



**GOVERNING BOARD AGENDA**  
**REGULAR MEETING, GOVERNING BOARD**  
**PALOMAR COMMUNITY COLLEGE DISTRICT**  
**GOVERNING BOARD ROOM, STUDENT SERVICES CENTER**  
**COLLEGE CAMPUS**  
**SAN MARCOS, CALIFORNIA**  
**\*\*\*\*\* TUESDAY, MARCH 28, 2000, 6:30 P.M. \*\*\*\*\***

**NOTICE TO PUBLIC:** In accordance with Board Procedure 12.10.1, members of the public who wish to address the Board on matters within its jurisdiction have a five-minute time limit per person. The Board may ask a delegation to select a spokesperson and may limit the number of speakers on a particular topic unless the proposed speakers are addressing different concerns.

*The Board meets the second and fourth Tuesdays of every month starting at 7:00 p.m. in the Governing Board Room of the Student Services Building on the Palomar College Campus in San Marcos, California, unless changed in advance by Board action.*

*Anyone having an interest in documents on file should call the Governing Board's Executive Assistant in the President's Office on extension 2104.*

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**A. CALL TO ORDER – 6:30 P.M.**

Pledge of Allegiance

**B. ROLL CALL**

Establishment of a Quorum

**BB. DISTANCE-LEARNING DEMONSTRATION**

Governing Board members will go to the ETV studio to participate in this demonstration.

**BBB. TOUR OF INFORMATION SERVICES DEPARTMENT**

Governing Board members will tour the Information Services Department .

**C. RECOMMENDATION: ACTION - APPROVAL OF MINUTES**

**BE IT RESOLVED**, That the Minutes of the Regular Meeting held March 14, 2000, be approved.

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**CONSENT CALENDAR**

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***NOTICE TO PUBLIC: There will be no separate discussion of these items unless a Governing Board member or member of the public requests that particular item(s) be removed from the Consent Calendar. Items so removed will be considered separately. All matters remaining under Consent Calendar are considered to be routine and will be approved by one motion.***

**D.**

**TRAVEL**

**1. RECOMMENDATION: ACTION – APPROVE TRAVEL EXPENSES**

**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: NISOD Conference  
Location: Austin, Texas  
Date: May 27-31, 2000  
Amount: \$1,660.00  
Budget Acct. No.: 575100-11-211100-66200-10-2000-0000000

**b. Robert L. Dougherty, Jr., M.D., and Rita A. White, Ed.D.**

Advanced Funds? Yes  
For: Mileage  
To attend: Inland Valleys Trustees and CEO Association Meeting  
Location: Chaffey College, Rancho Cucamonga, California  
Date: March 24, 2000  
Amount: \$63.05  
Budget Acct. No.: 575200-11-111100-66100-10-2000-0000000

## FISCAL SERVICES

### 2. RECOMMENDATION: ACTION – APPROVE DRAWING NEW WARRANTS

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

- a. Warrant #76-217921, dated May 5, 1999, in the amount of \$150.00, to The Estate of Bonni J. Sedlak, 1467 Neptune Avenue, Leucadia, CA 92024. Voided due to stale dating.
- b. Warrant #76-221155, dated May 28, 1999, in the amount of \$142.00, to Jason Ratliff, 73 Aliento, Rancho Santa Maragrete, CA 92688. Voided due to stale dating.

### 3. RECOMMENDATION: ACTION – REVIEW AND APPROVE PURCHASES MADE FOR PRIOR SIXTY (60) DAYS

**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-3**, be and are hereby reviewed and approved for the following Purchase Order Nos. 0041642 through 0041936, Agreement/Item Nos. 0045182 through 0045220, Travel Nos. 0050056 through 0050064, Advertising/Increase Nos. 0060129 through 0060140, Agreement/Services Nos. 0070424 through 0070488, Repair Nos. 0075083 through 0075094, Utility Nos. 0095053 through 0095055, Film Booking Nos. 0020013 through 0020016 and Library Order Nos. 0025013 through 0025022 in the total amount of \$471,504.75 be approved.

