is not Y-rated because Y-rating means that they go into limbo whereby they are placed on the top step of that range. They do not receive any increases in salary until, through applications of COLA or other augmentations to the schedule, that range catches up to their rate of pay. In the example shown earlier, that person went to a step of the range that was within the range they should have been on and, in fact, higher paid than they were presently. Carmen asked for clarification as to whether or not there are going to be those who go down on the salary scale to pay for those who are getting an increase. She asked if that was the thought all the time with the reclassification study. Without the COLA that was a "given" from the state, how was the study going to be funded? Teresa responded that it was planned to be paid for out of whatever money was available for salary increases, including COLA.

Marsha Doughty asked if when a person is Y-rated, do they receive COLA or do they stay where they are. She noted that currently, those who are Y-rated always receive COLA. Teresa reported that COLA is applied to those individuals who are still within the range and still have movement available to them within the range. Y-rating means that a person's rate of pay exceeds the rate of pay at the top step within the range. Marsha stated that they still deserve a cost-of-living raise. Teresa responded that that's not what Y-rating is, because the person is supposed to be at the top step of that range but is actually being paid more than that. If they received COLA, the range would never catch up with them.

A question was asked about persons who have been here 25 years and are at the top step of their range; should they not be receiving COLAs? Teresa responded that those who have been here 25 years and are at the top step of their range would receive any salary increase that is applied to the matrix. There is a difference between being on the top step of their range and being at a rate of pay that exceeds the top step of the range. Teresa stated that persons on the top step who have moved to the top step of their range because of 25 years in that range are entitled to salary adjustments that are applied to the schedule, including COLA and anything else that comes along. A Y-rated person, in contrast, is a person who has been reclassified downward and whose rate of pay from their original range exceeds step 25 in their new range. Marsha Doughty asked how it will be flagged in the system to determine who gets the increase and who does not because being Y-rated has no flag right now. Teresa reiterated that people who are at the top step of their range are not Y-rated. Marsha again asked about persons who were Y-rated during the last reclassification study 12 years ago. Teresa responded that those who are on the top step of the range and who are receiving the rate of pay that is listed for the top step of the range are not Y-rated. There are definite distinctions between being on the top step of the range and being Y-rated. Marsha stated that she understands the difference; but we do have such persons now because, on the last study, their salaries were placed on the Y step. They have never caught up because of the system in use at that time. Teresa will look into this matter as she has not heard about it before.

Sandy Nanninga noted that during the previous study, it was necessary to lower people's salaries because they were making too much money. Now we have another study where we will have to lower people's salaries because they are making too much money. Sandy feels that somewhere, someone is "screwing up." How are these people allowed to keep getting bounced up and up, and then a study comes along indicating the wrong placement? Who reclassified them? Who puts them way up there? Then we turn around and say, "you shouldn't be making that much money." Sandy feels there should be some kind of policy in place so that this doesn't happen anymore. Teresa reported that the District had come to an agreement with CCE last year that would set in place a review committee for precisely this purpose--to review classifications on a cycle. It is not necessarily through reclassification and bumbling that these people have managed to go up so high. It is quite possible that we have positions for which the market no longer pays what it paid at one time. Rick Gommel noted that this depends upon the market that you look at.

Rick stated that another reason why acceptance of this study should be delayed is that there is cause for negotiations within the study. For example, there are six positions which have been earmarked to be removed from the classified unit and put into the Administrative Association. The fact that these positions have been designated as supervisory and that they are not on the final matrix leads one to think that. That item itself is subject to negotiation. Rick feels that this is just another item which indicates that the study needs to be examined very carefully without delaying the implementation of COLA. Rick stated, "That is all we're saying and all we've said since day one."

3. PUBLIC HEARING – CCE/AFT LOCAL 4522 INITIAL PROPOSAL FOR NEGOTIATIONS WITH THE PALOMAR COMMUNITY COLLEGE DISTRICT FOR 1997-98.

In compliance with Article B, Section 3547 of the California Government Code, the Governing Board of the Palomar Community College District will hold a public hearing on November 25, 1997, so that representatives of the public in this District may have the opportunity to express themselves to the Board regarding the Initial Proposal. The CCE/AFT proposal is available for review in the President's Office and in the Human Resource Services Office. **Exhibit BB-3**

