



**GOVERNING BOARD MINUTES**  
**REGULAR MEETING, GOVERNING BOARD**  
**PALOMAR COMMUNITY COLLEGE DISTRICT**  
**GOVERNING BOARD ROOM, STUDENT SERVICES CENTER**  
**COLLEGE CAMPUS**  
**SAN MARCOS, CALIFORNIA**  
**TUESDAY, JUNE 8, 1999, 7:00 P.M.**

**A. CALL TO ORDER**

The regular meeting of the Palomar Community College District Governing Board was called to order by Dr. Rita A. White, President, at 7:00 p.m.

**B. ROLL CALL**

**TRUSTEES PRESENT:**

RITA A. WHITE, ED.D., PRESIDENT  
RALPH G. JENSEN, VICE PRESIDENT  
BARBARA L. HUGHES, SECRETARY  
ROBERT L. DOUGHERTY, JR., M.D., TRUSTEE  
MICHELE T. NELSON, PH.D., TRUSTEE  
BUDDY RABAYA, STUDENT TRUSTEE

**EXECUTIVE AND SENIOR ADMINISTRATORS PRESENT:**

Dr. George R. Boggs, Superintendent/President  
Diane Michael, Assistant Superintendent/Vice President, Instruction  
Joseph Madrigal, Assistant Superintendent/Vice President, Student Services  
Jerry Patton, Assistant Superintendent/Vice President, Finance and Administrative Services  
Dr. Jack Miyamoto, Assistant Superintendent/Vice President, Human Resources and Affirmative Action  
Judy Eberhart, Dean, Counseling, Guidance, and Career Development  
Gene Jackson, Dean, Arts and Languages  
Dr. Michael Rourke, Dean, Mathematics and the Natural and Health Sciences  
Doris Pichon, Dean, Human Arts and Sciences  
Lise Telson, Dean, Student Support Programs

**STAFF:**

Barbara Baldrige, Executive Assistant, President's Office  
Mike Barber, Ambassador at Large, CCE/AFT  
Norma Bean, Vice President, Administrative Association  
Bruce Bishop, President, The Faculty  
Neil Bruington, Professor/Director, Graphic Communications  
Ben Echeverria, Counsel, Contracts, and Special Projects  
JoAnn Ellis, Information Services  
Mike Ellis, Director, Facilities  
Suzanne Gavin, Coordinator/Counselor, TRIO Programs  
Kendra Jeffcoat, Special Assistant to the President

Stan Malley, Director, Information Services  
Lois Meyer, Director, Fiscal Services  
Dr. George Mozes, Director, Library and Educational Television  
Tom Plotts, Police Academy Coordinator, Public Safety Programs  
Sandra Schwendler, Supervisor, Purchasing Services  
Dr. Mark Vernoy, President, Faculty Senate

**GUESTS:**

Lee Baldrige  
Barbara Krywko, Student  
Rachel Ruiz, Administrative Intern, The University of Texas at Austin  
Rebecca Siminou, Student  
Gary Warth, *North County Times*

**QUORUM ESTABLISHED**

Following the pledge of allegiance to the flag, Dr. White 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, Hughes

**RESOLUTION 98-19538**

**BE IT RESOLVED, That** the Minutes of the Regular Meeting held on May 25, 1999, be approved with the following correction:

Page 26, item K-11, a., Name: **CAROLYN A. LOWTHER**

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

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**C O N S E N T   C A L E N D A R**

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**D.**

**FINANCIAL REPORTS**

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

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

2. **APPROVE SALARY WARRANTS**

MSC Dougherty, Jensen

**RESOLUTION 98-19539**

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

|                       |                     |
|-----------------------|---------------------|
| Payroll dated 5-10-99 | \$ 324,431.04       |
| Payroll dated 5-21-99 | 1,178,496.87        |
| Payroll dated 5-28-99 | <u>2,943,659.17</u> |

|                     |                |
|---------------------|----------------|
| Total for May, 1999 | \$4,446,587.08 |
|---------------------|----------------|

**Exhibit D-2**

The Vote was unanimous.

Student Trustee Advisory Vote: Aye

3. **INFORMATION: BUDGET TRANSFER TRANSACTIONS**

Report of **Budget Transfer Transactions** from April 1 through 30, 1999. **Exhibit D-3**

4. **APPROVE REVISED BUDGETS**

MSC Dougherty, Jensen

**RESOLUTION 98-19540**

**BE IT RESOLVED, That** the April 30, 1999, **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 D-4**

The Vote was unanimous.

Student Trustee Advisory Vote: Aye

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

**Budget Reports: Unrestricted Revenue (Exhibit D-5a) and Unrestricted Expenditures (Exhibit D-5b)**

## BUSINESS SERVICES

6. **ADOPT RESOLUTION REVIEWING AND APPROVING PURCHASES MADE FOR THE PRIOR SIXTY DAYS**

MSC Dougherty, Jensen

### RESOLUTION 98-19541

**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 D-6**, be and are hereby reviewed and approved for the following Purchase Order Nos. 942529 through 942833, Agreement/Item Nos. 945287 through 945337, Travel Nos. 950134 through 950138, Reimburse/Adv./Increases Nos. 960834 through 960915, Agreement/Services Nos. 970552 through 970617, Repair Nos. 975120 through 975131, Agreement/Annual Nos. 980209 through 980213, and Library Order Nos. 925046 through 925046 in the total amount of \$838,658.93 be approved.

The Vote was unanimous.

