



GOVERNING BOARD MINUTES
REGULAR MEETING, GOVERNING BOARD
PALOMAR COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD ROOM, STUDENT SERVICES CENTER
COLLEGE CAMPUS
SAN MARCOS, CALIFORNIA
TUESDAY, JUNE 9, 1998, 7:00 P.M.

A. CALL TO ORDER

The regular meeting of the Palomar Community College District Governing Board was called to order by Harold E. Scofield, President, at 7:00 p.m.

B. ROLL CALL

TRUSTEES PRESENT:

HAROLD E. SCOFIELD, PRESIDENT
RALPH G. JENSEN, SECRETARY
BARBARA L. HUGHES, TRUSTEE
ROBERT L. DOUGHERTY, JR., M.D., TRUSTEE
XAVIER E. CORONA, STUDENT TRUSTEE

TRUSTEE ABSENT:

RITA A. WHITE, ED.D., VICE PRESIDENT

EXECUTIVE AND SENIOR ADMINISTRATORS PRESENT:

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
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

STAFF:

Barbara Baldrige, Executive Assistant, President's Office
Ben Echeverria, Counsel, Contracts, and Special Projects
JoAnne Giese, Administrative Assistant, Administrative Services
Lynn Ginsburg, Director, Business Services
Rick Gommel, Vice President, CCE/AFT
Jan Kuzmich, Associate Professor/Counselor, Counseling
Lois Meyer, Director, Fiscal Services
Dr. George Mozes, President, Administrative Association
Dr. Michael Norton, Director, Public Information
Dr. Mark Vernoy, President, Faculty Senate

GUESTS:

Lee Baldrige

QUORUM ESTABLISHED

Following the pledge of allegiance to the flag, Mr. Scofield 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 Jensen, Hughes

RESOLUTION 97-18961

BE IT RESOLVED, That the Minutes of the Regular Meeting held on May 26, 1998, 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.

FINANCIAL REPORTS

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

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

Ms. Hughes noted that she had requested clarification regarding a statement on this memo that "the Foundation will be handling the scholarship funds for students in the future." She was told that they would be doing only the financial handling of funds, not selecting the recipients.

2. **APPROVE EXPENSE WARRANTS**

MSC Jensen, Dougherty

RESOLUTION 97-18962

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

General Fund	\$1,090,148.01
Capital Outlay Fund	16,064.16
Children's Center Fund	889.32
Energy Conservation Fund	3,068.35
Trust Fund	<u>414,181.55</u>
Total of Funds	\$1,524,351.39

Exhibit CC-2

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

3. **INFORMATION: TRAVEL CLAIM TRANSACTIONS**

Report of **Travel Claim Transactions** from May 1 – 31, 1998.
CC-3

Exhibit

4. **APPROVE SALARY WARRANTS**

MSC Jensen, Dougherty

RESOLUTION 97-18963

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

Payroll dated 5-8-98	\$ 355,227.89
Payroll dated 5-22-98	1,008,710.28
Payroll dated 5-29-98	<u>2,846,606.91</u>
Total for May, 1998	\$4,210,545.08

Exhibit CC-4

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

SHORT-TERM/SUBSTITUTE EMPLOYEES

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

MSC Jensen, Dougherty

RESOLUTION 97-18964

BE IT RESOLVED, That the **Short-Term/Substitute Employee List** be approved.
Exhibit CC-5

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

PURCHASING

6. **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 Jensen, Dougherty

RESOLUTION 97-18965

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 CC-6** be and are hereby reviewed and approved for the following Purchase Order Nos. 842487 through 842858, Agreement/Item Nos. 845351 through 845397, Travel Nos. 850087 through 850091, Reimburse/Adv/Increases Nos. 860716 through 860781, Employment Advertising Nos. 865006 through 865008, Agreement/Services Nos. 870539 through 870579, Repair Nos. 875140 through 875152, Agreement/Annual Nos. 880218 through 880218, and Library Order Nos. 825038 through 825040, in the total amount of \$816,744.34 be approved.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