Ernie Carson noted that what everyone has heard tonight is a sampling of the state of the morale of employees within the classified unit. He noted those present could probably sense the attitudes and the frustration, and that is also reflected in many people who were not there. Ernie stated that he, personally, does not have any problems with the sunshining that was done with any of the items that Dr. Doyle mentioned tonight. The handbook is essentially a living document that doesn't have any opening or closing date on it. Negotiations on any item can start at any time. He has been advised that even though our "reopener" that was signed last summer for the COLA from last year, the District has the prerogative to put anything else on the table at that time. Ernie stated that the team doesn't have a problem with what is being presented as negotiable items as there are several things that the CCE would also like to open negotiations for. Regarding the clause being recommended to suspend in the contract, he stated that the CCE understands that the range movement as a result of the recommendations of the study is unrealistic when it comes to implementation. They can see that's why the proposal has been presented to move a person to the closest dollar amount. The problem he has is that the study has acknowledged that "granted, you are doing more work than your job description describes, and we are going to reward you by moving you to a higher range, but we're going to pay you the same amount of money." That is something that needs to be discussed. The CCE is not against the study or against movement, but they feel they need to negotiate whether the person is moving up or down. They realize that moving up or straight across, may cost money that is not there; and they are trying to look at that as a common-sense factor. They have a problem with the number of people who are going down and feel they need to take care of those people in some way. That is negotiable. He feels that the numbers going down also could be a "dangerous swing vote" in the union when it comes to negotiations. The Negotiations Team is trying to understand the study to a point where they can be convincing and get support from the rank and file members. Dr. Doyle had mentioned a concern with the way negotiations were going that perhaps the team was getting some outside direction. Ernie assured the Governing Board and the Executive Administration that all locals in California are autonomous. He has the CFT and AFT staff and the CCC to contact if he needs information, guidance, support, or help. None of those organizations will direct or point them in a direction. They are governed by the executive council, and all of the other locals in California are governed by their own executive councils. He stated that they do not want the perception made that this is not their particular stance. This is where their hearts are. They believe that they can get something done, but they also believe that the COLA and the study are two separate issues. They believe that the COLA is the state's way of saying, "we can't give you the amount of money to supplement your wages to match the inflation rate, but the least we can do is a 2.97% COLA." Ernie stated that it is up to the employers at that point to distribute it. Last year, when they went into negotiations, they were there about ten minutes--just long enough to sign the papers. This year, he went in with his pen in hand ready to sign papers, but he slowly put it back in his pocket. He thinks the state has said, "we can't match the inflation rate, but we are going to try to reward you with something--that being 2.97%." Ernie asked each person to step back in time to when they were making a lower salary or salary comparable to the CCE, and think about how they would feel as to whether or not the Palomar playing field is level. He asked them

how they would feel if the two other working groups in their environment got the COLA, but they were having to bargain for it. He reiterated that CCE is not against the study; they know that something has to be done. Ernie asked that the District reconsider the direction that it has been going with negotiations. When he was in Washington, D.C., he did not learn how to become "hard-nosed" or hard to get along with. The trips he has been on for the union have put him in a very positive environment. He brought that back with him and has tried to spread that throughout the staff. He read the following statement by George Meaney: "The basic goal of labor will not change. It is, as it always has been, and I'm sure always be, to better the standards of life for all who work for wages and to seek decency, justice, and dignity for all." Ernie stated that CCE equates dignity with COLA. In his opinion, the COLA is being held hostage. He asked that the Board equate dignity with COLA.

4. Public Hearing was closed at 8:14 p.m.

C. APPROVAL OF MINUTES

MSC Scofield, White

RESOLUTION 97-18656

BE IT RESOLVED, That the Minutes of the Regular Meeting held November 11, 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, White

RESOLUTION 97-18657

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

- a. Easel, canvasses, stretchers, stretcher bars, brushes, stool, mat cutter, miter box, statue, hanging wire, fiberglass, and sundry small items for student use in the Art Department, donated by **Helen Vissell**, 7211 Santa Barbara, Carlsbad, California 92009. Cash value as estimated by donor is \$675.
- b. 6,200 pairs of Mic-O-Matic/Youngdale hinges for use in student projects in the Trade and Industry Department, donated by **Christine Carrick, Executive Vice President / Director, Youngdale Manufacturing Corporation**, 2449-F Cades Way, Vista, California 92083. Cash value as estimated by donor is \$7,500.

- c. 7.3L V/8 International Harvester Diesel Engine to be used for training in tune-up and engine rebuilding in the Trade and Industry Department, donated by **Marion Freeman**, 447 Silverspur Way, San Marcos, California 92069. Cash value as estimated by donor is \$1,860.
- d. 60 eyeglass frames for use in ROP Optical Technology class, donated by **La Prima Optics**, 542 South Pacific Street, Suite 202, San Marcos, California 92069. Cash value as estimated by donor is \$400.
- e. Mineral, rock, and fossil specimens for classroom use in the Earth Sciences Department, donated by **Steven G. Spear**, 1762 Blackbird Circle, Carlsbad, California 92009. Cash value as estimated by donor is \$3,020.

Dr. Dougherty noted that, to a large extent, we have quality in this institution because of the large number of donations we receive. The people who donate to this school make a major contribution.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

2. **APPROVE TRAVEL EXPENSES**

MSC Scofield, White

RESOLUTION 97-18658

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

- a. **George R. Boggs, Ph.D.**
Advanced Funds? Yes
For: Transportation, parking, meals, miscellaneous
To attend: ACCCA PAC Reception and Governor's Budget Workshop
Location: Sacramento, California
Date: January 14, 1998
Amount: \$173.00
Budget Acct. No.: 01-10-20-2000-6630-5201.00-0000

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

3. **APPROVE ADJUNCT FACULTY EMPLOYMENT**

MSC Scofield, White

RESOLUTION 97-18659

BE IT RESOLVED, That the employment of the following adjunct faculty, at the rate indicated for the Fall 1997 and Spring 1998 semesters (day and/or evening), be approved; said adjunct faculty are not scheduled to teach more than a 60-percent load.

FALL 1997

ATHLETICS

Cavassa, Mark	Athletics	\$31.20
	B.A., Industrial Arts	
	6+ years of experience	

ENGLISH

Silzer, Peter	English A.A., Liberal Studies B.A., Greek Ph.D., Linguistics	\$34.32
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SPRING 1998

ART

Everett, Merrill	Art B.A., Business Administration M.F.A., Art	\$32.24
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FAMILY & CONSUMER SCIENCES

Goertzen-Navas, Kathleen	Fashion A.A., Home Economics A.A., Spanish A.A., Fashion Design 26 years experience	\$31.20
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Dr. Dougherty asked if there were any equivalencies involved in any of these appointments. Teresa Doyle responded that there were none.