Student Trustee Advisory Vote: Aye

7. **APPROVE EXTENSION OF CONTRACT WITH STUDENT INSURANCE**

MSC Dougherty, Jensen

### RESOLUTION 98-19542

**BE IT RESOLVED, That** a contract between the Palomar Community College District and **Student Insurance**, 11661 San Vicente Boulevard, Los Angeles, CA 90049-0033, be extended for the purpose of providing the District's **student accident insurance** for the period August 1, 1999, through August 1, 2000, in the amount of \$79,640.00. Funding sources: 01-10-68-6800-6770-5440.00-0000 - \$37,838.00 and 01-10-41-4140-6440-5440.00-1876 - \$41,802.00

The Vote was unanimous.

Student Trustee Advisory Vote: Aye

## PERSONNEL

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

MSC Dougherty, Jensen

### RESOLUTION 98-19543

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

The Vote was unanimous.

Student Trustee Advisory Vote: Aye

9. **APPROVE STUDENT EMPLOYEE LIST**

MSC Dougherty, Jensen

**RESOLUTION 98-19544**

**BE IT RESOLVED, That the Student Employee List be approved. Exhibit D-9**

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

10. **INFORMATION: RETIREMENTS**

On behalf of the Governing Board of the Palomar Community College District, the following **retirements** have been accepted by Dr. George R. Boggs, Superintendent/President, as authorized by the Governing Board on June 10, 1986, under Group I (receive the same fully employer-paid lifetime health benefits as provided to active employees and eligible dependents for life of the retiree) of the Retirement Health and Dental Plan approved by the Governing Board December 8, 1987:

- a. **M. DIANE GIBSON**, Professor, English, effective May 22, 1999 (last day worked May 21, 1999).
- b. **CHARLES J. HANLEN**, Professor, Economics, History, Political Science, effective May 22, 1999 (last day worked May 21, 1999).

11. **GRANT EQUIVALENCY FOR DISCIPLINES**

MSC Dougherty, Jensen

**RESOLUTION 98-19545**

**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:

Bhashakarla, Purnima - Mathematics  
Ellinger, Paul – Mathematics

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

12. **APPROVE ADJUNCT FACULTY EMPLOYMENT**

MSC Dougherty, Jensen

**RESOLUTION 98-19546**

**BE IT RESOLVED, That** the employment of the following adjunct faculty, at the rate indicated for the Summer and Fall, 1999, semesters (day and/or evening), be approved; said adjunct faculty are not scheduled to teach more than a 60-percent load:

**SUMMER, 1999**

**COMPUTER SCIENCE & INFORMATION SYSTEMS**

|                  |  |         |
|------------------|--|---------|
| Keenan, Kathleen | Computer Science & Info Systems<br>B.A., Management<br>10+ years of experience | \$32.42 |
|------------------|--|---------|

**COUNSELING**

|                |  |         |
|----------------|--|---------|
| Burns, Kenneth | Counseling<br>B.S., Education<br>M.A., Education<br>Ph.D., Education | \$50.91 |
|----------------|--|---------|

|               |  |         |
|---------------|--|---------|
| Monell, Susan | Counseling<br>B.A., Sociology<br>M.A., School Counseling | \$46.76 |
|---------------|--|---------|

|               |   |         |
|---------------|---|---------|
| Nguyen, Karyn | Counseling<br>B.A., Sociology<br>M.A., Counseling | \$33.50 |
|---------------|---|---------|

**GRAPHIC COMMUNICATIONS**

|                      |   |         |
|----------------------|---|---------|
| Schreiber, Stephanie | Graphic Communications<br>A.A., Fine Arts<br>B.F.A., Drawing<br>M.F.A., Printmaking | \$33.50 |
|----------------------|---|---------|

**MATHEMATICS**

|                      |   |         |
|----------------------|---|---------|
| Bhashakarla, Purnima | Mathematics<br>B.A., Mathematics (Applied)<br>M.S., Mathematics (pending) | \$32.42 |
|----------------------|---|---------|

**PUBLIC SAFETY**

|               |   |         |
|---------------|---|---------|
| Jones, Thomas | Administration of Justice<br>B.S., Criminal Justice<br>M.S., Management<br>16 years of experience | \$32.42 |
|---------------|---|---------|

**SPEECH COMMUNICATION/FORENSICS/ASL**

|              |   |         |
|--------------|---|---------|
| Johnson, Ann | Speech<br>B.S., Social Science<br>M.A., Communication<br>Ph.D., Communication (pending) | \$34.57 |
|--------------|---|---------|

|                   |  |         |
|-------------------|--|---------|
| Simon, Jacqueline | Speech<br>A.A., Liberal Arts<br>B.A., Journalism<br>M.A., Speech | \$33.50 |
|-------------------|--|---------|

**FALL, 1999**

**GRAPHIC COMMUNICATIONS**

|              |   |         |
|--------------|---|---------|
| Cawley, Rhya | Graphic Communications<br>B.A., Fine Arts<br>M.A., Communication Arts<br>M.A., Communications (pending) | \$34.57 |
|--------------|---|---------|

**MATHEMATICS**

|                |   |         |
|----------------|---|---------|
| Ellinger, Paul | Mathematics<br>B.S., Physics<br>M.S., Mathematics (pending) | \$32.42 |
|----------------|---|---------|

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

13. **INFORMATION - CLASSIFIED PROFESSIONAL GROWTH AWARDS**

In accordance with the Professional Growth Program for Classified Employees, the following employee is granted a \$500 annual stipend, prorated on a monthly basis, effective July 1, 1999:

| <u>Name</u> | <u>Position</u>               | <u>Course of Study</u> |
|-------------|-------------------------------|------------------------|
| Tawn Gregg  | Academic Department Assistant | Job-related            |

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 effective July 1, 1999, 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>                        |
|--------------|------------------------------------|---|
| Mike Dimmick | Information Services<br>Specialist | Classes to transfer to a<br>four-year college |

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

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**Resumption of  
REGULAR AGENDA**

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

There were no items removed from the Consent Calendar.

