



GOVERNING BOARD MINUTES
REGULAR MEETING, GOVERNING BOARD
PALOMAR COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD ROOM, STUDENT SERVICES CENTER
COLLEGE CAMPUS
SAN MARCOS, CALIFORNIA
TUESDAY, AUGUST 11, 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 7:03 p.m.

B. ROLL CALL

TRUSTEES PRESENT:

HAROLD E. SCOFIELD, PRESIDENT
RITA A. WHITE, ED.D., VICE PRESIDENT
BARBARA L. HUGHES, TRUSTEE
ROBERT L. DOUGHERTY, JR., M.D., TRUSTEE

TRUSTEES ABSENT:

RALPH G. JENSEN, SECRETARY
XAVIER E. CORONA, 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
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
Doris Pichon, Dean, Human Arts and Sciences
Lise Telson, Dean, Student Support Programs

STAFF:

Barbara Baldrige, Executive Assistant, President's Office
Patricia Barna, Tutorial Assistant, Tutoring Services
Patricia Barrett, Manager, Food Services
Norma Bean, Vice President, Administrative Association
Bruce Bishop, President, The Faculty
Jan Burton, Academic Department Assistant, Art
Ernie Carson, President, CCE/AFT

Ben Echeverria, Counsel, Contracts, and Special Projects
JoAnn Ellis, Marketing Communications
Mike Ellis, Director, Facilities
Lynn Ginsburg, Director, Business Services
Kelley Hudson-Maclsaac, Manager, Facility Planning/Environmental Health and Safety
Kendra Jeffcoat, Special Assistant to the President
Herman Lee, Director, Enrollment Services
Jo-Anne Lesser, Administrative Secretary, Student Support Programs
Stan Malley, Director, Information Services
Dr. Michael Norton, Director, Public Information
Tom Plotts, Police Academy Coordinator, Public Safety Programs
Yolanda Terrazas, Administrative Secretary, Admissions, Records, and Veterans' Services
Dr. Mark Vernoy, President, Faculty Senate

GUESTS:

Lee Baldrige
Kenneth Sprinkle
Gary Warth, North County Times

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 Dougherty, White

RESOLUTION 98-19056

BE IT RESOLVED, That the Minutes of the Special Meeting held **July 11, 1998**, be approved.

BE IT RESOLVED, That the Minutes of the Regular Meeting held **July 14, 1998**, be approved.

The Vote was unanimous.

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

CC.

GIFTS

1. **ACCEPTANCE OF GIFTS**

MSC Dougherty, Hughes

RESOLUTION 98-19057

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

- a. Assorted diesel engine, transmission, and rear axle assemblies, to be used as instructional training aids in the Trades and Industry Department, donated by **American Sod Farm**, 15507 Old Pasqual Road, Escondido, California 92027. Cash value as estimated by donor is \$20,000.
- b. Bear BAR 90 emission analyzer (four gas), serial number 06K290, model number 42940, for instructional use in the Trades and Industry Department, donated by **Jim Morris Chevron Service**, 550 North Escondido Boulevard, Escondido, California 92025.
- c. Hand vacuum pump, to be used in the Chemistry Department to vacuum spills, donated by **Asymtek**, 2762 Loker Avenue West, Carlsbad, California 92008. Cash value as estimated by donor is \$70.
- d. Forty one-gallon clivias and 120 one-gallon agapanthus, to be planted on campus, donated by **Dennis Martinek**, 1537 Sleeping Indian Road, Fallbrook, California 92028. No cash value estimated by donor.
- e. Sharp Carousel Microwave Oven, serial number 121072, model number Rk-40, to be used in the Life Sciences Department for food preparation, donated by **Cathi Lovett**, 31109 Tecumseh Court, Temecula, California 92592. Cash value as estimated by donor is \$300.

The Vote was unanimous.

TRAVEL

2. **APPROVE TRAVEL EXPENSES**

MSC Dougherty, Hughes

RESOLUTION 98-19058

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, lodging, registration, miscellaneous
To attend: **AACC President's Academy**
Location: Washington, D.C.
Date: September 12-16, 1998
Amount: \$2,076.00
Budget Acct. No.: 01-10-20-2000-6630-5201.00-0000
- b. **Robert L. Dougherty, Jr., M.D.**
Advanced Funds? No
For: Mileage, parking, meal
To attend: **Regional Workforce Preparation and Economic Development Act State Plan Forum**
Location: San Diego, California
Date: August 5, 1998
Amount: \$35.00
Budget Acct. No.: 01-10-10-1000-6620-5201.00-0000
- c. **Barbara L. Hughes**
Advanced Funds? No
For: Mileage, parking, meal
To attend: **Regional Workforce Preparation and Economic Development Act State Plan Forum**
Location: San Diego, California
Date: August 5, 1998
Amount: \$44.00
Budget Acct. No.: 01-10-10-1000-6620-5201.00-0000

The Vote was unanimous, with Dr. Dougherty abstaining on part b.

FINANCIAL REPORTS

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

Memo from Lois Meyer, Director, Fiscal Services. Exhibit CC-3

4. **APPROVE QUARTERLY FINANCIAL STATUS REPORT**

MSC Dougherty, Hughes

RESOLUTION 98-19059

BE IT RESOLVED, That the California Community Colleges **Quarterly Financial Status Report (CCFS-311Q)** for the quarter ended June 30, 1998, be approved. **Exhibit CC-4**

The Vote was unanimous.

5. **INFORMATION: ASSOCIATED STUDENTS BALANCE SHEET, COMPARATIVE STATEMENT OF INCOME AND EXPENSES, TRUST FUND BALANCES, AND REPORT OF CURRENT LIABILITIES AND ACCOUNTS RECEIVABLE**

Associated Students Balance Sheet, Comparative Statement of Income and Expenses, Trust Fund Balances, and Report of Current Liabilities and Accounts Receivable, as of June 30, 1998. Exhibit CC-5

6. **INFORMATION: STUDENT FINANCIAL AID TRUST FUND - STATE AID**

Student Financial Aid Trust Fund - State Aid for the twelve months ended June 30, 1998. Exhibit CC-6

7. **INFORMATION: FINANCIAL AID FUND BALANCE, REPORT OF ASSETS AND LIABILITIES, REPORT OF INCOME AND EXPENDITURES, ACCOUNTS RECEIVABLE AND CURRENT LIABILITIES, AND STATUS OF PROGRAM ALLOCATIONS**

Balance for the twelve months ended June 30, 1998, Balance Sheet as of June 30, 1998, Accounts Receivable and Current Liabilities as of June 30, 1998, Report of Income and Expenditures for the twelve months ended June 30, 1998, Report of Status of Program Allocations as of June 30, 1998. Exhibit CC-7

8. **INFORMATION: TRUST FUND 20 BALANCE SHEET, BALANCES AVAILABLE FOR SCHOLARSHIPS, AND REPORT OF INCOME AND EXPENDITURES**

Trust Fund 20 Balance Sheet, Balances Available for Scholarships, and Report of Income and Expenditures as of June 30, 1998. Exhibit CC-8

9. **APPROVE REVISED BUDGETS**

MSC Dougherty, Hughes

RESOLUTION 98-19060

BE IT RESOLVED, That the June 30, 1998, **Budgets** for the General Fund (restricted and unrestricted), Capital Outlay Projects Fund, Child Center Fund, Energy Conservation Fund, Trust Fund, and Post-Retirement Benefit Fund be approved. **Exhibit CC-9**

The Vote was unanimous.

10. **INFORMATION: BUDGET TRANSFER TRANSACTIONS**

Report of **Budget Transfer Transactions** from June 1 through 30, 1998. **Exhibit CC-10**

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

Budget Reports: Unrestricted Revenue (Exhibit CC-11A) and Unrestricted Expenditures (Exhibit CC-11B)

12. **APPROVE QUARTERLY REPORT OF CHIEF FINANCIAL OFFICER REGARDING DISCLOSURE OF DISTRICT INVESTMENTS**

MSC Dougherty, Hughes

RESOLUTION 98-19061

BE IT RESOLVED, That the Quarterly Report of Chief Financial Officer Regarding Disclosure of District Investments, for the quarter ending June 30, 1998, be approved. Exhibit CC-12

The Vote was unanimous.

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

MSC Dougherty, Hughes

RESOLUTION 98-19062

BE IT RESOLVED, That Revolving Cash Expenditures, Check Nos. 11317 through 11319, in the amount of \$1,000.00 from the General Fund, for June, 1998, be approved. Exhibit CC-13

The Vote was unanimous.