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. OPERATIONAL REPORTS

1. Audit Report

Heidi Ross, Vavrinek, Trine, Day & Co. presented the audit report to the Board.
Exhibits J-2, E-1

Barbara Hughes complimented the entire staff on the outcome of this report. Because of the number of state, federal, and other compliance regulations that must be met, she feels it is miraculous that there are very few recommendations for action on this report. Jerry Patton noted that we have an internal audit plan and an internal auditor who does periodic checks and balances unannounced. We don't rely solely on the one-time audit by the external firm.

2. Item was postponed to a future meeting.

3. International Student Program

Joe Madrigal introduced Herman Lee, Director, Enrollment Services, who presented a report on the International Student Program.

F. HEARINGS OF INDIVIDUALS, GROUPS, AND DELEGATIONS

1. INFORMATION

Report of the Faculty Senate

Dr. Mark Vernoy thanked the Administrative Association for the leadership retreat they provided earlier today. He stated that it was very interesting and gave us a great deal of insight into each other. He felt the group got a lot out of it.

Mark noted that Marilee Nebelsick-Tagg is now on leave taking care of her new infant. She has been replaced as Vice President of the Faculty Senate by Ken Swift.

2. INFORMATION

Report of The Faculty

There was no report.

3. INFORMATION

Report of the Administrative Association

George Mozes reported that the Administrative Association did indeed have a very successful retreat today for the leaders of the employee groups and the executive administration. The topic involved listening skills. He publicly thanked Nona McClure, Barbara Baldrige, Chris Urner, John Woods, and Petra Caballero who worked hard to put it together. He also thanked those who participated by attending the retreat.

4. INFORMATION

Report of the CCE/AFT

Ernie Carson thanked Dr. Boggs for the birthday card he recently received.

Ernie recently attended the annual CCE Conference for the Southern California region in Manhattan Beach, along with eight other CCE members from Palomar. He was asked to join Tom Moran from the American Federation of Teachers (AFT) in Washington, D.C., as a speaker in a workshop called "Reinvigorating Your Union." He reported that our own Jo-Anne Lesser was selected as the Southern California CCE Employee of the Year.

Ernie is especially honored because the California Federation of Teachers (CFT) has asked him to be the chairperson of the resolution committee at the annual state convention in April.

Ernie reported that he had spoken to the Faculty Senate at their last meeting and presented to them the CCE Ambassador of Goodwill to the Senate, Mike Barber. Mike's purpose will be to answer any questions from the Senate, give them a status report on how things are going, bring messages back when Ernie cannot be reached, and basically keep communications open between the two groups. Ernie thanked Mark for allowing them to come to the Senate. CCE is looking forward to doing the same thing with the Administrative Association. He noted that if the Senate or Administrative Association has someone they would like to send to the CCE meetings, his group is open to communications going both ways.

5. **INFORMATION**

Report of the Associated Student Government

Erica Olvera reported that Homecoming was held last week. The cultural fair is December 3, and the cafeteria will be serving ethnic foods.

6. **INFORMATION**

Report of Superintendent

Dr. Boggs reported that the cover of the United Airlines magazine for this month, November, 1997, features art work by Michael Cassidy, one of our graduates. The interior article about the cover page notes that "Cassidy received his formal artistic training at Palomar College in San Marcos, California." Everyone flying United Airlines this month will be looking at the work of one of our graduates.

Dr. Boggs congratulated Diane Michael for receiving a "Courageous Leaders in the California Community Colleges" Award at the CCLC Convention last week.

Jerry Patton reported that we had received good news from the state regarding our initial project proposal for our new science building, which had previously been rejected. Kelley Hudson-Maclsaac attended a meeting last week and was informed that the project has been approved and we are now "on the list." They have done this because they are expecting to go out with a larger bond issue than they had in previous years; consequently, they have added a few projects to their list. The due date for our final project proposal, which is essentially preliminary drawings, is February 1, 1998, which gives us a very short time to comply. The document we need to complete involves preliminary working drawings of the building. Kelley was informed that they might give us until the end of February. When she asked what would happen if we can't meet the deadline, they responded, "do you want the building or not?". That means we have a great deal of work to do in a very short time.

The Facilities Planning Committee met today and endorsed the concept that a task force with heavy faculty involvement be appointed. They have contacted Diane Michael to get members for the task force. The second thing we need is a consultant. Marlene Imirzian did the initial project proposal as part of the master plan concept that we finished last year and submitted the IBP. This would require an obligation on the part of the Board to give permission to go ahead and negotiate with Marlene. If they can come to a consensus on scope of work and costs, they would like to be allowed to go ahead with this, and bring it back to the Board on December 16 for final ratification. Jerry noted that, with the holidays coming up and faculty leaving after finals week, we are going to be pushed for time to get this done. The fact that the state put us on the list is paramount, and we are excited about being able to get that far. The funding for the construction is still unknown because we have joined a list of many other projects that have been submitted to the state.

Mike Ellis reported that we will need floor plans, building elevations, interior, exterior, cross-sections, and sequent documentation. Basically, we will have a very detailed concept of what we want to build. We have to have detailed equipment and cost estimates--a major undertaking in a very short time. Once we get the money, it is estimated that we would have approximately a two-year construction time frame. Kelley has talked with the Imirzian firm, and they are willing to confirm that they can do this work as long as we give them sufficient notice and they have not committed to another project. The bond election will take place next spring. Dr. Dougherty stated that this is good news because we desperately need this new, modern, safe, attractive, functional building.