## COMMUNITY SERVICES

### 4. RECOMMENDATION: ACTION – APPROVE COMMUNITY SERVICES CLASSES AND AGREEMENTS

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

#### Summer/2000

- a. Presenter: American Red Cross Instructor  
Name of class: Babysitter Training  
Effective: July 8 - 29, 2000  
Rate: \$256.00  
Terms: Minimum of 8 students
- b. Presenter: Herrmann, Cheryl  
Name of class: Genealogy  
Effective: July 15, 2000  
Rate: \$107.31  
Terms: Minimum of 10 students
- c. Presenter: Lewellyn, Harry  
Name of class: Hot Spring Mountain Skills Class  
Effective: July 8 - 9, 2000  
Rate: 50% of fees collected  
Terms: Minimum of 10 students

- d.    Presenter:            Raos, Katiana  
       Name of class        Microsoft Access  
       Effective:            July 1, 2000  
       Rate:                  30% of fees collected  
       Terms:                 Minimum of 10 students
  
- e.    Presenter:            Russell, Nancy  
       Name of class        Beginning Drawing for Children  
       Effective:            June 17 - July 22, 2000  
       Rate:                  30% of fees collected  
       Terms:                 Minimum of 10 students
  
- f.    Presenter:            Zimmerman, Kathy  
       Name of class        Feng Shui  
       Effective:            June 24, 2000  
       Rate:                  35% of fees collected  
       Terms:                 Minimum of 15 students

**PERSONNEL**

5.    **RECOMMENDATION: ACTION – APPROVE ADJUNCT FACULTY EMPLOYMENT**

**BE IT RESOLVED**, That the employment of the following adjunct faculty, at the rate indicated for the **Spring, 2000, semester** (day and/or evening), be approved; said adjunct faculty are not scheduled to teach more than a 60-percent load:

**SPRING, 2000**

**TRIO/STUDENT SUPPORT SERVICES/COUNSELING**

Evans, Brian	TRIO/Counseling	\$34.65
	B.A., Psychology	
	M.A., Education (Counseling)	

6.    **RECOMMENDATION: ACTION – APPROVE CHILD DEVELOPMENT CENTER ASSOCIATE TEACHER EMPLOYMENT**

**BE IT RESOLVED**, That the employment of the following Child Development Center Associate Teacher, at the rate indicated for the **Spring, 2000, semester**, be approved.

**CHILD DEVELOPMENT CENTER**

Jennings, LaVonna	Associate Teacher	\$6.58
	Child Development Center Permit (pending)	

7.    **INFORMATION: RETIREMENTS**

On behalf of the Governing Board of the Palomar Community College District, the following **retirement** has been accepted by Dr. George R. Boggs, Superintendent/President, as authorized by the Governing Board on June 10, 1986, under Group II (receive the fully employer-paid health benefits as provided to active employees and eligible dependents until the retiree has reached the age of 65) of the Retirement Health and Dental Plan approved by the Governing Board December 8, 1987:

- a.    **JOANNE L. WAHL**, Academic Department Assistant, Behavioral Sciences, effective April 1, 2000 (last day worked 3/31/00).

On behalf of the Governing Board of the Palomar Community College District, the following **retirement** has/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. **PATRICIA A. WHATLEY**, Administrative Secretary, Cooperative Education, effective April 1, 2000. (last day worked 3/31/00).

8. **INFORMATION: RESIGNATIONS**

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

- a. **BRIAN R. NIELSEN**, Educaton Center Assistant, Camp Pendleton Education Center, effective March 24, 2000 (last day worked 3/23/00).
- b. **KAREN A. HARRIS**, Office Specialist, Transfer Center, effective April 15, 2000 (last day worked 4/14/00).
- c. **PAULA E. BELLVILLE**, Master Teacher, Child Development Center, effective April 15, 2000 (last day worked 4/14/00).

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**Resumption of  
REGULAR AGENDA**

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

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

1. **INFORMATION: Report of the Faculty Senate**
2. **INFORMATION: Report of The Faculty**
3. **INFORMATION: Report of the Administrative Association**
4. **INFORMATION: Report of the CCE/AFT**
5. **INFORMATION: Report of the Associated Student Government**
6. **INFORMATION: Report of the Superintendent/President**
7. **INFORMATION: Report of Other Organizations and/or Individuals**

**In accordance with Board Procedure 12.10.1, members of the public who wish to address the Board on matters within its jurisdiction have a five-minute time limit per person. The Board may ask a delegation to select a spokesperson and may limit the number of speakers on a particular topic unless the proposed speakers are addressing different concerns.**

**G. COMMUNICATIONS**

1. Letter from **Gary K. Hart, Secretary for Education, State of California**, to Dr. Boggs, dated March 6, 2000, responding to Dr. Boggs' letter regarding the Governor's proposed budget for the California Community Colleges. **Exhibit G-1**

**H. UNFINISHED BUSINESS**

**I. NEW BUSINESS**

1. **RECOMMENDATION: ACTION – RECOGNIZE WEEK OF THE TEACHER**

**WHEREAS**, Teachers provide valuable services to Palomar College students; and

**WHEREAS**, Teachers contribute to the establishment and promotion of a positive learning environment, and

**WHEREAS**, Teachers play a vital role in achieving the mission of Palomar College; and

**WHEREAS**, Palomar College's Teachers strive for excellence in all areas relative to the educational community;

**THEREFORE, BE IT RESOLVED**, That the Governing Board of the Palomar Community College District hereby recognizes **May 7-13, 2000**, as **The Week of the Teacher**, in conjunction with **California's 18<sup>th</sup> Annual Day of the Teacher**, and hereby honors teachers for their efforts on behalf of students.