At this time, Dr. White moved items J-1 and J-2 forward on the agenda.

**J. INSTRUCTIONAL/OPERATIONAL REPORTS**

1. **Graphic Communications Presentation**

Neil Bruington introduced two students, Rebecca Siminou and Barbara Krywko, who each displayed and discussed the projects for which they have been honored. Rebecca distributed copies of her project to the Board members. **Exhibit J-1**

2. **TRIO Program Presentation**

Joe Madrigal called upon Lise Telson who introduced Suzanne Gavin. Suzanne presented a report on the TRIO program. **Exhibit J-2**

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

1. **INFORMATION**

**Report of the Faculty Senate**

There was no report.

2. **INFORMATION**

**Report of The Faculty**

There was no report.

3. **INFORMATION**

**Report of the Administrative Association**

Norma Bean reported that the Administrative Association had enjoyed a successful retreat recently. At the retreat, the Association named the employee of the year, Mike Ellis.

Nominations have been received for next year's executive council. The election is pending.

4. **INFORMATION**

**Report of the CCE/AFT**

Mike Barber reported that the members of the union are happy to assist Marketing Communications by calling approximately 8,000 potential students who have applied for admission but who have not yet registered. Mike asked for assurance from administration that this effort may be made during employees' spare time, lunch hours, and breaks. Dr. Boggs gave this assurance.

5. **INFORMATION**

**Report of the Associated Student Government**

Buddy Rabaya reported that ASG is trying to reorganize itself. K. J. Tosaya, Executive Vice President, is currently attending a retreat.

ASG plans to get out in the community to let them know that they exist. They also plan to send letters to departments and to work collaboratively with them.

The ASG retreat will be in August.

6. **INFORMATION**

**Report of Superintendent**

Dr. Boggs congratulated Suzanne Gavin and her staff for the successful Upward Bound grant. This will be quite helpful to our students and will bring us \$800,000 over a four-year period.

Dr. Boggs has accepted a proclamation from the Mayor of the City of San Marcos, as follows: "I, F. H. 'Corky' Smith, Mayor of the City of San Marcos, on behalf of the entire City Council hereby commend the California Community Colleges Satellite Network and Palomar College for making distance learning accessible to the citizens of San Marcos by providing education and performing arts and invite all to join me in supporting Palomar's Educational Television Department that makes possible this progressive approach to educating Californian's of all ages. Dated: June 3, 1999."

7. **INFORMATION**

**Report of Other Organizations and/or Individuals**

There were none.

**G. COMMUNICATIONS**

1. Letter from **Assemblyman Howard Kaloogian** to Sarah Reyes, Chair, Assembly Budget Subcommittee, dated May 17, 1999, expressing his concern over several items regarding the funding for the community college system as specified in the Governor's May Revision. **Exhibit G-1**
2. Letter from **David R. Pierce, President, American Association of Community Colleges**, to Dr. Boggs, dated May 19, 1999, thanking him for contacting Capitol Hill regarding pending tax legislation. **Exhibit G-2**
3. Letter from **State Senator Dave Kelley**, to Dr. Boggs, dated May 24, 1999, thanking him for providing a copy of his e-mail to Governor Davis expressing concern about his proposed budget for community colleges following the release of the May Revise. **Exhibit G-3**
4. Letter from **Assemblywoman Charlene Zettel**, to Dr. Boggs, dated May 25, 1999, thanking him for his letter expressing opposition to AB 420 and support for AB 422. **Exhibit G-4**

5. Letter from **John W. Crawford**, to Governor Davis, dated May 25, 1999, stressing the need for additional funding for community colleges. **Exhibit G-5**
6. Letter from **Assemblywoman Charlene Zettel**, to Dr. Boggs, dated May 28, 1999, thanking him for his letter regarding COLA. **Exhibit G-6**

Dr. Boggs noted that these letters reflect the high degree of legislative advocacy that is going on right now, as the budget is being developed in California.

#### **H. UNFINISHED BUSINESS**

1. **APPROVE ACADEMIC CALENDAR FOR 2000-2001**

MSC Dougherty, Hughes

**RESOLUTION 98-19547**

**BE IT RESOLVED, That** the Governing Board approves the proposed academic calendar for 2000-2001 as shown in **Exhibit H-1**.

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

2. **APPROVE PROPOSED RESOLUTION IN SUPPORT OF SCA 1**

MSC Dougherty, Nelson

**RESOLUTION 98-19548**

**WHEREAS**, the capital outlay demands of the state's 106 community colleges in 71 districts far exceeds the available state resources to address them; and

**WHEREAS**, a tidal wave of more than 370,000 new students will enter the community college system by the year 2005, a 30 percent increase over current enrollments; and

**WHEREAS**, over half of the buildings on our community college campuses are over 30 years old; and

**WHEREAS**, the California Postsecondary Commission estimates that \$375 million per year is needed to maintain our existing community college campuses through 2005-06; and

**WHEREAS**, the California Postsecondary Commission estimates that \$125 million per year is needed for the construction of new buildings and campuses through 2005-06; and

**WHEREAS**, the 1998 Bond Act will provide only \$186 million a year for four years but \$500 million per year is needed for construction, maintenance, and renovation of our community college campuses; and

**WHEREAS**, approval of local school bonds by a simple majority of the voters would give communities greater flexibility in funding their facility needs, thus decreasing their reliance on scarce state bond funds;

**THEREFORE, BE IT RESOLVED, That** the Palomar Community College District supports the passage of SCA 1 to place a majority vote proposal on the statewide ballot.

Dr. Dougherty stated that, although this may well be redundant in view of our past actions, he is in favor of requiring a simple majority vote.