7. **INFORMATION**

Report of Other Organizations and/or Individuals

Edna Pulver's presentation was postponed to a future meeting.

G. **COMMUNICATIONS**

1. Letter from **David Viar, Community College League of California**, to Dr. Boggs, dated October 31, 1997, recognizing that the College has elected to participate in the *Courageous Leaders in California Community Colleges* recognition program and that our honoree is **Diane Michael**. **Exhibit G-1**
2. Letter from **Fred Vencill, Oceanside Unified School District**, to Dr. Boggs, dated October 31, 1997, thanking the College for **Bruce Bishop's** willingness to share his knowledge of parliamentary procedure with their Student Body Council. **Exhibit G-2**

H. **UNFINISHED BUSINESS**

1. **COMPLETE ACCT 1997-98 TRUSTEE BOARDS NATIONAL ADVOCACY SURVEY**

MSC Scofield, Hughes

RESOLUTION 97-18660

BE IT RESOLVED, That the **Association of Community College Trustees (ACCT) National Advocacy Survey** be completed by this Board and submitted to the ACCT. **Exhibit H-1**

Dr. Dougherty will complete the survey with the Board members' comments and forward it to ACCT.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

2. **REMOVE FROM THE TABLE RECOMMENDATION TO SCHEDULE SPECIAL MEETING TO DISCUSS GOALS AND OBJECTIVES**

MSC Scofield, White

RESOLUTION 97-18661

BE IT RESOLVED, That the recommendation to **schedule a special meeting to discuss goals and objectives** be **removed from the table**.

The Vote was unanimous.

Student Trustee Advisory Vote: Aye

3. **SCHEDULE SPECIAL MEETING TO DISCUSS GOALS AND OBJECTIVES**

MSC Scofield, White

RESOLUTION 97-18662

BE IT RESOLVED, That a special meeting of the Governing Board of the Palomar Community College District be held on **Saturday, February 7, 1998**, at the Escondido Education Center, for the purpose of discussing **District Goals and Objectives**.

The Vote was unanimous.

Student Trustee Advisory Vote: Aye

4. **TABLE AMENDMENT TO HANDBOOK OF POLICIES COVERING CLASSIFIED EMPLOYEES IN THE BARGAINING UNIT REPRESENTED BY THE CCE-AFT**

MSC to Table Scofield, White

RESOLUTION 97-18663

BE IT RESOLVED, That B.P. CCE/AFT-11, **HOURS OF EMPLOYMENT AND OVERTIME** be amended as follows:

Add the following paragraph to section A. Workweek.

The Palomar Community College District may establish and modify within its discretion, and with the concurrence of the employee organization (CCE/AFT Local 4522), workday and workweek schedules for bargaining unit employees pursuant to Education Code Section 88040. Every position employing a schedule authorized under Section 88040 will be identified as having regular work hours for each day of the weekly schedule. In keeping with the provisions of 88040, such schedules would require that employees be paid overtime rates for hours worked in excess of 40 in a week and/or the specified number of hours for that day. **Exhibit H-4**

The Vote was unanimous.

Student Trustee Advisory Vote: Aye

I. NEW BUSINESS

1. **DESIGNATE DECEMBER 16, 1997, MEETING AS "ANNUAL ORGANIZATIONAL MEETING"**

MSC Scofield, Hughes

RESOLUTION 97-18664

BE IT RESOLVED, That the Special Meeting of the Governing Board scheduled for **December 16, 1997, 7 p.m.**, be designated the **"Annual Organizational Meeting."**

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

2. **ENDORSE APPOINTMENT OF HAROLD SCOFIELD TO FINANCIAL RESOURCES TASK FORCE**

MSC Hughes, White

RESOLUTION 97-18665

BE IT RESOLVED, That the Governing Board endorses the appointment of **Harold Scofield** to the **Financial Resources Task Force. Exhibit I-2**

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

3. **APPROVE ONE-YEAR EXTENSION OF LEASE AGREEMENT WITH PARKWAY VENTURES, LTD.**

MSC Scofield, Hughes

RESOLUTION 97-18666

BE IT RESOLVED, That a one-year extension be and is hereby approved of the existing real property lease, between the Palomar Community College District (lessee) and **Parkway Ventures, Ltd.**, for property located at 1855 E. Valley Parkway, Suites Nos. 112, 113, & 114, respectively. The extension commences on January 1, 1998, and terminates December 31, 1998, with monthly rent to remain at \$2,497.50. If the District elects to continue this lease for additional periods, a cost-of-living increase shall be applied based upon the Consumer Price Index--San Diego--All Urban Consumers published by the United States Department of Labor, Bureau of Labor Statistics, as specified in the Amendment to Lease pursuant to which its term is extended. **Exhibit I-3**

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

4. **APPROVE EXPENDITURES FOR FOOD SERVICES AND BOOKSTORE FOR THE PERIOD JULY 1, 1997, THROUGH SEPTEMBER 30, 1997.**

MSC Scofield, White

RESOLUTION 97-18667

BE IT RESOLVED, That the expenditures for the Palomar Community College District **food service and bookstore operations**, for the period July 1, 1997, through September 30, 1997, be and are hereby ratified and approved. Total expended for food service was \$30,4592.97 and for the bookstore was \$79,6190.15, as evidenced in the detailed check registers in support hereof. **Exhibit I-4**