14. **APPROVE DRAWING NEW WARRANT**

MSC Dougherty, Hughes

RESOLUTION 98-19063

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

Warrant #77-978718, dated October 10, 1997, in the amount of \$419.08 to Wendy E. Hill, 944 Pinecrest Drive, Escondido, CA 92025. Voided due to stale dating.

The Vote was unanimous.

15. **INFORMATION: BOOKSTORE BALANCE SHEET AND INCOME STATEMENT**

Bookstore Balance Sheet as of June 30, 1998, and **Income Statement** for the year ended June 30, 1998. **Exhibit CC-15**

16. **INFORMATION: FOOD SERVICES BALANCE SHEET AND OPERATING STATEMENT**

Food Services Balance Sheet as of June 30, 1998, and **Operating Statement** for the year ended June 30, 1998. **Exhibit CC-16**

17. **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 Dougherty, Hughes

RESOLUTION 98-19064

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-17**, be and are hereby reviewed and approved for the following Purchase Order Nos. 940000 through 940138, Agreement/Item Nos. 945000 through 945022, Travel Nos. 950000 through 950011, Reimburse/Adv/Increases Nos. 960000 through 960020, Employment Ad Nos. 965000 through 965002, Agreement/Service Nos. 970000 through 970010, Repair Nos. 975000 through 975004, Agreement/Annual Nos. 980000 through 980010, and Utility Nos. 995000 through 995026 in the total amount of \$467,759.29 be approved.

The Vote was unanimous.

MISCELLANEOUS

18. **INFORMATION: ANNUAL REPORT ON USE OF CAMPUS FACILITIES BY OUTSIDE ORGANIZATIONS**

Report attached. **Exhibit CC-18**

PERSONNEL

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

In accordance with the Professional Growth Program for Classified Employees, the following employee is granted a \$500.00 annual stipend, prorated on a monthly basis, effective July 1, 1998:

<u>Name</u>	<u>Position</u>	<u>Course of Study</u>
Mary Thomson	Library Technician II Library/Media Center	Master's Program in Spiritual Psychology

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

In accordance with the Professional Growth Program for Classified Unit Employees, the following employee is granted a one-time lump sum stipend of \$2,000.00, effective July 1, 1998, with the understanding that there is a waiting period of three years before beginning another Professional Growth Program:

<u>Name</u>	<u>Position</u>	<u>Course of Study</u>
Gloria Kerkhoff	Senior Academic Evaluator/Advisor Admissions and Records	Master's Degree in Counseling

21. **GRANT EQUIVALENCY FOR DISCIPLINES**

MSC Dougherty, Hughes

RESOLUTION 98-19065

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:

Aston Foster, Cheryl – English
Kearnaghan, Douglas – Business Education
Vergeront, Laura – Apprenticeship – Electricity

The Vote was unanimous.

22. **APPROVE ADJUNCT FACULTY EMPLOYMENT**

MSC Dougherty, Hughes

RESOLUTION 98-19066

BE IT RESOLVED, That the employment of the following adjunct faculty, at the rates 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

CALWORKS

Reyes, Bernice	Counselor B.A., Literature/Writing M.Ed., Counseling	\$32.24
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VOCATIONAL PROGRAMS

Vergeront, Laura	Apprenticeship – Electricity 14 years of experience	Paid by Riverside/ San Bernardino Electrical Training Center
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FALL, 1998

ART DEPARTMENT

Asebedo, Anna	Art	\$32.24
	A.A., Art	
	B.A., Art	
	M.A., Fine Arts	

BEHAVIORAL SCIENCES

Dunatte, Patricia	Sociology	\$32.24
	B.A., Psychology	
	M.A., Sociology	

BUSINESS EDUCATION

Kearnaghan, Douglas	Business	\$32.24
	B.S., Education	
	M.A., History	
	28 years of experience	

CHILD DEVELOPMENT

Greene, Ida	Child Development	\$34.32
	B.A., Psychology	
	M.S., Counseling	
	Ph.D., Theology	

Webb, Mary	Child Development	\$32.24
	B.A., Education	
	M.A., Human Development	

COMMUNICATIONS

Baker, Gregory	Radio & Television	\$31.20
	B.A., Radio-Television	
	17 years of experience	

ENGLISH DEPARTMENT

Aston Foster, Cheryl	English	\$31.20
	B.A., Speech Arts	
	Community College Credential: Language Arts and Literature (Valid for Life)	

Courtney, Jennifer	English	\$32.24
	B.A., English	
	M.A., English	

Sumner, David	English	\$32.24
	B.A., English & American Literature	
	M.A., 19 th & 20 th Century English and American Literature	

GRAPHIC COMMUNICATIONS

Crews, Caroline	Graphic Communications	\$32.24
	B.A., Industrial Arts	
	M.A., Pastoral Studies	
	9+ years of experience	
Short, Doris	Graphic Communications	\$31.20
	A.A., Desktop Publishing/Graphic Communication	
	9+ years of experience	

LIFE SCIENCES

Patton, Marion	Biology	\$34.32
	B.A., Biology	
	Ph.D., Biology	

NURSING EDUCATION

Campbell-Mitchell, Laura	Nursing Education (Clinical)	\$31.20
	A.D.N., Nursing	
	B.S.N., Nursing	
	8+ years of experience	

PUBLIC SAFETY PROGRAMS

Torphy, Sean	Administration of Justice	\$32.24
	B.A., Behavioral Science & Law	
	M.S., Criminal Justice	

VOCATIONAL PROGRAMS

Davis, Robert	Environmental Technologies	\$31.20
	B.S., Chemistry	
	12 years of experience	
Donaldson, Paul	Construction Technology/ Inspection	\$31.20
	B.S., Industrial Education	
	15+ years of experience	
Duncanson, Douglas	Parks & Recreation Management	\$31.20
	A.A., Ornamental Horticulture	
	25 years of experience	

The Vote was unanimous.

23. **INFORMATION: RESIGNATION**

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

- a. **RICHARD C. JOHNSON**, Associate Professor - 75% Coach - 25%, Physical Education/Athletics, effective May 22, 1998. (On 100% personal leave for 97/98 academic year, resignation letter received in Human Resource Services July 20, 1998)

**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. Library Air Quality Report

At this time, Kelley Hudson-Maclsaac presented a report on the background, actions taken to resolve problems, and the status of air quality in the Library, since the building was opened in 1983. Due to inconclusive results, the cause of the problems was never discovered, although many potential problems were identified. Recommendations were made to remediate some of them, and the District took action to do so, such as retrofitting the windows so that they open.

The State was approached for the 1992-93 budget for the hazardous substance removal program, and we were funded to replace the complete air conditioning system in the Library. It was hoped that everything had been resolved. For approximately a year, there were no apparent problems or complaints from Library personnel. Then, it was reported that some staff members were beginning to suffer similar symptoms to those they had reported previously.

In the Spring of 1997, two employees filed workers' comp claims. That triggered an investigation that was conducted by an M.D. toxicologist in conjunction with a certified industrial hygienist. Again, there were no specific toxic or hazardous materials found; although, at that time, the ventilation system was found to be deficient. Just before the investigation, there had been a campus-wide power outage that caused the computer operating system for the HVAC to crash. At that time, we didn't have a backup, so the HVAC tech did his best to manually control the system so that it would operate properly, bring in enough air, and keep comfort at an acceptable level. There were many recommendations made from the results of the study to improve the system and its operation. All of those recommendations were instituted, and improved monitoring procedures for the system have been put in place.

Within the past year, a new computerized control system has been installed; and we have access to backup now. Several Facilities staff members, in addition to the HVAC technician, have been extensively trained on the operation of the system so that there would be backup people to run the system if necessary. We purchased a laptop computer that allows the staff to maximize the system capability by plugging into a specific unit or area of the building and running a diagnostic test on that area. It will display the information the tech needs to get the unit running up to specifications. The damper motors were replaced on three of the air-handling units.

This summer, all of the thermostats and all the VAV boxes on the first floor were calibrated, air balancing was performed, and the motor in the cooling tower was replaced. The process of calibrating all of the stats and the VAV boxes is an ongoing process, and we are continuing to do that in order to balance the system throughout the building. An exhaust fan in the elevator service room on the first floor, which is adjacent to the service elevator in the back of the Library, was also replaced. It was felt that it was not exhausting enough air, so a better motor was installed. It was suggested to the staff that the service elevator doors not be left open at night because, in the morning, a hydraulic fluid smell was being emitted. Keeping the doors closed seems to have remedied that problem.