PERSONNEL

7. **GRANT EQUIVALENCY FOR DISCIPLINES**

MSC Jensen, Dougherty

RESOLUTION 97-18966

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:

Medin, Andrew – Mathematics
Osorio, Francisco – Emergency Medical Technologies

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

8. **APPROVE ADJUNCT FACULTY EMPLOYMENT**

MSC Jensen, Dougherty

RESOLUTION 97-18967

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

SUMMER 1998

COMMUNITY EDUCATION

Usell, Elaine	Community Education (non-credit) A.B., Psychology 7+ years of experience	\$31.20
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COUNSELING

McDonald, Russ	Counseling B.A., Sociology M.Ed., Pupil Personnel	\$32.24
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EMERGENCY MEDICAL EDUCATION

Osorio, Francisco	Emergency Medical Technologies A.A., General Studies (pending) 12+ years of experience	\$31.20
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TRADES AND INDUSTRY

Carlson, David	B.A., Wildlife Biology 13+ years of experience	\$31.20
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FALL 1998

BUSINESS EDUCATION

Dean, Pete	Paralegal Studies B.S., Mathematics J.D., Law	\$34.32
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Merry, Mary	Office Technologies A.A., General Studies A.A., Accounting 16 years of experience	\$31.20
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COMMUNICATIONS

Vore, Adrian	Journalism A.A., General Studies B.A., Information & Communication Studies M.S., Mass Communications	\$32.24
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GRAPHIC COMMUNICATIONS

McManus, Stephen	Graphic Arts B.A., Sociology B.S., Computer Science 11 years of experience	\$31.20
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MATHEMATICS

Medin, Andrew

Mathematics
B.A., Mathematics
M.A., Mathematics (pending)

\$31.20

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

9. **INFORMATION: RESIGNATIONS**

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

- a. **MAUREEN E. BREWER**, College Health Nurse, Student Health Services, effective June 2, 1998. (last day worked 6/1/98)
- b. **MARILYNN EY. SURBECK**, Academic Evaluator/Advisor, Admissions, Records, and Veterans' Services, effective July 1, 1998. (last day worked 6/30/98)

**Resumption of
REGULAR AGENDA**

D. CONSIDERATION OF ITEMS REMOVED FROM CONSENT CALENDAR

There were no items removed from the Consent Calendar.

E. OPERATIONAL REPORTS

F. HEARINGS OF INDIVIDUALS, GROUPS, AND DELEGATIONS

1. **INFORMATION**

Report of the Faculty Senate

Dr. Mark Vernoy reported that he had enjoyed his trip to the ACCT Conference in Sun Valley, Idaho, over the weekend. He met a great many interesting people.

2. **INFORMATION**

Report of The Faculty

There was no report.

3. **INFORMATION**

Report of the Administrative Association

George Mozes reported that the Administrative Association will be holding its annual retreat on Friday, June 12, and all campus leaders are invited to attend.

4. **INFORMATION**

Report of the CCE/AFT

There was no report.

5. **INFORMATION**

Report of the Associated Student Government

Xavier Corona reported that members of ASG are planning to attend the ASACC Conference on June 12-14 in San Diego. Dr. Boggs will be the opening speaker. The new ASACC representative will be working closely with the representatives attending the conference, including our current Vice President of State Affairs, and will be working on state and national issues.

Xavier has been asked to be California's representative to ASACC, but he has also been encouraged to run for Student Director on the CCCT Board and feels that he might better represent Palomar if he serves on the CCCT Board. ASG is still planning on publishing the newsletter that Xavier mentioned at the last Board meeting.

Xavier reported that some students from the DSP&S Department have complained that the CAI lab in the Library is planning on deleting a program from the computers with which the students feel comfortable. They feel that if this program is deleted, they will be unable to utilize the computers.

Xavier recently attending a CalSACC meeting at Miramar College with the other colleges of Region 10. He is serving as the Region 10 Chair. Elections will be held on June 26 to determine the officers for 1998-99. The recent CalSACC Conference held in San Diego was the most successful conference ever held by this group, profiting approximately \$40,000, ten percent of which will go to Region 10.