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

5. **APPROVE FOREIGN LANGUAGE PROGRAMS TO NERJA, SPAIN, AND HYERES, FRANCE FOR THE 1998 CALENDAR YEAR, INCLUDING ALL CONTRACTS NECESSARY TO CARRY OUT THESE PROGRAMS**

MSC Scofield, Hughes

RESOLUTION 97-18668

BE IT RESOLVED, That approval is hereby given for **foreign language programs** to Nerja, Spain, and Hyeres, France, for the calendar year 1998, including approval of all contracts necessary to carry out these programs. Cost of transportation, lodging, meals, and incidental expenses is solely the responsibility of the individual students. **Exhibit I-5**

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

6. **ADOPT PROPOSAL FOR NEGOTIATIONS**

MSC Scofield, Hughes

RESOLUTION 97-18669

BE IT RESOLVED, That the Governing Board adopt the initial proposal from the District to the CCE/AFT for purposes of negotiations. **Exhibit BB-2**

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

7. **INFORMATION: PROPOSED ACQUISITION OF COMPUTER SOFTWARE AND SOFTWARE LICENSING TO MEET YEAR 2000 COMPLIANCE**

The year 2000 compliance must commence as soon as possible in order that the District's computer operating systems will perform all necessary functions by January 1, 2000. Due diligence inquiries have been underway for some time by District staff leading to the recommendation that procurement be initiated in December, 1997. To achieve this procurement, staff is exploring the following options: (a) call for competitive proposals pursuant to Education Code Section 81645, pursuant to which the District may contract with one of the three lowest responsible competitive bidders, or (b) purchase through a public corporation or agency, pursuant to Public Contract Code Section 20652, or (c) integrate the required software/licensing into the instructional program and acquire it pursuant to California Education Code Section 81645 as instructional computer software packages.

After exploring available programs with the major vendors, staff has narrowed down the list of potential providers, and there is a good deal of interest in the programs offered by PeopleSoft.

The costs associated with acquiring an administrative software package, installing and implementing the software, modifying the hardware platform, and training our staff range from \$3.5M for CCMISC, and approximately \$3.0M for other products. Annual debt service payments, assuming acquiring a product such as PeopleSoft, SCT Banner, or Datatel, will be approximately \$600,000 per year for seven years at 5.2% interest. Anticipating the need for an annual debt payment regardless of which solution we chose, the FY97-98 Budget does include an additional \$450,000 for such an acquisition. Already in the FY97-98 Budget is \$150,000 for CCMISC.

Dr. Dougherty stated that it is unfortunate that the Buzzeo project has not worked out as we had hoped. Jerry Patton noted that we have been agonizing over this issue for the past five or six months. Information has been received recently that there is a good possibility that we can use the California Multiple Awards Schedule (CMAS) for procurement, and it does list one of the vendors we are considering. Ben Echeverria is verifying that this will be possible.

Jerry stated that we also sent out the information for an RFP notice in the paper. We may pull it, but we are still talking with the core project team. It appears that we now have a solution we did not think we had previously. He is planning to bring an action item to the Board on December 16. The core project team is ensuring that the best decision is made and that the product acquired meets the College's needs for the next several years.

Barbara Hughes asked about the \$150,000 that is in the budget for the consortium. Jerry Patton stated that we have one more payment due to the consortium, and it is conditional upon delivery of the product by Buzzeo. At some point, we will need to make that payment; that's comprised of a Buzzeo payment and additional administrative and travel expenses that were allocated to pay Buzzeo. If we don't see a product, obviously we are not going to pay. We don't want to enter into any kind of litigation and will make it clean and easy for the other groups that remain with Buzzeo.

Barbara Hughes asked if we would be dissolved from the consortium and no longer be a part of their potential profits. Jerry reported that our agreement with Buzzeo still remains; and as long as we make that final payment, we are under no breach of contract. We have satisfied our obligation. There is a lot of speculation about what will happen with any royalties to be paid back to the participants. The contract with Buzzeo will still be enforceable on our part. We should be able to participate if there is any money to participate in.

Harold Scofield asked when Buzzeo is supposed to deliver their first product. Jerry replied that it is due the end of December, 1997, and that is primarily some front end to the student administrative system. It is not admissions or records; it is not the main part we thought we were going to receive. Harold asked if that is enough to fulfill their obligation of the contract or is the contract that vague; since they did not deliver a big enough piece, would they be in breach of contract. Ben Echeverria reported that it would be a good possibility.

Dr. Dougherty asked if it is accurate to say that people on this campus who studied this matter feel the PeopleSoft product is best. Jerry responded that this is true. Within the last six months, there have been companies who have developed software that addresses all three modules. The most important one that has been missing has been the student administration module. There are companies now that have a product that includes that module. The core project team has been looking at this for the past three or four months and has visited colleges and talked to their colleagues and peers who have been reviewing different products and heard their opinions. The majority of the core project team feels that PeopleSoft is the product they want to purchase at this point. Harold Scofield reported that he was impressed when he read that PeopleSoft gives awards to its employees who do creative things to get the job done.