Mr. Jensen noted that, at the last meeting, he had stated that our legislators are firmly opposed to this and why antagonize them. Politics is the art of the possible, but when it's impossible to change their minds, why pick a fight with them on this issue. However, his primary reason for voting against it is that people who are not property owners would have the right to raise the taxes of the property owners. This constitutes taxation with under-representation. He feels that giving a citizen who will not incur any liability the ability to impose a tax on another citizen is wrong. The non-property owner can impose this on the property owner.

The Vote: 3 Aye, 2 Nay (Jensen, White)  
Student Trustee Advisory Vote: Aye

**I. NEW BUSINESS**

**1. APPROVE BANK SIGNATURE AUTHORIZATIONS**

MSC Dougherty, Nelson

**RESOLUTION 98-19549**

**BE IT RESOLVED, That** persons authorized to deposit/withdraw funds currently deposited in California Bank & Trust, San Marcos, California for Palomar Community College Financial Aids, Federal Account, for Palomar Community College Financial Aids, Non-Federal Account, for Palomar Community College District Bookstore Account, and for Palomar Community College District Cafeteria Account are as follows:

Jerry R. Patton, Assistant Superintendent/Vice President for Finance and  
Administrative Services and  
Lois B. Meyer, Director, Fiscal Services

**BE IT RESOLVED, That** persons authorized to deposit/withdraw funds currently deposited to the Palomar Community College Transfer Account currently deposited in California Bank & Trust, San Marcos, California, are as follows:

Jerry R. Patton, Assistant Superintendent/Vice President for Finance and  
Administrative Services or  
Lois B. Meyer, Director, Fiscal Services

**BE IT RESOLVED, That** persons authorized to deposit/withdraw funds currently deposited to the Palomar Community College Revolving Cash Fund in California Bank & Trust, San Marcos, California, are as follows:

Jerry R. Patton, Assistant Superintendent/Vice President for Finance and  
Administrative Services or  
Lois B. Meyer, Director, Fiscal Services

**BE IT RESOLVED, That** persons authorized to deposit/withdraw funds currently deposited to the Associated Students of Palomar College in California Bank & Trust, San Marcos, California, are:

Jerry R. Patton, Assistant Superintendent/Vice President for Finance and Administrative Services or  
Lois B. Meyer, Director, Fiscal Services  
and  
Buddy Rabaya, President, Associated Student Government  
or  
K. J. Tosaya, Vice President of Associated Student Government

**BE IT RESOLVED, That** persons authorized to deposit/withdraw funds deposited to the EOPS Emergency Loan Fund in California Bank & Trust, San Marcos, California, are:

Jerry R. Patton, Assistant Superintendent/Vice President for Finance and Administrative Services and  
Lois B. Meyer, Director, Fiscal Services

**BE IT RESOLVED, That** persons authorized to deposit/withdraw funds deposited to the Palomar Community College District in the San Diego County Treasury are:

Jerry R. Patton, Assistant Superintendent/Vice President for Finance and Administrative Services and  
Lois B. Meyer, Director, Fiscal Services

**BE IT RESOLVED, That** persons authorized to deposit/withdraw funds currently deposited to the Palomar College Payroll Account (automatic payroll deposit account) in California Bank & Trust, San Marcos, California, are two of the following:

Lois B. Meyer, Director, Fiscal Services  
Kiely Keane-Alt, Manager, Fiscal Operations  
Esperanza Flores, Supervisor, Payroll Services  
Cathy Hawkins, Payroll Technician

**BE IT RESOLVED, That** persons authorized to deposit/withdraw funds deposited to the Palomar Community College District, State of California--Cal Grants Account in California Bank & Trust, San Marcos, California, are:

Jerry R. Patton, Assistant Superintendent/Vice President for Finance and Administrative Services and  
Lois B. Meyer, Director, Fiscal Services

**BE IT RESOLVED, That** persons authorized to deposit/withdraw funds deposited to the Palomar Community College District, Payroll Electronic Funds Transfer Account for State Taxes in California Bank & Trust, San Marcos, California, are as follows:

Esperanza Flores, Payroll Supervisor, or  
Cathy Hawkins, Payroll Technician, and  
Lois B. Meyer, Director, Fiscal Services, or  
Kiely Keane-Alt, Manager, Fiscal Operations

**BE IT RESOLVED, That** persons authorized to deposit/withdraw funds deposited to the Palomar Community College District Bookstore Sales Tax Account in California Bank & Trust, San Marcos, California, are two of the following:

Jerry R. Patton, Assistant Superintendent/Vice President for Finance and Administrative Services,  
Lois B. Meyer, Director, Fiscal Services,  
Kiely Keane-Alt, Manager, Fiscal Operations,  
Carol L. Jackson, Supervisor, Auxiliary Services Accounting

**BE IT RESOLVED, That** persons authorized to deposit/withdraw funds deposited to the Palomar College/Tenancies, Escondido Center, in California Bank & Trust, San Marcos, California, are:

Jerry R. Patton, Assistant Superintendent/Vice President for Finance and Administrative Services and  
Lois B. Meyer, Director, Fiscal Services

**BE IT RESOLVED, That** persons authorized to deposit/withdraw funds deposited to the Palomar College Payroll Electronic Funds Transfer-Federal Taxes account in California Bank & Trust, San Marcos, California, are:

Lois B. Meyer, Director, Fiscal Services,  
Kiely Keane-Alt, Manager, Fiscal Operations,  
Esperanza Flores, Supervisor, Payroll Services, or  
Janien Lau-Thompson, Payroll Assistant

The Vote was unanimous.  
Student Trustee Advisory Vote: Abstain

2. **APPROVE BUSINESS PROCEDURES**

MSC Dougherty, Jensen

**RESOLUTION 98-19550**

**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, 1999 through June 30, 2000:

- 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, Assistant Superintendent/Vice President for Finance and Administrative Services and  
Lois B. Meyer, Director, Fiscal Services