There are still problems with doors and windows being left open. When that happens, the system has to work harder to try to maintain the environment; and this also causes unfiltered and unconditioned air to come into the building. We have taken a proactive stance in terms of keeping the system up and running, and we now have a system that is running according to specifications. Unfortunately, some of the employees in the Library are still experiencing symptoms that are associated with indoor air quality. Katherine Gannett and Jerry Patton have met with Kelley attempting to determine the next step.

Jerry Patton reported that he met today with nine employees who work in the Library. It appears that many of them have similar symptoms, such as eyes burning, tearing, irritated throat, skin itching, and metallic/acidic taste in their mouths. The group discussed their concerns with him so that he could get a better perspective about what has happened in the past and what is happening now. He felt it was a good meeting, and the group knew that he was listening. Possible solutions and funding were discussed. Jerry reported that the JPA to which we belong, and that has our workers' compensation, has determined that they will assist in certain areas along the lines of risk management or loss control. One of those that has been specifically identified is indoor air quality. He is working with them to see if there is funding we can use. If funds are available, Jerry will explore the possibility of forming a team of experts to investigate the problem further by looking at the environment where each of the employees works, which, to his knowledge, has never been done. We will try to determine why only a few of the employees are affected and others are not.

Mr. Scofield asked if any medical tests have been done at the end of a day to have a physician check the involved persons to see if they can pick up anything. Jerry reported that he had asked the group today if any of them had reported this to their physicians. Two of them stated that they had contacted not their personal physician but an allergist. If we were to do anything, we would want to work with their personal physicians, if the employees would agree to that, to be sure we work in conjunction on the history of that person. He does not think we have gone as far as evaluating persons at the end of a day.

There is a form that affected employees fill out and turn in quite regularly. It has approximately 15-20 symptoms that can be checked, such as eyes watering, blurred vision, headaches, and difficulty breathing. They are asked to describe the comfort level in their space and how they feel, the exact time of day, the room temperature, the outside air temperature, and the outside weather conditions. If they are aware of other people with similar symptoms, they are asked to please list their names. They are also asked if they have any health conditions that may make them particularly susceptible to environmental problems, if there is any unusual activity going on inside or outside the building, and to please list any items they feel might be helpful in evaluating the problem. Employees have been pretty faithful about completing the forms, so we have a pattern that we can look at to see if we can establish some relationships with something in the building.

Mr. Scofield asked if all these people are in the same area of the Library or are they scattered throughout the building. Jerry reported that there are problems throughout the building but that several are in the Technical Services Department on the first floor.

Dr. White asked how this compares with the last time we investigated the problem. Kelley reported that it is a different environment since we have the new ventilation system. Kelley became involved only at the tail end of the last study, and it seemed to be much more severe then than it is now.

Jerry reported that during the last study in 1997, we did have studies done by an environmental and medical toxicologist, an M.D., an industrial hygienist, and a technical air-balance technician. The reports they gave made minor suggestions that included some of the same issues that Kelley had discussed earlier in her report. There seemed to be nothing that they could pinpoint as to the reasons why the problems were occurring. He feels it is very puzzling. Not to downplay any of the employees' symptoms now, but the District is really "scratching its head" on what to do and appears to have performed due diligence. We need to determine whether or not to intensify those studies or to concentrate on particular areas, and whether or not we need to look at some specialists we have not considered, if there are any who have more experience, knowledge, or skill in sick-air syndromes and indoor air quality.

Dr. White asked if the employees in the past filled out a form similar to the one discussed earlier in the report. Kelley responded that they had.

Ms. Hughes asked if a special environmental cleaner, someone who is supposed to know how to clean, is still cleaning the Library. Jerry responded that he discovered today that there have been problems with these providers. He will meet with Mike Ellis and Phil Morgan to determine what is being done to correct the problems.

Ms. Hughes stated that she appreciates the report, and she appreciates that the District is engaged in an ongoing attempt to determine what is going on. Jerry noted that the employees feel comfortable in trying to locate a person who could take these reports or to start anew, looking at the symptoms they are experiencing. This person could talk with the employees and concentrate on their work environment. Ms. Hughes noted that it could be something as minute as a material substance with which they work. Jerry agreed that this should be done as one employee had reported that he handles old, musty books, another employee reported that he handles microfilm, and some employees handle new books. Ms. Hughes also noted that there could be molds or spores involved.

F. HEARINGS OF INDIVIDUALS, GROUPS, AND DELEGATIONS

1. INFORMATION

Report of the Faculty Senate

Dr. Mark Vernoy reported that the summer has been a pretty calm time for most of the groups. The last year has been a good one for Palomar. We have received lots of awards and universal approval of our program, and we have been recognized several times as a model community college. It has also been a good year for the State. They have so much money that the Governor and legislature are having trouble spending it all. It looks like the budget will be passed, and community colleges will be receiving a lot of money this year, at least \$100 million for Partnership for Excellence. Palomar should get about \$1.6 million of that. He has read that we are going to get a cost-of-living increase of 2.26 percent. The Faculty and the Administrative Association will start their "meet and confer" process, and the bargaining unit will start its negotiations with the District for funds for salary increases. Last year turned out to be a very stressful year regarding salary negotiations. Stress can be very debilitating. We had an administrator and people on the bargaining team who became very stressed over the salary negotiations, and it affected the entire College. Mark was hoping that early in the year the Board can make some headway at relieving this kind of stress. We know we are going to get a cost-of-living adjustment, money that will come to us for sure. It will come soon, whenever the budget is passed. Rather than arguing about this, Mark suggested that the District should just put it in everyone's paycheck. He noted that whenever we have received cost-of-living funds from the State, the employees have always eventually received it. We all agree that we are going to get this sometime. The Board could buy a lot of good will with the faculty, staff, and administration if they would agree that when the District receives COLA, unless there is some major catastrophe, it should automatically be passed on to the employees. There is no reason to be arguing over this for months, only to eventually be given the COLA. It seems like it should be an automatic thing that we shouldn't have to argue about. He would very much like to tell the faculty at orientation that the Board has decided to do this without having to hassle everyone about it, such as what happened last year with the classified group. It seems like a very simple solution to what shouldn't be a big problem. He encouraged the Board to consider directing the administration to give everyone the COLA when the money becomes available. It would save us thousands of hours of talking for something we all know we're going to do anyhow.

2. INFORMATION

Report of The Faculty

Bruce Bishop echoed Mark's comments on behalf of The Faculty. When Bruce addresses faculty members on August 19, he feels it is imperative that he make an announcement such as Mark suggested; and perhaps it is appropriate not to wait until then. He feels it would be good if a member of the senior administration would make a blanket comment at orientation that the COLA will be reflected in all staff paychecks as soon as the money arrives on campus. That would go a long way in terms of heading off the possibility of an eventual contentious process and would be somewhat appeasing and a huge statement of good will on behalf of the Governing Board and the District.

Ms. Hughes asked if anyone would find fault with the fact that it was not done through the governance structure and time was not allowed for appropriate sunshining. Bruce stated that he can speak on behalf of The Faculty and his role as a member of the meet-and-confer process for The Faculty. He promised that no one would find fault from his end. Dr. Boggs stated that legally, we must bargain with the CCE/AFT.

Dr. White noted that a number of years ago, it usually happened that way. Then, the faculty members and the other employees became upset because they hadn't been given an opportunity to state their opinions. Bruce stated that there is no one collective memory that everyone agrees that this is what happened. The task force that dealt with staff compensation a few years ago provided a report, which says, "When cost-of-living adjustment becomes available, it will be distributed to the staff as salary increases." The Faculty reads that to mean "as soon as it becomes available, it will be distributed." Some people interpret "when available" to mean something other than "immediately." To Bruce, this means "when it is available, you'll get it." Dr. Boggs stated that the context of that quotation involved the fact that, during the time that the task force was meeting, we did not get any COLA from the State for two or three years. They were concerned that when we do get COLA, it be passed on to the employees. Bruce asked if Dr. Boggs interprets that as meaning a one-time, when it finally becomes available next time, but not necessarily every time in the future. Dr. Boggs stated, "No, we were talking about getting back to a normal state of affairs and getting COLA. When we did get back to a normal state of affairs, we were hoping that we could give the employees the percentage of COLA that we got." Bruce accepted that interpretation and stated that that is exactly how he sees it, as well. He feels we are back to a normal state of affairs and maybe even somewhat better than normal. Hopefully, this cycle will continue, and we will continue to get this kind of COLA from the State during the next few years. COLA is a cost-of-living adjustment that should affect every single person's state of living, not just the College's, but also all persons who serve the College in a variety of capacities. As a result of that, when a cost-of-living adjustment becomes available, everybody's cost should, therefore, be adjusted. There is no reason to wait. Dr. Boggs stated that there was never any intent that this would be done without negotiating or discussing it with the employee groups. Bruce stated that he doesn't feel that cost-of-living adjustments necessarily ought to be negotiated; they should just be automatic. Anything above cost-of-living increases ought to be negotiated.