6. **INFORMATION**

Report of Superintendent

There was no report.

7. **INFORMATION**

Report of Other Organizations and/or Individuals

There were none.

G. COMMUNICATIONS

1. Letter from **Justin Tan, Ph.D., California State University San Marcos**, to Dr. Boggs, dated May 18, 1998, thanking him for his letter of congratulations upon receiving the Harry E. Brakebill Distinguished Professor Award and noting the many high-quality students who transfer from Palomar College to CSUSM. **Exhibit G-1**
2. Letter from **Wayman H. L. Johnson, Ed.D., Leadership Alliance**, to Dr. Boggs, dated May 20, 1998, thanking him and Palomar College for co-sponsoring the Fifth Annual Diversity Conference. **Exhibit G-2**

3. Letter from **Congressman Randy “Duke” Cunningham**, to Dr. George Mozes, dated May 4, 1998, thanking him for his letter regarding the FCC auction of available Instructional Television Fixed Service stations. **Exhibit G-3**
4. Letter from **Senator Dianne Feinstein, (Exhibit G-4a)** to Dr. George Mozes, dated May 27, 1998, thanking him for his letter regarding the FCC auction of available Instructional Television Fixed Service stations and enclosing a letter from **Roy J. Stewart, Federal Communications Commission** on the subject (**Exhibit G-4b**). Also attached are Dr. Mozes’ original letter (**Exhibit G-4c**) and Ms. Feinstein’s referral to the FCC. (**Exhibit G-4d**)

H. UNFINISHED BUSINESS

1. **APPROVE PROPOSED REVISION OF BP 174 – FACULTY HIRING**

MSC Dougherty, Hughes

RESOLUTION 97-18968

BE IT RESOLVED, That the proposed revisions of BP 174, as outlined in **Exhibit H-1** be approved and implemented. It is noted that this proposed policy revision has been approved by the President’s Advisory Council and is forwarded to the Board with a recommendation for approval.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

2. **APPROVE PROPOSED REVISION OF BP 26 – ADMINISTRATIVE HIRING**

MSC Dougherty, Hughes

RESOLUTION 97-18969

BE IT RESOLVED, That the proposed revisions of BP 26, as outlined in **Exhibit H-2** be approved and implemented. It is noted that this proposed policy revision has been approved by the President’s Advisory Council and is forwarded to the Board with a recommendation for approval.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

I. NEW BUSINESS

1. **INFORMATION: TEMPORARY NAME CHANGE OF MEDIA, BUSINESS, AND COMMUNITY EDUCATION DIVISION TO COMMUNITY LEARNING RESOURCES DIVISION**

BE IT RESOLVED, That the name of the **Media, Business, and Community Education Division** temporarily be changed to **Community Learning Resources Division**.

Dr. Dougherty asked why the word “temporarily” is in this recommendation. Diane Michael responded that it is because the reassignment of the departments assigned to that division is temporary, pending evaluation in a year or two.

2. **INFORMATION: HOLIDAY SCHEDULE FOR 1998-1999**

BE IT RESOLVED, That the Governing Board of the Palomar Community College District approve the following Holiday Schedule for the 1998-99 school year:

Friday, July 3, 1998	Independence Day
Monday, September 7, 1998	Labor Day
Friday, November 13, 1998	Veterans' Day
Thursday, November 26, 1998	Thanksgiving
Friday, November 27, 1998	Local Holiday
Thursday, December 24, 1998	Admissions Day
Friday, December 25, 1998	Christmas Day
Wednesday, December 30, 1998	Local Holiday
Thursday, December 31, 1998	Local Holiday
Friday, January 1, 1999	New Year's Day
Monday, January 18, 1999	Martin Luther King, Jr. Day
Friday, February 12, 1999	Lincoln Day
Monday, February 15, 1999	Washington Day
Friday, April 2, 1999	Spring Holiday
Monday, May 31, 1999	Memorial Day

The College will be closed for business on December 28 and December 29. Employees must use vacation, compensatory time, or leave without pay on those days.