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

Lois B. Meyer, Director, Fiscal Services

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

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

MSC Dougherty, Hughes

**RESOLUTION 98-19551**

**BE IT RESOLVED AND ORDERED** by the Governing Board of the Palomar Community College District, **That** the Assistant Superintendent/Vice President for 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, 1998-99, 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 1999-2000 ANNUAL FINANCIAL BUDGET REPORT (CFS-311)**

MSC Dougherty, Nelson

**RESOLUTION 98-19552**

**BE IT RESOLVED, That** the proposed 1999-2000 Annual Financial and Budget Report of the Palomar Community College District will be on display and available for public inspection on August 30-31, 1999, and September 1 through 3, 1999, 8:00 a.m. to 5:00 p.m., Fiscal Services, Room A-2, Administration Building, Palomar College.

**BE IT FURTHER RESOLVED, That** 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 14, 1999, 7:00 p.m., Board Conference Room, Palomar College. Said Notice of Public Hearing is to be published by the North County Times on August 11, 12, or 13, 1999.

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

5. **APPROVE CONTRACT FOR DEPOSIT OF MONEYS WITH CALIFORNIA BANK AND TRUST**

MSC Dougherty, Jensen

**RESOLUTION 98-19553**

**BE IT RESOLVED, That** a contract be and is hereby approved between the Palomar Community College District and California Bank and Trust for the deposit of moneys as provided in California Government Code Section 53649, effective June 9, 1999, and until terminated by either party upon thirty (30) days' written notice to the other.

**BE IT FURTHER RESOLVED, That** a letter dated May 14, 1999, confirming collateralization of the aforesaid deposits for all amounts over One Hundred Thousand Dollars (\$100,000) in an amount of one hundred ten percent (110%) of said deposits, secured with government agency securities, has been delivered by an officer of said Bank to the District; and the original is on file with the Director of Fiscal Services of the District (see backup for a true copy). **Exhibit I-5**

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

6. **RECEIVE BIDS FOR EXERCISE SUPPLIES AND EQUIPMENT, FIND BODY CONCEPTS, HOIST FITNESS SYSTEMS, STAIRMASTER, AND STAR TRAC THE APPARENT LOWEST RESPONSIVE BIDDERS FOR THEIR RESPECTIVE ITEMS, AND APPROVE AWARD OF AGREEMENT**

MSC Dougherty, Hughes

**RESOLUTION 98-19554**

**BE IT RESOLVED, That** the following bids were received by the Palomar Community College District from the firms indicated in response to Notice to Bidders published on May 4 and 11, 1999:

| <b><u>BIDDER</u></b>                           | <b><u>AMOUNT OF BID</u></b> |
|--|-----------------------------|
| Body Concepts<br>Upland, California            | \$38,590.00                 |
| Hoist Fitness Systems<br>San Diego, California | \$ 2,320.00                 |
| StairMaster<br>Kirkland, Washington            | \$ 351.00                   |

| <b><u>BIDDER</u></b>            | <b><u>AMOUNT OF BID</u></b> |
|---------------------------------|-----------------------------|
| Star Trac<br>Irvine, California | \$17,030.00                 |

**BE IT FURTHER RESOLVED, That** **Body Concepts** of Upland, California; **Hoist Fitness Systems** of San Diego, California; **StairMaster** of Kirkland, Washington; and **Star Trac** of Irvine, California; be and are hereby found to be the lowest, responsive bidders for their respective items, to the Palomar Community College District on the aforesaid Exercise Supplies and Equipment; and an agreement in the total estimated amount of \$58,291.00 is hereby authorized between these companies and the District, subject to compliance with all insurance requirements. Account No. 01-10-50-5000-4930-6494.00-1658. **Exhibit I-6**

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

7. **APPROVE SETTLEMENT OF CLAIM FOR DAMAGES AGAINST DJF CONSTRUCTION**

MSC Dougherty, Nelson

**RESOLUTION 98-19555**

**BE IT RESOLVED, That** the Governing Board of the Palomar Community College District hereby approves a settlement with **DJF Construction** of a claim against that company in the amount of Forty Four Thousand, Three Hundred Forty Dollars and Thirty-Nine Cents (\$44,340.39) for damages to the College District's communications systems as a result of DJF's negligence while performing as a sub-contractor to Helix Electric, Inc., on the Infrastructure Replacement Project on or about 11-30-98.

**BE IT FURTHER RESOLVED, That**, pursuant to the aforesaid settlement, reimbursement shall be included in the amount of Five Thousand, Eight Hundred Seventeen Dollars and Fifty-Eight Cents (\$5,817.58) to the College District; Thirty-Eight Thousand, Five Hundred Twenty-Two Dollars and Eighty-One Cents (\$38,522.81) by check made payable jointly to the Palomar Community College District and Nexus, and the execution of a Release of All Claims (including waiver of California Civil Code Section 1542) on behalf of the College District and Nexus in favor of DJF Construction, Helix Electric, Inc., and their respective insurance carriers, which Release of All Claims is hereby approved with authority to execute it on behalf of the College District hereby granted to the Assistant Superintendent/Vice President of Finance and Administrative Services.

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

8. **APPROVE AGREEMENT FOR ON-LINE ACCESS THROUGH THE COLLABORATIVE OUTREACH RESOURCE TO EMPLOYERS (CORE) DATA PROGRAM WITH THE SAN DIEGO WORKFORCE PARTNERSHIP**

MSC Dougherty, Nelson

**RESOLUTION 98-19556**

**BE IT RESOLVED, That** an agreement be and is hereby approved between the Palomar Community College District and the San Diego Workforce Partnership effective June 9, 1999, and until terminated by either party upon thirty (30) days' notice of termination to the other providing the College District access to the Collaborative Outreach Resource to Employers (CORE), an on-line system linking schools and workforce development organizations to real-time employer information.