Mr. Scofield noted that other things get tacked onto the whole discussion. Bruce does not feel there is any reason to wait, delay, or discuss whether or not or even when COLA would be made available. As soon as the State releases the money that reflects a cost-of-living adjustment to the College, the College should then release the same percentage of money to its employees, and it should be reflected in their checks.

Dr. Dougherty stated, "meet and confer is a State law, and meet and confer says that neither side can make a unilateral decision in this. The Administration cannot simply say, 'We're going to give you COLA, and that's your money' without legally meeting and conferring. Number two, we have not yet passed the College budget, and we will not have it passed before August 19, as the Governor has not yet signed the State budget." Dr. Dougherty felt Bruce was a little premature and stated that he thought what Bruce was saying could well be said in September.

Bruce said, "No, I said 'when the money is released to the College.' I'm not asking for it in my next paycheck. When the cost-of-living adjustment is reflected in checks received by the College, then it should be reflected in employees' salaries from the College to them. I'm not saying anything prematurely. I'm not asking for it today or necessarily in the next paycheck; but as soon as it's feasible to release that money to the employees based upon the receipt of the money from the State, we ought to agree tonight that that's what we are going to do." Dr. Dougherty stated that we have not gone through "meet and confer." Bruce stated that we have gone through "meet and confer" with the faculty since late April or early May, and this is one of the demands they have made in that process.

Dr. Boggs stated that this matter would be discussed during closed session. Dr. White stated that the term, "cost-of-living increase" simply means what it says: it's a cost of living; and if you are going to have it, it should be forthcoming.

Ms. Hughes asked if the definition of "cost of living" is cost of living to the expense of running the college or cost of living for employees' salaries. Jerry Patton stated that the State defines it as the "cost of living for all expenses of the college," which includes salaries, benefits, and all the operations of the college.

3. **INFORMATION**

Report of the Administrative Association

Norma Bean reported that the Administrative Association is planning its first general membership meeting on September 28. The Executive Council has met and is currently developing goals for the 1998-99 year. One of the goals will include working with the faculty and the classified unit in identifying and pursuing some common goals, such as a standard for delivering COLA in an automatic and noncompetitive manner. They have started talking with the other groups briefly and wanting to join together to meet some common goals.

4. **INFORMATION**

Report of the CCE/AFT

Ernie Carson stated his unconditional concurrence and support with the comments made by Mark Vernoy, Bruce Bishop, and Norma Bean, as leaders of their respective groups. As one who has healed from the past seven months of negotiations, Ernie stated that he definitely concurs and wholeheartedly supports and endorses their comments. It is Ernie's intent that this year we will see between the groups a brand new meaning of the collegial process of interacting with one another. He has heard the term "collegiality" quite a bit since he has been here, so it is his intent to show the community a bond between the groups here at the campus that they have never seen before.

On August 2-7, three union members went to the University of California at Santa Cruz to attend the annual AFT Union Leadership Institute. The purpose of this annual event is to offer a wide variety of union-related classes. Those in attendance and the classes they took were Barbara Clay (Effective Union Communication), Leigh Squires (Grievance Arbitration), and Ernie Carson (Introduction to Negotiations).

Ernie represented the local at the national AFT convention that was held in New Orleans during the third week of July. President Clinton was the featured speaker. Another high point was the presentation of a membership growth award for the period July 1, 1997, through June 30, 1998, to the local by Sandra Feildman, AFT's national president. Ernie stated that this "1998 Pride of the Union" award is something he will always cherish.

5. **INFORMATION**

Report of the Associated Student Government

There was no report.

6. **INFORMATION**

Report of Superintendent

Dr. Boggs distributed photographs of Dr. Mark Vernoy accepting the ACCT Pacific Region Faculty Member Award in Sun Valley, Idaho, in June.

Board members are invited to Faculty Orientation Day, which is scheduled for Friday, August 21, 1998. Adjunct Faculty Orientation Day is scheduled for Saturday, August 22. Dr. Boggs asked that he be notified by Board members who are planning to attend, because we need to be careful not to have three Board members present at the same time.

Some of our staff members will be meeting with San Diego District staff members at Miramar College on August 26 to discuss cooperative studies related to the development of our educational center in Poway.

There will be a President's Associates' reception on Thursday, August 27, 5:30 p.m.

The President's Associates' major gala is scheduled for September 19.

There will be a Board Candidate Orientation on September 29, at 7 p.m., in the President's Conference Room. There are five candidates for the Board, including incumbents Dr. Robert Dougherty and Mr. Harold Scofield. Other candidates are Dr. Michele Nelson, Poway, Mr. Wayne Robinson, Ramona, and Mr. David Rockwell, Ramona.

7. **INFORMATION**

Report of Other Organizations and/or Individuals

Patricia Barna, an employee in the Tutoring Center, addressed the Board at this time regarding her dissatisfaction with the result of the classification study that lowered her classification from Office Specialist, range 10, to Tutorial Assistant, range 9, even though she claimed that she is not only still performing the job duties of the Office Specialist and has been assigned the additional responsibilities of a Tutorial Assistant.

Jerry Patton stated that this has all been negotiated between the District and the CCE/AFT, and they have agreed upon the way the study was handled. There is a lot of detail behind this that Jerry stated he may not be able to explain, such as the process where these changes were made. He has spoken with Patricia and had suggested that she call Anderson & Associates directly. She has met with members of CCE/AFT, but he feels it may be an unresolvable issue, because the union and the District came to terms on this position.

Dr. White stated that there has to be something that can be done. Mr. Scofield agreed with her. He stated that he understands that this has been negotiated with CCE/AFT, but it doesn't make any sense to him that a person who gets additional duties gets demoted. He stated that this seems to be a situation where an individual has taken on more duties and has been demoted, and we need to do what it takes to fix it. We need to look at the situation; and if it is so, we need to have administration negotiate with the union to change the position.

Ernie Carson stated that he feels this is a unique situation that is not repeated with any of the other unit members. He thinks that if the Governing Board would give the District approval to add this position to those of the individuals who were not here when the study was done and that have been submitted to Anderson for review, it would be the starting place. There is probably a difference of opinion in some of the definitions, but that would be something that Anderson would need to determine. When the union signed a tentative agreement, they did not see a wrong that they intended to ignore. Many of the things that were involved were very complicated. If the Board is going to authorize the District and the union's negotiation team to study this and resubmit it to Anderson, that would be a path of possible corrective action. Dr. White and Dr. Dougherty stated that they agreed with that. Dr. Boggs stated that he feels we need to hear the rationale of Anderson in this matter. Dr. White asked if a report of some kind could be provided at the next Board meeting. Dr. Dougherty stated that that might be a little fast as we don't know what the Anderson report actually said about the position. He also stated that, as Ernie has indicated, there is a good chance that we may want to refer it back to Anderson and say, "given new information, what would be your reconsideration, if any?" He also stated that he agrees with Ernie completely on this point.

G. COMMUNICATIONS

1. Certified letter from **Rita L. Geldert, Executive Director, Community Development Commission, City of Vista**, to the Board of Trustees, dated July 22, 1998, inviting the Board to attend a joint public hearing concerning the proposed Second Amendment to the Redevelopment Plan for the Vista Redevelopment Project Area on Tuesday, August 25, 1998, at 6 p.m. **Exhibit G-1**

Dr. Dougherty asked if someone would attend the Vista meeting. Ms. Hughes stated that, according to the backup, it doesn't look like much is going on in this redevelopment that is going to affect us financially. Dr. Dougherty stated that he agreed. He thinks they are only changing three boundaries. He suggested we might check to see if there is a chance of any additional money. If not, and they are just drawing lines a little differently, it doesn't make a big difference. Ben Echeverria stated that we had our consultant look at this to see if there is any possibility we might be affected by it, and his opinion was that we would not.