3. **APPROVE INTRA-BUDGET TRANSFER RESOLUTION AT CLOSE OF FISCAL YEAR 1997-98**

MSC Dougherty, Hughes

RESOLUTION 97-18970

BE IT RESOLVED AND ORDERED by the Governing Board of the Palomar Community College District that the Vice President of Finance and Administrative Services may make such transfers between the undistributed reserve and any expenditure classification or classification of the budget of the District for the fiscal year 1997-98 as are necessary to permit the payment of obligations of the District incurred during said fiscal year.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

4. **ADOPT NOTICE OF PUBLIC HEARING FOR 1998-99 ANNUAL FINANCIAL BUDGET REPORT (CCFS-311)**

MSC Dougherty, Hughes

RESOLUTION 97-18971

BE IT RESOLVED, That the proposed 1998-99 Annual Financial and Budget Report of the Palomar Community College District will be on display and available for public inspection on August 31, 1998, and September 1 through 4, 1998, 8 a.m. to 5 p.m., in Fiscal Services, Room A-2, Administration Building, Palomar College.

FURTHER, The Governing Board of the Palomar Community College District will conduct a Public Hearing on the Annual Financial and Budget Report at a meeting of the Governing Board on Tuesday, September 8, 1998, 7 p.m., Governing Board Room, Palomar College. Said Notice of Public Hearing is to be published by the North County Times on August 11, 12, or 13, 1998.

The Vote was unanimous.

Student Trustee Advisory Vote: Aye

Dr. Dougherty asked when information might be available on the state budget. Jerry Patton responded that the legislative deadline is June 25, but it could be September before we have an answer.

5. **ADOPT INTERIM SALARY SCHEDULES FOR 1998-99**

MSC Jensen, Dougherty

RESOLUTION 97-18972

WHEREAS, because of the uncertainty as to the amount of State funds which will be made available to community college districts during fiscal year 1998-99, it is difficult to estimate the funds which will be available for District operations for that fiscal year; and

WHEREAS, this Board, acting by and through its authorized representatives, is in the process of discussing and negotiating with District employees or their representatives the amounts of salaries and benefits and possible increases or decreases therein to be paid or granted the employees of this District during fiscal year 1998-99; and

WHEREAS, such discussions and negotiations likely will continue on into fiscal year 1998-99; and

WHEREAS, this Board recognizes that, if adequate funds are available to pay additional amounts, it would be equitable to pay employees salary increases in addition to the salaries paid them during the 1997-98 fiscal year in amounts as may be determined by this Board to be justified or as may be agreed upon as the result of negotiations between this Board's representatives and District employees or their representatives; **NOW THEREFORE,**

IT IS RESOLVED, DETERMINED, AND ORDERED that, effective July 1, 1998, the 1997-98 salary schedules are adopted as base interim schedules for fiscal year 1998-99; but, in recognition of the steady increase in the cost of living and other factors affecting the economy, if additional adequate funds are made available for payment of employees' salaries during the 1998-99 fiscal year, employees will be paid the 1997-98 salaries increased or decreased by such amounts as agreed upon by the Board's representatives and District employees or their representatives; such increases or decreases may be effective July 1, 1998.

Exhibit I-5a (Classified Unit Salary Schedule)

Exhibit I-5b (Administrative Salary Schedule)

Exhibit I-5c (Academic Salary Schedule)

Exhibit I-5d (Academic Overload Salary Schedule)

Exhibit I-5e (Part-Time [Adjunct] Faculty Salary Schedule)

Exhibit I-5f (Child Development Salary Schedule)

Exhibit I-5g (Hourly Short-Term Salary Schedule)

The Vote was unanimous.

Student Trustee Advisory Vote: Aye

6. **AUTHORIZE BUSINESS PROCEDURES**

MSC Dougherty, Hughes

RESOLUTION 97-18973

BE IT RESOLVED AND ORDERED by the Governing Board of the Palomar Community College District that the following business procedures be authorized, effective July 1, 1998, through June 30, 1999:

- a. Persons authorized, pursuant to the provisions of the Education Code Section 85232, to sign any and all school orders in the name of the District, drawn on the funds of the District:

Jerry R. Patton
Lois B. Meyer

- b. Person authorized to receive mail from the Accounting Section of the San Diego County Office of Education:

Lois B. Meyer

The Vote was unanimous.