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

9. **ACCEPT 1999-2000 VTEA FUNDS, TITLE I, PART C, TENTATIVE ALLOCATION**

MSC Dougherty, Nelson

**RESOLUTION 98-19557**

**BE IT RESOLVED, That** the Palomar Community College District hereby accepts the 1999-2000 Vocational and Technical Education Act (VTEA), Title I, Part C, tentative funding allocation in the amount of \$327,704.00. The period of expenditure for these funds is July 1, 1999, through June 30, 2000.

The Vote was unanimous.

Student Trustee Advisory Vote: Aye

10. **RECEIVE BIDS FOR HAZARDOUS WASTE REMOVAL; DECLARATION OF APPARENT LOWEST, RESPONSIVE BIDDER, AND AUTHORIZATION OF CONTRACT SUBJECT TO RECEIPT OF ALL REQUIRED BONDS, INSURANCE, AND CONTRACTOR CERTIFICATIONS**

MSC Dougherty, Hughes

**RESOLUTION 98-19558**

**BE IT RESOLVED, That** the Governing Board of the Palomar Community College District hereby receives bids submitted on May 10, 1999, for a qualified contractor to handle its hazardous waste removal, transportation, and disposal at an approved dumpsite; and,

**BE IT FURTHER RESOLVED, That Industrial Waste Utilization, Inc.**, 5601 State Street, Montclair, CA 91763, be and is hereby declared to be the apparent lowest, responsive bidder for this Project for a total contract price of \$9,995.00 per year, and for each contract year of the three-year (3) term and that a contract for this amount is hereby authorized with this contractor, on condition that the contractor deliver to the Office of Counsel, Contracts, and Special Projects, all required bonds, insurance, and certifications required by the contract documents. This agreement shall be effective June 30, 1999, and shall terminate July 1, 2002, unless extended for an additional two (2) years at the sole option of the District. Funding for this contract is from Account No. 01-10-69-6900-6570-5525.00-0000. **Exhibit I-10**

The Vote was unanimous.

Student Trustee Advisory Vote: Aye

11. **APPROVE MICROSOFT SITE LICENSE AGREEMENT**

MSC Dougherty, Nelson

**RESOLUTION 98-19559**

**BE IT RESOLVED, That** a blanket software licensing agreement be approved between the Palomar Community College District and **Microsoft Corporation**, pursuant to which the District shall obtain an annual site license for the major Microsoft products - Office Professional (Word, Excel, Access, Powerpoint, Internet Explorer), including Office 2000, Office for Macintosh 98; Frontpage, including Frontpage 2000; Visual Studio Professional Edition, including Version 6.0; Press 2000 Step by Step interactive; Windows NT, 2000; 95/98 Upgrade; and Back Office Client Access Licenses. All upgrades are included at no extra cost. The license covers all machines at the District, including all machines added during the agreement period.

**BE IT FURTHER RESOLVED, That** the term of the agreement begins June 30, 1999, and ends June 30, 2000, with optional renewal. The cost to the District for the site license is \$42,859.93 from Account No. 01-10-50-5099-6780-5614.00-0000.

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

12. **RECEIVE BIDS FOR THE DOME FLOOR REPLACEMENT PROJECT; DECLARE THE LOWEST RESPONSIVE BIDDER, AND AUTHORIZE A CONTRACT**

MSC Dougherty, Hughes

**RESOLUTION 98-19560**

**BE IT RESOLVED, That** bids were received by the Palomar Community College District on June 3, 1999, for the Dome Floor Replacement Project, (the "Project"),

**BE IT FURTHER RESOLVED, That** Allsports Flooring, Inc., be and is hereby declared to be the lowest responsive bidder for the Project, and a contract in the amount of \$246,760.00, excluding additives and deductives, which are not accepted, as detailed in the backup, the terms of which are by this reference incorporated herein, is hereby authorized, subject to submission of all required bonding and certificates of insurance. Funding for this contract shall be from Account No. 05-10-51-5100-6511-6206.00-0811.

**Exhibit I-12**

Ben Echeverria noted that the additive was to remove the existing floor. Our own Facilities Department has elected to do this in order to avoid the extra cost of having the vendor do it. Ben reported that the vendor has assured him that we will get a top-quality floor made of Perma-Flex, which meets the bid specifications.

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

**J. INSTRUCTIONAL/OPERATIONAL REPORTS**

1. Item had been moved forward on the agenda.
2. Item had been moved forward on the agenda.
3. **APPROVE COURSES FOR INCLUSION IN CURRICULUM**

MSC Dougherty, Jensen

**RESOLUTION 98-19561**

**BE IT RESOLVED, That** the following courses have been examined by the Curriculum Committee and are being recommended for inclusion in the Palomar College curriculum:

- a. Course ID: Philosophy 197  
Discipline for minimum qualifications: Philosophy (master's degree required)  
  
197 Philosophy Topics  
Units awarded in topics courses are dependent upon the number of hours required of the student. Any combination of lecture, laboratory, or lecture-laboratory may be scheduled by the department. Refer to Class Schedule. (.5-4)  
  
Topics in philosophy. See Class Schedule for specific topic offered. Course title will designate subject covered. *May be taken four times.* CSU (Effective Fall, 1999)
- b. Course ID: Community Education 200  
Title: Computer Applications Training  
Description: The course is designed to facilitate student learning of specific computer applications delivered as modules. Specific applications will be designated by the individual title of the section. Any combination of lecture, laboratory, or lecture-laboratory may be scheduled. Refer to Class Schedule for specific application topic.  
  