2. Letter from **Assemblyman Howard Kaloogian**, to Dr. Boggs, dated July 15, 1998, thanking him for voicing support for AB 2804 regarding STRS benefits. **Exhibit G-2**
3. Letter from **Senator Dianne Feinstein**, to Dr. Boggs, dated July 8, 1998, thanking him for his letter regarding the Higher Education Reporting Relief Act. **Exhibit G-3**

4. Letter from **Congressman Randy "Duke" Cunningham**, to Dr. Boggs, dated July 14, 1998, regarding his efforts to improve education in California and the 21st Century Classrooms Act that he sponsored. **Exhibit G-4**
5. Memo from **Thomas J. Nussbaum, Chancellor**, to Superintendents, Presidents, and Presidents of Boards of Trustees, dated June 29, 1998, regarding District Involvement in the System 1999-2000 Legislative Program. **Exhibit G-5**
6. Letter from **ASACC**, to Jim Bowen, dated June 22, 1998, thanking him for his help in organizing the San Diego seminar and all his efforts on behalf of ASACC. **Exhibit G-6**

H. UNFINISHED BUSINESS

I. NEW BUSINESS

1. CHANGE STARTING TIME OF REGULAR MEETING OF AUGUST 25, 1998

MSC Dougherty, Hughes

RESOLUTION 98-19067

BE IT RESOLVED, That the regularly scheduled meeting of **August 25, 1998**, of the Governing Board of the Palomar Community College District will convene at **6:30 p.m.** on that date for the purpose of **touring the "Dome" to observe the floor, temperature, lighting, and bleachers.**

Dr. Dougherty stated that he noticed the noise problem is not mentioned. Acoustically, he does not know what could be done at a reasonable cost inside a "dome." Also, the roof develops a leak every other year or so. He feels it is time they look at the problems, especially the floor, which may be a safety hazard, and ventilation, which is going to be a very difficult thing to correct. The building is shaped wrong to have a nice, uniform temperature. Dr. White added that it is made of the wrong material, too. Dr. Dougherty stated that in looking at the floor, we might investigate something that might last another 50 years. If we can get a floor that is better in terms of longevity, ease of maintenance, etc., at a slight additional cost, we should consider it. Dr. White noted that hardwood floors are expensive. Dr. Dougherty stated that the current floor has lasted for about 40 years.

The Vote was unanimous.

2. **INFORMATION: ELECTRONIC COMMUNICATION TO BOARD MEMBERS**

Discussion ensued regarding the possibility of electronic communication with Board members.

Ms. Hughes noted that she recently brought to the Board a proposal that our agenda be updated technology-wise and asked that it be referred to the Technology Committee on campus. She is concerned about what has happened to that request. She has a laptop computer of her own, so she is not looking for a way to get another. As technology and getting people educated along those lines is one of our goals, she does not want to see the Board left out of the loop as that happens. Agendas are currently being hand-delivered to each Board member at their homes prior to each meeting. It consists of a lot of paper. Electronically, there has to be a better way to communicate with the Board. If this agenda were on-line, Board members could read it on-line. If there is backup from the Business department, she feels she should be able to access that backup from the agenda and read it. If she needs a copy, she could print it at home. Then, if we just had one hard copy of the agenda at the desk when we came in, we could go from there.

Dr. Boggs stated that he thinks we are very close to being able to do that now. Jerry Patton stated that we are able to do that now by dialing in from home. The issue would be the type of standards we would be looking at for the type of equipment Board members currently have. Using what Board members already have purchased, we would need to determine how to upgrade it and how to maintain it versus having a machine that we would be able to bring in to the campus to correct problems. Mr. Scofield asked how much time it would take for someone to scan in the entire agenda for a readable document as someone will have to handle this and put it into an electronic format that can be transmitted. How big is the file? His server doesn't like him to transmit anything bigger than one mg. It will lock up about three-fourths of the way through when he tries to download it.

Stan Malley stated that he feels we need to establish standards of how the communication should take place. He agreed that a scanned image would take a lot of time to download. We would need to establish some type of document standards that we would be using. His concern is that his staff must be able to support electronic communications with the Board, and he wants the communications to be reliable. He stated that he has been here eight months, and the standard of whether the campus will use WordPerfect or MSWord has still not been established. That must be the first decision we make. For purposes of supporting the hardware, he would prefer that the Board members be supplied laptop computers so that IS could load it with support applications, set it up so that it's easy to use on the dial-up, install the applications that would be generating the documents, and allow it to easily be brought into the shop for maintenance/repairs.

Ms. Hughes stated that she doesn't want to do anything that causes more work or hassle. Her idea is to get us to the point where it is less hassle and less work.

Jerry Patton stated that if we were standardized as Stan suggested, it would be much easier. However, because not all attachments are generated on campus and are sent to us by an outside source, scanning them would be a labor-intensive process. Stan stated that some of the financial reports come off of different systems and they may be coming off of the HP3000. There are ways to generate PDF files that take up a lot less space. We could probably put those reports on that interface so that Board members could look at it and print it if they wanted.

Jerry Patton stated that Stan is correct in that our budget reports come off of our PeopleSoft software, and there would need to be some conversion in order to put it in an electronic format that would be standardized.

Dr. Dougherty stated that there are some things in our agenda, such as thank-you letters, that are not of great interest to the Board. He suggested such things be distributed at the meeting if they are not likely to require discussion or action. We could then focus on things that are already in the computer and are relatively easy to send out. There will need to be some judgment and minor mistakes may be made, but with intelligence and common sense, we should be able to overcome it.

Mr. Scofield concurred with Stan regarding support. He had tried to upgrade some old computers to handle the year 2000 problem and was unsuccessful. He consequently purchased two new, fully loaded computers for far less. We don't want to create more work for our already-busy computer people.

Dr. Dougherty asked if the PeopleSoft project is on schedule. Jerry Patton responded that it is on schedule, employees are in training, and implementation teams are working very hard to get all the projects underway and ready for the big change.

3. **APPROVE RENEWAL OF AGREEMENT WITH CURRIER & HUDSON, APC, FOR SPECIALIZED LEGAL SERVICES**

MSC Dougherty, Hughes

RESOLUTION 98-19068

BE IT RESOLVED, That the existing agreement between the Palomar Community College District and the law firm of **Currier & Hudson, APC**, for **specialized legal services**, be and is hereby extended for one additional year, effective July 1, 1998, and terminating June 30, 1999, or upon ten (10) days' prior written notice by either party to the other. The firm shall bill for their services requested by the District at the rate of one hundred twenty-five dollars (\$125.00) per hour and shall not bill the District for long-distance telephone calls, fax of documents, and routine copy costs, nor travel outside San Diego County on District business unless first obtaining approval for this travel and representation from the Assistant Superintendent/Vice President of Human Resources of the District. This agreement is funded from Account Number 01-10-50-5000-6605-5702.00-0000.

The Vote was unanimous.

4. **ACCEPT GRANT FROM COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING, STATE OF CALIFORNIA, AND APPROVE AGREEMENT TO PURCHASE SATELLITE ANTENNA SYSTEM**

MSC Dougherty, White

RESOLUTION 98-19069

BE IT RESOLVED, That the Palomar Community College District hereby accepts a grant in the amount of two thousand and seventy-five dollars (\$2,075.00) from the **Commission on Peace Officer Standards and Training, State of California**, the proceeds of which are to be used by the District to purchase and install a steerable C/Ku-band television-receiver only (TVRO) satellite antenna system to be connected to a classroom television and video cassette recorder; this system to be used with the POST Satellite Training Network and used exclusively for POST-certified training of Basic Course students trained by the District.

BE IT FURTHER RESOLVED, That an agreement be approved between the Palomar Community College District and the Commission on Peace Officer Standards and Training pursuant to which the funds from the aforesaid TVRO satellite antenna system grant shall be used to purchase and install this system at the District and used in accordance with the terms and conditions of the grant. **Exhibit I-4**

The Vote was unanimous.

5. **REVIEW AND APPROVE CASH ACCOUNT EXPENDITURES FROM THE PALOMAR COLLEGE FOOD SERVICES FOR THE PERIOD 4-1-98 THROUGH 6-30-98**

MSC Dougherty, Hughes

RESOLUTION 98-19070

BE IT RESOLVED, That, pursuant to the resolution of the Governing Board of the Palomar Community College District providing for review and approval on a sixty-day (60) basis, the **purchase transactions of the District food service operations**, for the period April 1, 1998, through June 30, 1998, in the amount of two hundred nineteen thousand, five hundred four dollars and one cent (**\$219,504.01**), and as detailed in the Check Register that is filed in support hereof, be and are hereby reviewed, ratified and approved. **Exhibit I-5**

The Vote was unanimous.