Student Trustee Advisory Vote: Aye

7. **AUTHORIZE BLANKET PURCHASE AGREEMENTS WITH COMPANIES LISTED**

MSC Dougherty, Jensen

RESOLUTION 97-18974

BE IT RESOLVED, That the Governing Board of the Palomar Community College District authorizes Blanket Purchase Agreements for the period of July 1, 1998, through June 30, 1999, with the companies listed in **Exhibit I-7**. Funding sources: within department budget allocations.

Xavier requested an explanation of the need for blanket purchase agreements. Ms. Hughes responded that it is her understanding that we do this so that the Board does not have to give individual approval for each small purchase made from regular vendors. Mr. Jensen added that we also get a better price by utilizing this method. Lynn Ginsburg responded that blanket purchase agreements allow authorized purchasers to purchase repetitive, routine, off-the-shelf items expeditiously. Authorized District purchasers have set purchasing limits by transaction and by total agreement. All purchases made under this system are reviewed and approved by department administrators. Dr. Dougherty and Mr. Scofield noted that this allows the College to purchase necessary items without individual Board approval, but there is still an in-house approval process that must be followed.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

8. **AMEND TELEPHONE SYSTEM AND CABLE PLANT MAINTENANCE AGREEMENT WITH COM-AID, INC., NOW DOING BUSINESS AS NEXUS INTEGRATED SOLUTIONS**

MSC Dougherty, Jensen

RESOLUTION 97-18975

BE IT RESOLVED, That the extension of the Telephone System and Cable Plant Maintenance Agreement between the Palomar Community College District and COM-AID, Inc., approved by the Governing Board of the District on May 26, 1998, be and is hereby amended as follows:

The name of the vendor, COM-AID, Inc. is changed to **Nexus Integrated Solutions**, and the amount of the one-year extensions is hereby amended from \$67,392.00 to state \$33,696.00. The remainder of the agreement as extended is unchanged.
Exhibit I-8

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

9. **APPROVE AND ACCEPT REVISED 1998-99 TENTATIVE VATEA TITLE II-C FUNDING ALLOCATION**

MSC Dougherty, Hughes

RESOLUTION 97-18976

BE IT RESOLVED, That the Palomar Community College District hereby approves and accepts the revised 1998-99 tentative VATEA Title II-C allocation to the District of \$291,829.00. **Exhibit I-9**

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

10. **APPROVE AGREEMENT WITH FRANKLIN TEMPLETON TRUST COMPANY APPROVING TAX-SHELTERED ANNUITY PURCHASES**

MSC Dougherty, Hughes

RESOLUTION 97-18977

BE IT RESOLVED, That the Palomar Community College District, pursuant to Board Policy 528.2, hereby approves the Franklin Templeton Trust Company as an authorized provider of qualified tax-sheltered annuities that may be purchased by employees of the District. **Exhibit I-10**

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

11. **RECEIVE BIDS FOR DAIRY PRODUCTS, FIND HOLLANDIA DAIRY, THE APPARENT LOWEST RESPONSIVE BIDDER, AND APPROVE AWARD OF AGREEMENT**

MSC Jensen, Hughes

RESOLUTION 97-18978

BE IT RESOLVED, That the following bid was received by the Palomar Community College District from the firm indicated in response to Notice to Bidders published on May 10 and 17, 1998:

<u>BIDDER</u>	<u>AMOUNT OF BID</u>
Hollandia Dairy San Marcos, California	\$56,236.75

BE IT FURTHER RESOLVED, That Hollandia Dairy of San Marcos, California, be and is hereby found to be the lowest responsive bidder to the Palomar Community College District on the aforesaid dairy products bid; and an agreement in the amount of \$56,236.75 is hereby authorized between this company and the District, subject to compliance with all insurance requirements.