J. FINANCIAL REPORTS

1. INFORMATION: NARRATIVES FOR FINANCIAL REPORTS

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

2. ACCEPT AUDIT REPORT FOR YEAR ENDED JUNE 30, 1997

MSC Scofield, Jensen

RESOLUTION 97-18670

BE IT RESOLVED, That the Audit Report of the Palomar Community College District, Year Ended June 30, 1997, as prepared by Vavrinek, Trine, Day & Company, 8270 Aspen Street, Rancho Cucamonga, CA 91730, be accepted. Exhibits J-2, E-1

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

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

MSC Scofield, White

RESOLUTION 97-18671

BE IT RESOLVED, That Revolving Cash Expenditures, Check Nos. 11283 through 11285, in the amount of \$1,101.55 from the General Fund, for October, 1997, be approved. **Exhibit J-3**

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

4. **APPROVE EXPENSE WARRANTS**

MSC Scofield, White

RESOLUTION 97-18672

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

General Fund	\$410,998.88	
Capital Outlay Fund	2,140.09	
Children's Center Fund	234.33	
Trust Fund	<u>272.14</u>	
Total of Funds	\$413,645.44	Exhibit J-4

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

5. **INFORMATION: BUDGET TRANSFER TRANSACTIONS**

Report of **Budget Transfer Transactions** from October 1 through 31, 1997.
Exhibit J-5

Barbara Hughes questioned an amount of \$8,000 for travel to PeopleSoft. Jerry Patton reported that 15 people had traveled to Southern Methodist University in Dallas to check out the product.

6. **APPROVE REVISED BUDGETS**

MSC Scofield, White

RESOLUTION 97-18673

BE IT RESOLVED, That the October 31, 1997, **Budgets** for the General Fund, Capital Outlay Fund, Child Center Fund, and Energy Conservation Project Fund be approved. **Exhibit J-6**

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

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

Budget Reports: Unrestricted Revenue (Exhibit J-7a) and Unrestricted Expenditures (Exhibit J-7b)

8. **INFORMATION: TRAVEL CLAIM TRANSACTIONS**

Report of **Travel Claim Transactions** from October 1 through 31, 1997. **Exhibit J-8**

K. **INSTRUCTIONAL REPORTS**

L. **PERSONNEL**

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

MSC Scofield, White

RESOLUTION 97-18674

BE IT RESOLVED, That the Short-Term/Substitute Employee list be approved.
Exhibit L-1

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

2. **APPROVE CLASSIFIED POSITION**

MSC Scofield, Hughes

RESOLUTION 97-18675

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

a. Position: **WELLNESS/FITNESS CENTER MEMBER COORDINATOR**

Department: Administrative Services

Position #: 500154 New?: Yes

Sal Rng/Stp: 46/A Salary: **\$2,930.00 month**

% of position: 100% # of Mos: 12

Effective: November 26, 1997

Acct #(s): 01-10-50-5000-6605-2112.00-1905/100%

NOTE: This position is categorically funded and will be entirely supported by Wellness/Fitness Center funds. Position will be placed in the Supervisory Group of the Administrative Association.

Barbara Hughes questioned how the decision was made to put this in the Supervisory Group of the Administrative Association. Teresa Doyle responded that it is because this position would have supervisory responsibilities.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

3. **APPROVE CLASSIFIED RECLASSIFICATION**

MSC Scofield, White

RESOLUTION 97-18676

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

- a. **Position: SUPERVISOR PAYROLL SERVICES**
Department: Payroll Services
Name: Esperanza Flores
Position #: 501250 New?: No
Remarks: Position was range 48, title same
Effective: January 1, 1996
% of position: 100% # of Mos: 12
Sal Rng/Stp: **1/1/96 – 49/K Salary: \$3,807.00 month**
7/1/96 - 49/L \$3,963.00 month
7/1/97 – 49/M \$4,163.00 month
Acct #: 01-10-50-5030-6720-2112.00-0000/100%
- b. **Position: GROUNDS SERVICES SUPERVISOR/RECYCLING COORDINATOR**
Department: Grounds Services
Name: Richard Kratoski
Position #: 502950 New?: No
Remarks: Position was range 43, Supervisor Grounds Services
Effective: January 1, 1996
% of position: 100% # of Mos: 12
Sal Rng/Stp: **1/1/96 – 45/F Salary: \$3,282.00 month**
7/1/96 - 45/G \$3,416.00 month
7/1/97 – 45/H \$3,588.00 month
Acct #: 01-10-51-5120-6550-2112.00-0000/100%
- c. **Position: SUPERVISOR DISTRICT CASHIERING SERVICES**
Department: Fiscal Services
Name: Vesna Stojanovich
Position #: 501159 New?: No
Remarks: Position was range 45, title same
Effective: January 1, 1996
% of position: 100% # of Mos: 12
Sal Rng/Stp: **1/1/96 – 47/D Salary: \$3,250.00 month**
7/1/96 - 47/E \$3,519.00 month
7/1/97 – 47/F \$3,695.00 month
Acct #: 01-10-50-5030-6720-2112.00-0000/80%
01-10-50-5030-6720-2112.00-0850/20%
NOTE: 20% of this position is specially funded and continuation on that portion depends on available funds

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

4. **APPROVE ACADEMIC CONTRACT AMENDMENT**

MSC Scofield, Hughes

RESOLUTION 97-18677

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

- a. Name: **MARGIE RUZICH**
Position: Associate Professor-80%/Chairperson-20%
Department: Child Development
Position #: 350403-80% New?: No
350401-20%
Remarks: Replace Mary Anne Giardina-Rodgers for Spring 1998
Rng/Stp: E/26 Salary: **\$62,615.00 annual salary plus
\$1,500.00 stipend for
semester**
% of Position: 100% # of Mos: 5
Effective: January 20, 1998 through May 22, 1998
Acct #: 01-10-35-3570-1305-1111.00-0000/80%
01-10-35-3570-6010-1211.00-0000/20%

Harold Scofield and Rita White expressed their appreciation that Ms. Ruzich is assuming a leadership role again.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