6. **APPROVE REAPPLICATION OF DISTRICT TO PARTICIPATE IN CALIFORNIA DEPARTMENT OF EDUCATION, CHILD CARE FOOD PROGRAM AND AUTHORIZE SUPERINTENDENT/PRESIDENT TO EXECUTE DOCUMENTS AND ASSURANCES**

MSC Dougherty, White

RESOLUTION 98-19071

BE IT RESOLVED, That the reapplication of the Palomar Community College District to the **California Department of Education, Child Care Food Program** for the 1998-99 fiscal year, be and is hereby approved and authorize the Superintendent/President of the District to execute all required applications, certifications, documents, and assurances on behalf of the District necessary to carry out this reapplication. **Exhibit I-6**

The Vote was unanimous.

7. **APPROVE CONTRACTOR AGREEMENT WITH NEIL BRUINGTON FOR THE DESIGN, DEVELOPMENT AND PRODUCTION OF A TELECOURSE ENTITLED, GC 140, DIGITAL IMAGING/PHOTOSHOP**

MSC Dougherty, White

RESOLUTION 98-19072

BE IT RESOLVED, That an agreement be approved between **Neil Bruington** ("Contractor") and the Palomar Community College District whereby Contractor will design, develop, and produce **thirty (30), thirty-minute lessons for the telecourse entitled GC 140, DIGITAL IMAGING/PHOTOSHOP**, commencing July 20, 1998, and terminating December 18, 1998; consideration to Contractor shall be at the hourly rate of forty-seven dollars and fifteen cents (\$47.15) for a total of thirty (30) hours, equaling a total consideration of one thousand four hundred fourteen dollars and fifty cents (\$1,414.50) to be paid from Account Number 01-10-32-3206-6131-1414.00-0000.

BE IT FURTHER RESOLVED, That all intellectual property rights, including copyrights and trademarks, in and to the telecourse, GC 140, Digital Imaging/Photoshop, designed, developed, and produced under the aforesaid agreement with Contractor, **shall belong to the Palomar Community College District, and Contractor shall be compensated with a royalty of fifty percent (50%) of net proceeds from any sale of this telecourse**, or any part thereof, by license, lease, or outright sale, after the District has recouped all costs of production and all reasonable out-of-pocket costs and expenses, including but not limited to licensing fees, legal fees, duplication costs, promotion and distribution, advertising, shipping, handling, dubbing, editing, and any distribution or subdistribution fee paid by the District to any third party. **Exhibit I-7**

The Vote was unanimous.

8. **APPROVE SPANISH LANGUAGE STUDY TOUR TO SOUTH AMERICA FOR
DECEMBER/JANUARY 1998/1999**

MSC Dougherty, Hughes

RESOLUTION 98-19073

BE IT RESOLVED, That a Spanish Language Tour to South America by the Foreign Languages Department of Palomar College, December 27, 1998, through January 15, 1999, be and is hereby approved; the authority to enter into all contracts and agreements necessary to carry out this Tour is hereby confirmed to the Office of Counsel, Contracts, and Special Projects of the District.

BE IT FURTHER RESOLVED, That the estimated cost of this Tour is three thousand seven hundred ninety-three dollars (\$3,793.00) per person, based on twin occupancy, plus the regular and customary fees for credits earned, all to be paid by the individual students, but with advanced deposits as required hereby authorized to be made from District funds, if available, or from advanced fees deposited with the District by students enrolling for the program.

BE IT FURTHER RESOLVED, That the advanced deposit to Uniglobe Vineyard Travel made by Martha Evans, Associate Professor of Foreign Languages, from her personal funds, in the amount of two thousand two hundred fifty dollars (\$2,250.00), shall be reimbursed to her upon receipt by the District of sufficient advanced deposits from students registering for this program to cover this amount. **Exhibit I-8**

The Vote was unanimous.

9. **APPROVE AND ACCEPT FUNDING FOR TECHNICAL PREPARATION EDUCATION
GRANT, TITLE III-E, FOR 1998-99**

MSC Dougherty, White

RESOLUTION 98-19074

BE IT RESOLVED, That funding from the Chancellor's Office, California Community Colleges, in the amount of ninety-nine thousand nine hundred thirty dollars (\$99,930.00), for the **Title III-E Technical Preparation Education Grant**, for fiscal year 1998-99, be and is hereby accepted and approved, in accordance with the terms and conditions of Grant Agreement Number 98-334-030 dated July 1, 1998. **Exhibit I-9**

The Vote was unanimous.

10. **APPROVE AND ACCEPT FUNDING FROM TITLE II-A LEADERSHIP GRANT**

MSC Dougherty, White

RESOLUTION 98-19075

BE IT RESOLVED, That funding from the Chancellor's Office, California Community Colleges, in the amount of forty-nine thousand nine hundred twenty-seven dollars (\$49,927.00), for the **Title II-A Leadership Grant**, for fiscal year 1998-99, be and is hereby accepted and approved, in accordance with the terms and conditions of Grant Agreement Number 98-314-001, dated July 1, 1998. **Exhibit I-10**

The Vote was unanimous.

11. **APPROVE MEMORANDUM OF UNDERSTANDING AND CONTRACT WITH GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT**

MSC Dougherty, White

RESOLUTION 98-19076

BE IT RESOLVED, That a Memorandum of Understanding (MOU) and contract be approved between the Palomar Community College District and the **Grossmont-Cuyamaca Community College District** for the purpose of enabling the Palomar Community College District to participate as a member of the **San Diego Regional Environmental Business Resource and Assistance Center (SD/REBRAC)**. The Palomar Community College District will receive seven thousand dollars (\$7,000.00) to implement the MOU. **Exhibit I-11**

The Vote was unanimous.

12. **REIMBURSE APPLICANT FOR SECOND-LEVEL INTERVIEW TRAVEL EXPENSES**

MSC Dougherty, White

RESOLUTION 98-19077

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

- a. **LEONARD HENDRICKX**
For: Airfare, rental car and gas
To Attend: Second interview for Director of Grants Development and Evening Manager
Location: Spokane, Washington, to San Marcos, California
Date: July 20, 1998
Amount: \$269.30
Budget Account No. 01-10-20-2010-6730-5007.00-0638

The Vote was unanimous.

13. **APPROVE AND ACCEPT FUNDING FOR TRIO PROGRAM FROM THE U. S. DEPARTMENT OF EDUCATION**

MSC Dougherty, White

RESOLUTION 98-19078

BE IT RESOLVED, That funding from the U. S. Department of Education, in the amount of one hundred ninety eight thousand two hundred twenty-seven dollars (\$198,227.00), for the **TRIO Program**, be and is hereby accepted and approved, in accordance with the terms and conditions of the Grant Award Notification, dated April 21, 1998. **Exhibit I-13**

The Vote was unanimous.

14. **APPROVE MEMORANDUM OF UNDERSTANDING (MOU) WITH COUNTY OF SAN DIEGO FOR WELFARE-TO-WORK ACTIVITIES REPORTING OF CALWORKS STUDENTS**

MSC Dougherty, White

RESOLUTION 98-19079

BE IT RESOLVED, That the Memorandum of Understanding (MOU) between the Palomar Community College District and the County of San Diego, Health and Human Services Agency, be approved for the purpose of **tracking CalWORKS students' college/continuing education curriculum activities** to the County of San Diego Health and Human Services Agency and its case management contractors. This MOU is valid from the date it is signed by both parties until amendments are required or both signing parties agree to change. **Exhibit I-14**

The Vote was unanimous.

15. **APPROVE AND ACCEPT FUNDING FOR PLANNING GRANT FROM CHANCELLOR'S OFFICE, CALIFORNIA COMMUNITY COLLEGES**

MSC Dougherty, White

RESOLUTION 98-19080

BE IT RESOLVED, That funding from the Chancellor's Office, California Community Colleges, for a **Planning Grant** in the amount of nineteen thousand nine hundred seventy-eight dollars (\$19,978.00), be and is hereby accepted and approved, in accordance with the terms and conditions of the Fund for Student Success Grant Agreement. **Exhibit I-15**

The Vote was unanimous.

J. INSTRUCTIONAL REPORTS

There were none.