It was noted that this was the only company that bid on this item.

The Vote: 3 Aye, 1 Abstain (Dougherty)
Student Trustee Advisory Vote: Aye

12. **APPROVE ASSIGNMENT OF PROPERTY MANAGEMENT SERVICES AGREEMENT FROM CBM (CENTERS BUSINESS MANAGEMENT) TO RETAIL CENTERS MANAGEMENT, A SOLE PROPRIETORSHIP**

MSC Dougherty, Hughes

RESOLUTION 97-18979

BE IT RESOLVED, That the Palomar Community College District hereby consents to the **assignment** of the **PROPERTY MANAGEMENT AGREEMENT** dated May 12, 1997, from CBM (Centers Business Management), a California corporation having its principal place of business in Los Angeles, California, to **Jim Kelly, an individual, doing business as Retail Centers Management**, a sole proprietorship, a San Diego business entity. This assignment is effective April 1, 1998; and the terms and conditions of the Agreement approved by the Governing Board of the District on April 8, 1997, including a termination date of April 30, 2002, are hereby confirmed and assigned to Retail Centers Management. **Exhibit I-12**

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

13. **APPROVE LIFE SCIENCES FIELD COURSE TO BELIZE**

MSC Dougherty, Jensen

RESOLUTION 97-18980

BE IT RESOLVED, THAT, in accordance with Title V of the California Code of Regulations, Section 55450, a Life Sciences field course to Belize, in Central America, be approved for the period January 3 - 16, 1999. Student cost for the trip is \$1,995.00 and advance deposit is required. **Exhibit I-13**

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

14. **APPROVE CONTRACT FROM FIRSTWORLD TRAVEL FOR LIFE SCIENCE FIELD COURSE TO BELIZE, JANUARY 3 - 16, 1999**

MSC Dougherty, Jensen

RESOLUTION 97-18981

BE IT RESOLVED, That an agreement be approved between **FirstWorld Travel** of Harrisburg, 1800 Linglestown Road, Harrisburg, Pennsylvania 17110, for round trip airfare, room and board, all domestic travel, park fees, boat usage, full program of lectures, field assistance, and use of lab equipment, library, museum, etc. The total cost for the trip is \$1,995.00 per person. Payments are to be made to FirstWorld Travel as follows with first installment of \$4,800.00 due by September 25, 1998; second installment of \$14,550.00 due by October 25, 1998; and final installment of \$10,575.00 due by November 15, 1998, for a total amount of \$29,925.00. Fees will be paid from account #01-10-33-3340-0401-5202.00-0863.

Xavier asked if students would be able to get credit for more than one course on this trip. Mike Rourke responded that students would get credit for only one of the courses listed, depending upon which area they elect to specialize.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

J. INSTRUCTIONAL REPORTS

1. **Tech Prep Report**

Paul Kelly and Jan Kuzmich presented a report on the Tech Prep program and articulation agreements the College currently holds with neighboring high schools. A copy of the high schools and the courses involved was distributed to those present. Sixty percent of the current Tech Prep grant will be devoted to professional development and 40 percent to articulation. Emergency medical education and paralegal studies will be added to the Tech Prep program in 1998-1999. **Exhibit J-1**

K. PERSONNEL

1. **APPROVE CONTRACTS FOR ADMINISTRATORS**

MSC Dougherty, Jensen

RESOLUTION 97-18982

BE IT RESOLVED, That the Governing Board of the Palomar Community College District approve contracts for the following administrators:

One-year Contracts for Senior Administrators
One-year Contracts for Educational Administrators
One-year Contracts for Classified Administrators

Exhibit K-1

Ms. Hughes commented that she was glad to see the names of these administrators listed on the backup document.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