Discipline for minimum qualifications: Non-credit (master's degree not required)  
Effective date: Summer, 1999

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

**K. PERSONNEL**

**1. APPROVE CLASSIFIED EMPLOYMENT**

MSC Dougherty, Jensen

**RESOLUTION 98-19562**

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

- a.     Name:           **ESTELA GIBSON**  
       Position:      Office Specialist  
       Department:   Health Services  
       Position #:    460553           New?:            No  
       Remarks:      Replacement for Raelene Rigg  
       Sal Rng/Stp:   10/A            **Salary:        \$1,773.00/mo.**  
       % of position: 100%           # of Mos:        11  
       Effective:     June 23, 1999  
       Acct #(s)      01-10-41-4140-6440-2111.00-1876/100%  
       **Note:**        This is a specially funded position; its continuation depends on the availability of funds. Normal work schedule: Monday - Thursday, 11:30 a.m. - 8:00 p.m.; Friday, 7:30 a.m. - 4:00 p.m. 3% differential paid for hours worked between 6:00 p.m. – 10:00 p.m.
- b.     Name:           **KARA M. GARAVITO**  
       Position:      Supervisor, District Cashiering Services  
       Department:   Fiscal Services  
       Position #:    501159           New?:            No  
       Remarks:      Replacement for Robert Fox  
       Sal Rng/Stp:   47/A            **Salary:        \$3,120.00/mo.**  
       % of position: 100%           # of Mos:        12  
       Effective:     June 9, 1999  
       Acct #(s)      01-10-50-5030-6720-2112.00-0000/80%  
                          01-10-50-5030-6720-2112.00-0850/20%  
       **Note:**        A portion of this position is specially funded; continuation of that portion depends on the availability of funds.

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

2. **APPROVE ADMINISTRATIVE APPOINTMENT**

MSC Dougherty, Jensen

**RESOLUTION 98-19563**

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

a. Name: **KENNETH P. JAY**  
Position: Director, Business Services  
Department: Business Services  
Position #: 500350 New?: No  
Remarks: Replacement for Lynn Ginsburg  
Sal Rng/Stp: 64/D **Salary: \$5,505.00/mo.**  
% of position: 100% # of Mos: 12  
Effective: July 6, 1999  
Acct #(s) 01-10-50-5020-6776-2112.00-0000/100%

At this time, Jerry Patton discussed Mr. Jay's education, background, and experience.

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

3. **APPROVE ACADEMIC EMPLOYMENT**

MSC Dougherty, Jensen

**RESOLUTION 98-19564**

**BE IT RESOLVED, That** the employment of the following academic employees be approved:

a. Name: **KATAHARINA A. MEEK**  
Position: Assistant Professor, Art  
Department: Art Department  
Position #: 310317 New?: Yes  
Remarks: Approved on 2/23/99, PFE funded  
Sal Rng/Stp: B/1 **Salary: \$3,363.70/mo.**  
% of position: 100% # of Mos: 10  
Effective: August 20, 1999  
Acct #(s) 01-10-36-3610-1002-1111.00-0670/100%

b. Name: **LAURA L. ABDULHADI**  
Position: Assistant Professor, Nursing Education  
Department: Nursing Education  
Position #: 331011 New?: Yes  
Remarks: Approved on 2/23/99, PFE funded  
Sal Rng/Stp: D/1 **Salary: \$3,709.80/mo.**  
% of position: 100% # of Mos: 10  
Effective: August 20, 1999  
Acct #(s) 01-10-33-3370-1203-1111.00-0670/100%

c. Name: **KAREN A. McGURK**  
Position: Assistant Professor, Nursing Education  
Department: Nursing Education  
Position #: 331012 New?: Yes  
Remarks: Approved on 2/23/99, PFE funded  
Sal Rng/Stp: C/1 **Salary: \$3,536.80/mo.**  
% of position: 100% # of Mos: 10  
Effective: August 20, 1999  
Acct #(s) 01-10-33-3370-1203-1111.00-0670/100%

At this time, Diane Michael discussed each of these persons' education, background, and experience.

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

4. **APPROVE LIMITED EMPLOYMENT CONTRACT**

MSC Dougherty, Nelson

**RESOLUTION 98-19565**

**BE IT RESOLVED, That** the following Limited Employment Contract be approved:

a. Rachel Ruiz (Perez), Special Assistant to the President, from June 1, 1999, through July 31, 1999, Salary: \$2,745.54 (\$21.79 per hour, fourteen hours per week for nine weeks) to be paid in equal payments beginning July 10, 1999, and ending August 10, 1999. Account No. 01-10-20-2000-6630-2317.00-0000

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

5. **APPROVE TEMPORARY ACADEMIC EMPLOYMENT**

MSC Dougherty, Jensen

**RESOLUTION 98-19566**

**BE IT RESOLVED, That** the temporary employment of the following academic employee be approved:

a. Name: **DEBORAH J. BENNETT**  
Position: Assistant Professor  
Department: Nursing Education  
Position #: 331010 New?: No  
Remarks: One-year sabbatical replacement for Irene Stiller  
Sal Rng/Stp: C/1 **Salary: \$3,536.80/mo.**  
% of Position: 100% # of Mos: 10  
Effective: August 20, 1999  
Acct #: 01-10-33-3370-1203-1320.00-0000/100%  
**NOTE:** Temporary contract position. Hired in accordance with Education Code Section 87481.

At this time, Diane Michael discussed Ms. Bennett's education, background, and experience.