K. PERSONNEL

1. **APPROVE CORRECTION OF CLASSIFIED POSITION**

MSC Dougherty, White

RESOLUTION 98-19081

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

- a. Position: **EDUCATION CENTER SPECIALIST**
Department: Fallbrook and Camp Pendleton Education Centers
Name: Vacant
Position #: 340550 New?: No
Sal Rng/Stp: 15/A Salary: **\$1,926.00 month**
% of position: 100% # of Mos: 12
Remarks: Increase position from 50%, 12 months, to 100%, 12 months.
Position will be divided between Fallbrook and Camp Pendleton
Effective: July 15, 1998
Acct #(s): 01-14-31-3145-6014-2111.00-0000/70%
01-17-31-3141-6014-2111.00-0000/30%

The Vote was unanimous.

2. **APPROVE CLASSIFIED POSITION INCREASE**

MSC Dougherty, White

RESOLUTION 98-19082

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

- a. Position: **GROUNDSKEEPER**
Department: Grounds Services
Name: Vacant
Position #: 502958 New?: No
Sal Rng/Stp: 13/A Salary: **\$1,835.00 month**
% of position: 100% # of Mos: 12
Remarks: Increase position from 40%, 12 months, to 100%, 12 months
Effective: August 12, 1998
Acct #(s): 01-10-51-5120-6550-2111.00-0000/100%

The Vote was unanimous.

3. **APPROVE CLASSIFIED RECLASSIFICATION**

MSC Dougherty, White

RESOLUTION 98-19083

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

- a. Position: **OFFICE SPECIALIST**
Department: Campus Patrol
Name: Vacant
Position #: 503355 New?: No
Remarks: Position was Clerical Assistant range 4
Effective: August 12, 1998
% of position: 100% # of Mos: 12
Sal Rng/Stp: **10/A** Salary: **\$1,706.00 month**
Acct #: 01-10-51-5170-6772-2111.00-0850/25%
01-10-51-5170-6950-2111.00-1840/75%
NOTE: Clerical Assistant classification is no longer an approved title since the classification study approved on 5/12/98. This is a specially funded position; continuation depends on available funds.

The Vote was unanimous.

4. **APPROVE CLASSIFIED POSITIONS**

MSC Dougherty, White

RESOLUTION 98-19084

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

- a. Position: **OFFICE SPECIALIST**
Department: Athletics
Position #: 430254 New?: Yes
Sal Rng/Stp: 10/A Salary: **\$767.70 month**
% of position: 45% # of Mos: 10
Effective: August 12, 1998
Acct #(s): 01-10-42-4210-6862-2111.00-0000/100%
NOTE: Hourly conversion position.
- b. Position: **CUSTODIAN I**
Department: Custodial Services/Escondido Center
Position #: 502868 New?: Yes
Sal Rng/Stp: 8/A Salary: **\$1,625.00 month**
% of position: 100% # of Mos: 12
Effective: August 12, 1998
Acct #(s): 01-11-51-5130-6530-2111.00-0000/100%
NOTE: Hourly conversion position.

- c. Position: **TRANSFER EDUCATION ADVISOR**
Department: Counseling, Guidance, & Career Development
Position #: 450256 New?: Yes
Sal Rng/Stp: 20/A Salary: **\$979.65 month**
% of position: 45% # of Mos: 11
Effective: August 12, 1998
Acct #(s): 01-10-40-4030-6310-2111.00-0000/100%
NOTE: Hourly conversion position.
- d. Position: **STOREKEEPER**
Department: Warehouse
Position #: 503055 New?: Yes
Sal Rng/Stp: 16/A Salary: **\$888.30 month**
% of position: 45% # of Mos: 12
Effective: August 12, 1998
Acct #(s): 01-10-51-5119-6773-2111.00-0000/100%
NOTE: Hourly conversion position.
- e. Position: **COLLEGE HEALTH NURSE**
Department: Student Health Services
Position #: 460555 New?: Yes
Sal Rng/Stp: 35/A Salary: **\$1,412.10 month**
% of position: 45% # of Mos: 12
Effective: August 12, 1998
Acct #(s): 01-10-41-4140-6440-2114.00-1876/100%
NOTE: This is a specially funded position; continuation depends on available funds.
- f. Position: **COLLEGE HEALTH NURSE**
Department: Student Health Services
Position #: 460556 New?: Yes
Sal Rng/Stp: 35/A Salary: **\$1,412.10 month**
% of position: 45% # of Mos: 10
Effective: August 12, 1998
Acct #(s): 01-10-41-4140-6440-2114.00-1876/100%
NOTE: This is a specially funded position; continuation depends on available funds.
- g. Position: **COLLEGE HEALTH NURSE**
Department: Student Health Services
Position #: 460557 New?: Yes
Sal Rng/Stp: 35/A Salary: **\$1,412.10 month**
% of position: 45% # of Mos: 10
Effective: August 12, 1998
Acct #(s): 01-10-41-4140-6440-2114.00-1876/100%
NOTE: This is a specially funded position; continuation depends on available funds.

The Vote was unanimous.

5. **APPROVE CLASSIFIED EMPLOYMENT**

MSC Dougherty, White

RESOLUTION 98-19085

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

- a. Name: **JANE STILES**
Position: Admissions Assistant
Department: Admissions, Records & Veterans' Services
Position #: 410259 New?: No
Remarks: Replacement for Cindy Shand
Sal Rng/Stp: 16/A **Salary: \$1,974.00/month**
% of position: 100% # of Mos: 12
Effective: August 17, 1998
Acct #(s) 01-10-40-4025-6421-2111.00-1670/100%
Note: This position is specially funded; its continuation depends on available funds. Normal work hours: Monday – Thursday, 9:30 am – 7:30 pm; Saturday, 8:15 am – 12:15 pm. 3% added to base salary for hours worked between 6:00 pm and 10:00 pm.
- b. Name: **YOLANDA TERRAZAS**
Position: Administrative Secretary
Department: Admissions, Records, and Veterans' Services
Position #: 410155 New?: Yes
Remarks: Approved on 5/12/98
Sal Rng/Stp: 19/A **Salary: \$955.80/month**
% of position: 45% # of Mos: 12
Effective: August 12, 1998
Acct #(s) 01-10-40-4010-6215-2111.00-0000/100%
- c. Name: **RONALD E. BONNER**
Position: Admissions Assistant
Department: Admissions, Records & Veterans' Services
Position #: 410154 New?: No
Remarks: Replacement for Chester Frost
Sal Rng/Stp: 16/A **Salary: \$1,974.00/month**
% of position: 100% # of Mos: 12
Effective: August 12, 1998
Acct #(s) 01-10-40-4010-6210-2111.00-0889/100%
Note: This position is specially funded; its continuation depends on available funds. Normal work hours: Monday – Thursday, 10:30 am – 7:30 pm; Friday, 7:30 am – 4:30 pm. 3% added to base salary for hours worked between 6:00 pm and 10:00 pm.

- d. Name: **LEA FUGATE**
Position: Senior Office Specialist
Department: Admissions, Records & Veterans' Services
Position #: 410274 New?: Yes
Remarks: Approved on 6/23/98
Sal Rng/Stp: 14/A **Salary: \$846.00/month**
% of position: 45% # of Mos: 12
Effective: August 12, 1998
Acct #(s) 01-10-40-4025-6421-2111.00-1670/100%
Note: This position is specially funded; its continuation depends on available funds. Normal work hours: Monday – Thursday, 9:00 am – 1:30 pm.
- e. Name: **CARMEN ECKMAN**
Position: Academic Department Assistant
Department: Life Sciences
Position #: 330750 New?: No
Remarks: Replacement for Cathi Lovett. This is a lateral transfer for Ms. Eckman.
Sal Rng/Stp: 19/F **Salary: \$2,642.00/month**
% of position: 100% # of Mos: 12
Effective: August 12, 1998
Acct #(s) 01-10-33-3345-6010-2111.00-0000/100%
- f. Name: **BIANCA R. RAGONESI-LASCHE**
Position: Senior Accounting Assistant
Department: Fiscal Services
Position #: 501166 New?: Yes
Remarks: Approved on 5/12/98
Sal Rng/Stp: 20/A **Salary: \$979.65/month**
% of position: 45% # of Mos: 12
Effective: August 17, 1998
Acct #(s) 01-10-50-5030-6720-2111.00-0000/100%
- g. Name: **ARTEMIO CISNEROS ZAVALA**
Position: Groundskeeper
Department: Facilities/Grounds
Position #: 502956 New?: No
Remarks: Replacement for Francisco Lopez. Mr. Cisneros Zavala is currently a 40% Groundskeeper.
Sal Rng/Stp: 13/A **Salary: \$1,835.00/month**
% of position: 100% # of Mos: 12
Effective: August 12, 1998
Acct #(s) 01-10-51-5120-6550-2111.00-0000/100%
Note: Normal work schedule: four ten-hour days per week.