5. **CHANGE LEAVES OF ABSENCE**

MSC Scofield, White

RESOLUTION 97-18678

- a. **BE IT RESOLVED, That JO-ANNE LESSER**, Administrative Secretary, Student Support Programs, 25% personal Leave of Absence **without pay and with no effect on benefits**, dates be changed from June 1, 1997, through December 31, 1997, to June 1, 1997, through December 12, 1997. (Leave approved 5/27/97)
- b. **BE IT RESOLVED, That KELLY PATRICK**, Library Clerical Assistant, Library Media Center, 35% personal Leave of Absence **without pay and with no effect on benefits**, be changed to 45% Leave of Absence **without pay and with no effect on benefits**, dates be changed from August 25, 1997, through December 31, 1997, to September 23, 1997, through December 20, 1997. (Leave approved 8/28/97)

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

6. **APPROVE ADMINISTRATIVE APPOINTMENT**

MSC Scofield, Hughes

RESOLUTION 97-18679

BE IT RESOLVED, That the appointment of the following classified administrator be approved:

a. Name: **STANLEY L. MALLEY**
Position: Director
Department: Information Services
Position #: 501650 New?: No
Remarks: Replacement for David Delacalzada
Sal Rng/Stp: 75/D **Salary: \$6,949.00 month**
% of position: 100% # of Mos: 12
Effective: January 5, 1998
Acct #(s): 01-10-50-5050-6780-2112.00-0000/100%

Jerry Patton discussed Mr. Malley's education, experience, and background. Mr. Malley is currently employed as the Director of Information Services at MiraCosta College.

Dr. Dougherty thanked Scott McClure for serving as Interim Director in this position for the past year and a half.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

7. **APPROVE ACADEMIC LATERAL TRANSFER**

MSC Scofield, White

RESOLUTION 97-18680

BE IT RESOLVED, That the following Academic lateral transfer be approved:

a. Name: **ROBERT SHEPPARD**
Position: Associate Professor
Department: Communications
Position #: 341306 New?: No
Remarks: Lateral transfer from Radio and Television to Cinema (BP160); replacement for Richard Peacock
Sal Rng/Stp: C/22 **Salary: \$57,772.00 annual**
% of position: 100% # of Mos: 10
Effective: August 21, 1998
Acct #(s): 01-10-31-3165-0603-1111.00-0000/100%

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

8. **APPROVE CLASSIFIED EMPLOYMENT**

MSC Scofield, White

RESOLUTION 97-18681

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

- a. Name: **CARL R. KANE**
Position: Maintenance Technician
Department: Facilities
Position #: 502661 New?: No
Remarks: Replacement for Javier Espinoza
Sal Rng/Stp: 13/A **Salary: \$1,780.00 month**
% of position: 100% # of Mos: 12
Effective: December 4, 1997
Acct #(s): 01-10-51-5110-6510-2317.00-1840/100%
NOTE: This is a specially funded position, continuation depends on available funds.
- b. Name: **PEGGY J. NIMMO**
Position: Library Media Technician II
Department: Library
Position #: 300362 New?: No
Remarks: Replacement for Cathi McKechnie
Sal Rng/Stp: 13/A **Salary: \$1,780.00 month**
% of position: 100% # of Mos: 12
Effective: December 1, 1997
Acct #(s): 01-10-32-3210-6120-2111.00-0000/100%
NOTE: 3% added to base salary for hours worked between 6 p.m. and 10 p.m. **Normal work hours:** Monday - Thursday, 11:30 a.m. - 9 p.m.; Saturday, 9 a.m. - 1 p.m.
- c. Name: **DOROTHY M. FARRELL**
Position: Senior Secretary
Department: Matriculation
Position #: 400250 New?: No
Remarks: Replacement for Mary Velasquez
Sal Rng/Stp: 17/A **Salary: \$1,962.00 month**
% of position: 100% # of Mos: 12
Effective: December 1, 1997
Acct #(s): 01-10-40-4025-6421-2111.00-1670/100%
NOTE: This is a specially funded position, continuation depends on available funds.

- d. Name: **CYNTHIA J. SMITH**
Position: Academic Department Assistant
Department: Reading Services
Position #: 311153 New?: No
Remarks: Replacement for Kellis Neidiffer; this is a promotion for Ms. Smith.
Sal Rng/Stp: 16/O **Salary: \$1,936.50 month**
% of position: 75% # of Mos: 12
Effective: December 1, 1997
Acct #(s) 01-10-36-3640-4930-2211.00-0000/100%
- e. Name: **CHESTER F. FROST**
Position: Admissions Assistant
Department: Admissions, Records & Veterans' Services
Position #: 410154 New?: Yes
Remarks: Position approved as International Student Assistant 6/24/97, reclassified to Admissions Assistant 10/14/97
Sal Rng/Stp: 14/A **Salary: \$1,823.00 month**
% of position: 100% # of Mos: 12
Effective: December 16, 1997
Acct #(s) 01-04-40-4010-6210-2111.00-0889/100%
NOTE: This is a specially funded position, continuation depends on available funds. 3% added to base salary for hours worked between 6 p.m. and 10 p.m. **Normal work hours:** Tuesday - Thursday, 9:30 a.m. - 7:30 p.m.; Friday, 7:30 a.m. - 4:30 p.m.; Saturday, 8:15 a.m. - 1:15 p.m.
- f. Name: **CINDY L. SHAND**
Position: Admissions Assistant
Department: Admissions, Records & Veterans' Services
Position #: 410259 New?: No
Remarks: Replacement for Sheri Frankfurth; this is a voluntary demotion for Ms. Shand. Employee will be moved from the Supervisory Group of the Administrative Association and placed in the Classified Unit.
Sal Rng/Stp: 14/Y **Salary: \$2,792.00 month**
% of position: 100% # of Mos: 12
Effective: December 8, 1997
Acct #(s) 01-04-40-4025-6421-2111.00-1670/100%
NOTE: This is a specially funded position, continuation depends on available funds. 3% added to base salary for hours worked between 6 p.m. and 10 p.m. **Normal work hours:** Monday - Thursday, 9:30 a.m. - 7:30 p.m.; Saturday, 8:15 a.m. - 12:15 p.m.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