2. **APPROVE CLASSIFIED EMPLOYMENT**

MSC Dougherty, Hughes

RESOLUTION 97-18983

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

- a. Name: **SUZANNE B. BAXTER**
Position: Career Center Advisor
Department: Counseling, Guidance, & Career Development
Position #: 450255 New?: No
Remarks: Replacement for Sarender Singh.
Sal Rng/Stp: 20/A **Salary: \$979.65 month**
% of position: 45% # of Mos: 12
Effective: June 24, 1998
Acct #(s): 01-10-40-4030-6310-2111.00-0000/100%
Note: Normal work hours: Monday-Thursday, 4 - 7 p.m.; Friday, 9 a.m. - 4 p.m. 3% added to base salary for hours worked between 6 p.m. and 10 p.m.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

3. **APPROVE CLASSIFIED RECLASSIFICATION**

MSC Dougherty, Jensen

RESOLUTION 97-18984

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

- a. **Position: EXECUTIVE ASSISTANT**
Department: President's Office
Name: Barbara Baldrige
Position #: 200151 New?: No
Remarks: Position was range 48
Effective: April 1, 1998
% of position: 100% # of Mos: 12
Sal Rng/Stp: **50/B** **Salary: \$3,398.00 month**
Acct #: 01-10-20-2000-6630-2112.00-0000/100%
NOTE: Ms. Baldrige will move to step C (\$3,570.00) on 7/1/98

- b. **Position:** **SECRETARY TO THE PRESIDENT**
Department: President's Office
Name: Shirley Owen
Position #: 200152 New?: No
Remarks: Position was range 47
Effective: April 1, 1998
% of position: 100% # of Mos: 12
Sal Rng/Stp: **50/F** Salary: **\$3,980.00 month**
Acct #: 01-10-20-2000-6630-2112.00-0000/100%
NOTE: Ms. Owen will move to step G (\$4,019.00) on 7/1/98

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

4. **GRANT LEAVES OF ABSENCE**

MSC Dougherty, Jensen

RESOLUTION 97-18985

- a. **BE IT RESOLVED**, That **JO-ANNE LESSER**, Senior Administrative Secretary, Student Support Programs, be granted a 30% personal Leave of Absence **without pay and with no effects on benefits**, effective June 1, 1998, through July 31, 1998.
- b. **BE IT RESOLVED**, That **SUSAN MONELL**, Associate Professor/Counselor, Counseling, Guidance, and Career Development, be granted a 40% personal Leave of Absence **without pay and with no effects on benefits**, effective August 3, 1998, through May 21, 1999.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

L. **ITEMS PENDING**

There were no items pending.

M. **COMMENTS FROM BOARD MEMBERS**

Dr. Dougherty stated that, in addition to transferring to only CSUs or UCs, he would like to see more community college students transfer to private universities as those schools are beginning to give more scholarships. Diane Michael noted that we do have articulation agreements with a number of private colleges.

Mr. Scofield noted that Board members had been provided with forms for the annual evaluation of the Superintendent/President. He asked that these forms be returned to him at the next Board meeting so that he might have an opportunity to tally them before the July 14 Board meeting, as our procedure outlines.

Xavier Corona noted that he recently had occasion to attend a workshop with Penn State, Harvard, Duke, and Georgetown Universities; and he spoke with representatives from these private colleges. When he asked them for their cards in order to arrange such a presentation to encourage transferees from community colleges to their schools, he was told they were interested in only high school students. He feels we need to develop relationships with these great universities so that they realize the value of the students in community colleges.

Mr. Jensen reported that USC often has several scholarships that are not used, and he suspects the same is true of other private schools. He also noted that Lise Telson has a computer program to match students up with available scholarships.

N. CLOSED SESSION

The Board recessed at 7:58 p.m. and went into Closed Session at 8:01 p.m., to discuss:

1. Conference with Real Property Negotiator, pursuant to Government Code 54956.8
2. Public Employee Discipline/Dismissal/Release, pursuant to Government Code 54957.6.
3. Conference with Designated Representatives regarding discussion with Other Unrepresented Employees, pursuant to Government Code 54957.6.
 - a. Child Development Center Employees

Closed Session ended at 8:16 p.m.

RECONVENE TO OPEN SESSION

The meeting reconvened at 8:17 p.m. There was no reportable action.

O. ADJOURNMENT

The meeting was adjourned at 8:17 p.m.