- h. Name: **FELIPE RANGEL MARTINEZ**
Position: Groundskeeper
Department: Facilities/Grounds
Position #: 502958 New?: No
Remarks: Replacement for Artemio Cisneros Zavala. Position is being increased from 40% to 100%.
Sal Rng/Stp: 13/A **Salary: 1,835.00/month**
% of position: 100% # of Mos: 12
Effective: August 12, 1998
Acct #(s) 01-10-51-5120-6550-2111.00-0000/100%
Note: Normal work schedule: four ten-hour days per week.
- i. Name: **ROGER T. TURNER**
Position: Custodian I
Department: Facilities/Custodial
Position #: 502867 New?: No
Remarks: Replacement for Amalia Estrada
Sal Rng/Stp: 8/A **Salary: \$650.00/month**
% of position: 40% # of Mos: 12
Effective: August 13, 1998
Acct #(s) 01-10-51-5130-6530-2111.00-0000/100%
Note: 3% added to base salary for hours worked between 6:00 pm – 10:00 pm. 5% added to base salary for hours worked between 10:00 pm – 6:00 am. **Hours:** Thursday, 10:00 pm – 6:30 am; Friday, 5:00 pm – 1:30 am.
- j. Name: **JANICE M. BURTON**
Position: Academic Department Assistant
Department: Art
Position #: 310350 New?: No
Remarks: Replacement for Ginger Bening
Sal Rng/Stp: 19/A **Salary: \$2,124.00/month**
% of position: 100% # of Mos: 12
Effective: August 17, 1998
Acct #(s) 01-10-36-3610-6010-2111.00-0000/100%
- k. Name: **LANI FAWCETT-MURDERS**
Position: Senior Administrative Secretary
Department: Human Arts and Sciences
Position #: 350150 New?: No
Remarks: Replacement for Deborah Salseth. This is a promotion for Ms. Fawcett-Murdere.
Sal Rng/Stp: 23/E **Salary: \$2,846.00/month**
% of position: 100% # of Mos: 12
Effective: August 12, 1998
Acct #(s) 01-10-35-3500-6010-2111.00-0000/100%

- I. Name: **PAMELA J. WEBB**
Position: College Health Nurse
Department: Student Health Services
Position #: 460555 New?: Yes
Remarks: Approved on 8/11/98
Sal Rng/Stp: 35/A **Salary: \$1,412.10/month**
% of position: 45% # of Mos: 12
Effective: August 12, 1998
Acct #(s) 01-10-41-4140-6440-2114.00-1876/100%
Note: This is a specially funded position; its continuation depends on the availability of funds.

The Vote was unanimous.

6. Item removed from agenda.

7. **APPROVE LEAVE OF ABSENCE**

MSC Dougherty, White

RESOLUTION 98-19086

- a. **BE IT RESOLVED**, That **WESLEY LUTHER**, Financial Aid Specialist, Financial Aid & Scholarships, be granted a 12.5% personal Leave of Absence **without pay and with no effect on benefits**, effective September 8, 1998, through December 11, 1998.

The Vote was unanimous.

8. **CHANGE LEAVES OF ABSENCE**

MSC Dougherty, White

RESOLUTION 98-19087

- a. **BE IT RESOLVED**, That **MARY THOMSON**, Library Media Technician II, Library Media Center, 50% personal Leave of Absence, **without pay and with no effect on benefits**, dates be changed from July 1, 1998, through June 30, 1999, to July 1, 1998, through March 29, 1999. (Leave approved 7/14/98)
- b. **BE IT RESOLVED**, That **KELLY PATRICK**, Library Clerical Assistant, Library Media Center, 7.5% personal Leave of Absence, **without pay and with no effect on benefits**, be changed to 15% and dates changed to June 22, 1998, through August 13, 1998, and 10% personal Leave of Absence, **without pay and with no effect on benefits**, be changed to 20% and from August 24, 1998, through December 15, 1998. (Both leaves approved 6/24/98)

The Vote was unanimous.

L. **ITEMS PENDING**

There were no items pending.

M. COMMENTS FROM BOARD MEMBERS

Ms. Hughes commented that she had attended the Regional Workforce Preparation and Economic Development Act Plan Forum in San Diego last week regarding the plan that is being developed by four agencies of the State government. They asked that, if there is any input the colleges want specifically brought to their attention, we should send such input to them within the next couple of weeks. She asked that, if anyone has such input that they would like to be sent under a Board member's name, they notify her so that she could write a letter.

Ms. Hughes stated that she also received a letter from a student who had some concerns about going to the CAI lab to do educational work and seeing people there not doing educational work. Ms. Hughes stated that she was under the impression that signs were put on the computers something to the effect that computers in the lab are to be used for educational purposes only. She feels we need to work out a system whereby we see that that's what is going on in the computer labs, that they are not being used recreationally when people need to be doing things educational. If this means that we need to train the technicians on how to handle that, which can be a very touchy thing for a person to do, they should be given that training if they are asked to perform this duty. Since we did leave this matter open and put in on the honor system, we need to take a look at it. Diane Michael stated that we are looking into training the personnel.

Dr. Dougherty stated that he also attended the meeting last week that Ms. Hughes mentioned. It was a friendly meeting with representatives from several community colleges. Gus Guichard came down from Sacramento for the meeting. The group brought up something that had not been mentioned in the other meetings around the state. We talked about producing students who were ethical people, who would join the workforce and do ethical work, consider the consumer, and build things that will not break down. We educate students for life, and we want them to have some general skills so that when this job goes away, they've learned something more than just a job skill. Palomar's ideas struck a very responsive chord in the meeting. All of us are in favor of creating jobs and training people to do them. AB 1725 says we should be producing educated people; and although he believes it, sometimes he gets arguments on what it means to be an educated person. One of the problems with the plan is that they say we must do it without any extra money, and there are some things you cannot do without extra money. They also say to do it without any capital expenditure. When there are depressed areas with low income, someone must determine how to finance light industrial buildings that are essential to having jobs for people. Eventually, the State will need to determine how to provide the money. Another thing that came up is the proximity of parts of Riverside County, such as Temecula, to our District. At some point, we need to talk to our counterparts in Riverside County regarding the fact that they may be educating some residents of our District and we may be educating residents of their district. We need to discuss this in a friendly, frank, and honest manner so that we can avoid stepping on each other's toes and duplicating expensive vocational programs.

Dr. White asked how equivalency to minimum qualifications is determined. Bruce Bishop, chair of the Faculty Senate Equivalency Committee, distributed copies of the form used by the committee in evaluating equivalency and discussed the Committee's actions. **Exhibit M**

N. CLOSED SESSION

The Board recessed at 8:27 p.m. and went into Closed Session at 8:34 p.m., to discuss:

1. Conference with Legal Counsel - Existing Litigation, pursuant to Government Code 54956.9a
Name of Case: Andrews v. Palomar College et. al.
San Diego Superior Court Case No. 719730
2. Public Employee Discipline/Dismissal/Release, pursuant to Government Code 54957.6.
3. Conference with Designated Representatives regarding discussion with Unrepresented Employees - Faculty, pursuant to Government Code 54957.6.
4. Public Employee Performance Evaluation, pursuant to Government Code 54957 a.
Superintendent/President

Closed Session ended at 9:45 p.m.

O. RECONVENE TO OPEN SESSION

The meeting reconvened at 9:46 p.m.

1. **GRANT AUTHORITY TO SETTLE LAWSUIT**

MSC Dougherty, White

RESOLUTION 98-19088

BE IT RESOLVED, That the Governing Board grant authority to Counsel to settle the lawsuit, San Diego Superior Court Case No. 719730, Andrews v. Palomar College et. al.

The Vote was unanimous.

2. **RATIFY ADMINISTRATIVE LEAVE OF ABSENCE**

MSC Hughes, Dougherty

RESOLUTION 98-19089

- a. **BE IT RESOLVED, That** the placement of employee #300552, Media Equipment Technician, Library Media Center, on a 100% administrative Leave of Absence **with pay and with benefits**, effective August 4, 1998, through August 14, 1998, be ratified.

The Vote was unanimous.

P. ADJOURNMENT

The meeting was adjourned at 9:47 p.m.