M. ITEMS PENDING

There were no items pending.

N. COMMENTS FROM BOARD MEMBERS

Erica Olvera noted that Tom Chambers, ASG Senator, was in the audience.

Ralph Jensen reported that he had a phone line installed today so that he can access the Internet on his computer at home.

Dr. Dougherty noted that he is hoping the Faculty Senate and ASG will look at the opportunity of offering plus/minus grading because the Board will rely on the opinions of those two groups in this somewhat controversial issue.

Dr. Dougherty noted that Dr. Boggs had been a presenter twice at the CCLC Convention, once on the Learning Paradigm and once on Accreditation. Kendra Jeffcoat had presented once. Bill Flynn had presented once on the Learning Paradigm with Dr. Boggs. They all did an outstanding job.

Dr. Dougherty mentioned a program called, "Reading, Writing, and Wrenches," which is known throughout the state. The program looks at academic matters along with vocational matters in an integrated program. One of the schools has gone a step farther. They looked at the number of students who, when they arrive at the door and are asked what their plans are, aren't really sure. That school suddenly realized that there are a lot of students who may or may not go on to a Bachelor's degree shortly after receiving their A.A. degree. If they do go on to upper division, they must have a solid academic transferable education. If they are going to work, they will need a good workforce preparation program. The school has combined these two objectives into a hybrid program with courses that are transferable to CSU. A student who gets the A.A. will have at least 56 transferable credits to CSU. At the same time, the academic program incorporates in many of the courses those things needed for workforce preparation. Consequently, the student who then decides to get a job instead of transferring to an upper division school is in a better position to be hired in industry or business. That school has had good results with this plan. It solves the dilemma of counseling students who come in by suggesting "Academic/Workforce Preparation," and they can go either way. He noted that Mary Ann Drinan had mentioned the possibility of including a work-experience portion in many subjects. Diane Michael pointed out that this would need to go through the Curriculum Committee if we are going to consider it. We already have some courses, including math, English, and others in which some of this has been done. Dr. Dougherty stated that this sounds like an excellent plan for some students. He asked that we think about this possibility. Not all courses need to be converted to this hybrid mode; some are easier to convert than others. He feels it has merit and is worth looking at.

Dr. Dougherty noted that he is very happy that Dr. Boggs is on the Accreditation Commission. In Dr. Dougherty's opinion David Wolf is the best Executive Director the Commission has had in some time. He is very energetic, thoughtful, and bright. His idea of what can we do to get colleges out of trouble sooner and easier is excellent. He has excellent people on his board. Dr. Dougherty feels that the accreditation process will improve under their leadership.

O. CLOSED SESSION

The Board recessed at 9:40 p.m. and went into Closed Session at 9:47 p.m., to discuss:

1. Conference with Legal Counsel - Threatened Litigation, pursuant to Government Code 54956.9

GRANT AUTHORITY TO COUNSEL TO SEEK RESTRAINING ORDER

MSC Jensen, White

RESOLUTION 97-18682

BE IT RESOLVED, That legal counsel Ben Echeverria be and is hereby authorized to apply to the North County Superior Court for **injunctive relief/restraining orders against David Rockwell** if he continues to harass and threaten faculty and staff at the Palomar Community College District. This authority shall continue so long as David Rockwell contacts faculty and/or staff at Palomar either in person and/or by telephone, fax, Email, and does so in a threatening and/or harassing manner. Mr. Echeverria shall report to the Governing Board all orders he obtains against Mr. Rockwell, doing so as soon as practical after the orders take effect.

The Vote was unanimous.

2. Conference with Legal Counsel - Pending Litigation, pursuant to Government Code 54956.9
Name of Case: MacBaisey vs. Palomar Community College District, George R. Boggs
North County Superior Court Case No. N 76026

GRANT AUTHORITY TO COUNSEL TO SETTLE LAWSUIT

MSC Jensen, Scofield

RESOLUTION 97-18683

BE IT RESOLVED, That the Governing Board ratify and approve settlement between the Palomar Community College District, George R. Boggs, and Brenda MacBaisey, North County Superior Court, Case No. N 76026, for \$1,250.00 payable to Blue Cross of California and \$1,750.00 payable to Brenda MacBaisey, for a total of \$3,000.00. This settlement was agreed to Jerry Patton, Assistant Superintendent/Vice President of Finance and Administrative Services, subject to ratification and approval by the Governing Board of the District.

The Vote was unanimous.

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

There was no reportable action.

Closed Session ended at 10:19 p.m.

RECONVENE TO OPEN SESSION

The Board reconvened to open session at 10:20 p.m., at which time it reported on the aforementioned action taken during closed session.

P. ADJOURNMENT

The meeting was adjourned at 10:22 p.m.

President

Secretary