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

6. **APPROVE FUNDED ACADEMIC CONTRACTS**

MSC Dougherty, Hughes

**RESOLUTION 98-19567**

**BE IT RESOLVED, That** the following funded Academic Contracts be approved:

James Duvall, Assistant Professor, ROP  
Richard Isaacs Assistant Professor, ROP  
Charles Kirk, Assistant Professor, ROP  
Leah J. Martin-Klement, Assistant Professor, ROP  
Joseph Schaeffer, Assistant Professor (50%), ROP  
Anita Sugar, Assistant Professor, ROP

Suzanne Gavin, Coordinator, TRIO

Lois Galloway, Counselor, (50%), EOPS

Renee Roth, JTPA Counselor, Worksite Education

Brenda A. Wright, TANF/CalWORKs, Case Manager

These contracts constitute service pursuant to California Education Code Section 87470 and 87471, and such service is not included in computing the service required for the attainment of, or eligibility to, classification as a regular employee.

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

7. **DENY REQUEST FOR LEAVE**

MSC Dougherty, Hughes

**RESOLUTION 98-19568**

**BE IT RESOLVED, That** the request for leave of absence for **Connie Springsteen**, Food Service Assistant, Food Services, be disapproved and that Ms. Springsteen's name be placed on a re-employment list, effective May 10, 1999, and until August 9, 2002, in accordance with Education Code Section 88195.

Jack Miyamoto stated that this comes before the Board as a procedural issue in which an employee on Worker's Compensation, who cannot return to her position once Worker's Compensation says that they are permanently stationary in their disability, must go through this process. Worker's Compensation will take the person through vocational rehabilitation to train her for another position.

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

8. **APPROVE CLASSIFIED POSITION INCREASE**

MSC Dougherty, Nelson

**RESOLUTION 98-19569**

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

- a. Position: **SENIOR OFFICE SPECIALIST**  
Department: English as a Second Language  
Name: Marcela Gomez  
Position #: 310852 New?: No  
Remarks: Increase from 10 months to 12 months  
Sal Rng/Stp: 14/A Salary: **\$1,953.00 per month**  
% of position: 100% # of Mos: 12  
Effective: June 1, 1999  
Acct #(s): 01-10-36-3696-6325-2111.00-0000/50%  
01-10-36-3696-6325-2111.00-1671/50%
- NOTE:** 50% of this position is specially funded; continuation on that portion is dependent on available funds.

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

9. **APPROVE NEW EDUCATIONAL ADMINISTRATOR POSITION**

MSC Dougherty, Jensen

**RESOLUTION 98-19570**

**BE IT RESOLVED, That** the following educational administrator position be approved:

- a. Position: **DIRECTOR, PUBLIC SAFETY/POLICE**  
Department: Instruction/Finance & Administrative Services  
Position #: 320601 New?: Yes  
Remarks: New position replacing two former positions: Director of Public Safety and Supervisor of Campus Security  
Sal Rng/Stp: 72/A **Salary: \$5,783.00/month**  
% of position: 100% # of Mos.: 12  
Effective: June 9, 1999  
Acct # (s): 01-10-51-5170-6778-1212.00-1105/50%  
01-10-38-3822-6010-1212.00-0000/50%
- NOTE:** 50% of this position is specially funded; its continuation depends on the availability of funds.

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye



12. **APPROVE CHILD DEVELOPMENT CENTER EMPLOYEE HANDBOOK, SALARY SCHEDULES**

MSC Dougherty, Jensen

**RESOLUTION 98-19573**

**BE IT RESOLVED, That** the Governing Board of the Palomar Community College District approve the Palomar College Child Development Center Employee Handbook for Child Development certificated employees and Palomar College Child Center salary schedules.

Jack Miyamoto publicly thanked the Child Development Center staff who have worked for a long time to put this handbook together.

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

13. **APPROVE SALARY INCREASE FOR CHILD DEVELOPMENT CENTER EMPLOYEES**

MSC Dougherty, Jensen

**RESOLUTION 98-19574**

**BE IT RESOLVED, That** the Governing Board of the Palomar Community College District approve a 1.6% salary increase across the salary schedules for the Palomar College Child Development Center employees, retroactive to July 1, 1998, for those employed on the day of Board approval of this agreement.

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

14. **APPROVE LEAVE OF ABSENCE**

MSC Dougherty, Nelson

**RESOLUTION 98-19575**

a. **BE IT RESOLVED, That DIANE STUDINKA**, Coordinator, Child Development Instruction and Services Center, be granted a 50% Personal Leave of Absence **without pay and no effect on benefits**, effective May 24, 1999, through May 24, 2000 (to take care of her child).

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

**L. ITEMS PENDING**

There were no items pending.

**M. COMMENTS FROM BOARD MEMBERS**

Dr. Dougherty reported that the Board had a very useful retreat last Saturday.

Dr. Dougherty noted that he and Dr. White had attended the construction of the pavilion and awards ceremony. He particularly enjoyed the food served at this event. The quality of the workmanship in the Cabinet and Furniture Technology Department is outstanding.

Dr. Dougherty noted that the Student Trustee Orientation would take place on Friday, June 11, at 4 p.m. in the President's Office.

Dr. Nelson gave her commendations to Joe Madrigal and his staff for a wonderful graduation.

Dr. Nelson reported that she had attended the NISOD faculty celebration and conference in Austin, Texas. Our three faculty members were duly celebrated at the event.

Mr. Jensen commended the Administrative Association and the Classified staff for undertaking the phone project mentioned earlier in the meeting.

Mr. Jensen noted that it is not easy to pass school bonds, but it is entirely possible if they are presented with a compelling argument.

Dr. White recommended that everyone look at the pavilion, which was constructed recently.

**N. CLOSED SESSION**

There was none.

**O. RECONVENE TO OPEN SESSION**

**P. ADJOURNMENT**

The meeting was adjourned at 7:58 p.m.

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President

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Secretary