2. **RECOMMENDATION: ACTION - RECOGNIZE CLASSIFIED EMPLOYEES WEEK**

**WHEREAS**, Classified employees provide valuable services to Palomar College students; and

**WHEREAS**, Classified employees contribute to the establishment and promotion of a positive learning environment, and

**WHEREAS**, Classified employees play a vital role in achieving the mission of Palomar College; and

**WHEREAS**, Classified employees of Palomar College strive for excellence in all areas relative to the educational community;

**THEREFORE BE IT RESOLVED**, That the Governing Board of the Palomar Community College District hereby recognizes and wishes to honor the contribution of the classified employees of Palomar College to quality education at Palomar College and recognizes the week of **May 21-27, 2000**, as **Classified Employees Week**.

3. **RECOMMENDATION: ACTION - ACCEPT AND APPROVE CHANGE ORDER #4 FOR INFRASTRUCTURE REPLACEMENT /UPGRADE PROJECT**

**BE IT RESOLVED**, That the Governing Board of the Palomar Community College District hereby approves Change Order #4, in the amount of \$135,946.62, pertaining to the Infrastructure Replacement/Upgrade Project; original contract approved by the Governing Board on July 14, 1998, as detailed on the accompanying memorandum in support hereof. Funding for this change order is from Account No. 61200-41-541100-71200-10-2000-1541300. **Exhibit I-3**

4. **RECOMMENDATION: ACTION - APPROVE M.O.U. WITH CALIFORNIA CONSERVATION CORPS, SAN DIEGO DISTRICT, FOR SHARED USE OF FACILITIES AND INTERNSHIP PROGRAM**

**BE IT RESOLVED**, That a Memorandum of Understanding be approved between the Palomar Community College District and the California Conservation Corps, San Diego District, to work cooperatively by exchanging use of a facility, provided by Palomar for the California Conservation Corps to utilize for the operation of a Crew and Internship Program. In return the California Conservation Corps will provide an agreed amount of labor hours of public service conservation work to Palomar. The terms of this agreement shall commence on the date Palomar approves this agreement and will terminate on June 30, 2001. **Exhibit I-4**

5. **RECOMMENDATION: ACTION – APPROVE AND ACCEPT ADDITIONAL FUNDING FOR CALWORKS FOR 1999-2000 IN THE AMOUNT OF \$38,893 AND AUTHORIZE EXPENDITURE WITHIN ESTABLISHED GUIDELINES**

**BE IT RESOLVED**, That funding for California Work Opportunities and Responsibility to Kids (CalWORKs) program for the fiscal year 1999-2000, be and is hereby approved and accepted on behalf of the Palomar Community College District, and expenditures therefrom are hereby authorized in accordance with the application and the guidelines established therefor. **Exhibit I-5**

6. **RECOMMENDATION: ACTION - DECLARE SPITZ A3P PLANETARIUM STAR PROJECTOR AND ACCESSORIES SURPLUS AND AUTHORIZE LOCAL AUCTION**

**BE IT RESOLVED**, That the Spitz A3P Projector and accessories, having a total fair market value in excess of \$17,500 as detailed in the list which is filed herewith and incorporated herein by reference, consisting of projector and accessories located in the Planetarium - Earth Sciences Department on the San Marcos Campus of Palomar College, be and are hereby declared surplus in accordance with District Procedure No. 552. Said projector and accessories shall be sold at a local auction as an entire lot and by sealed bids to be submitted to the Office of Counsel, Contracts, and Special Projects of the District, after being advertised in accordance with said District Procedure No. 552. The District reserves the right to accept any bid that constitutes fair and adequate consideration for the lot, or it may reject all bids. **Exhibit I-6**

7. **RECOMMENDATION: ACTION - APPROVE AGREEMENT WITH SILVER & SONS TOWING**

**BE IT RESOLVED**, That an agreement is hereby approved between the Palomar Community College District and **Silver & Sons Towing** of Escondido, a sole proprietorship, for the towing of vehicles from District property at the request of District police when said vehicles are illegally parked on District property posted with the requisite signage warning of a tow for violations. The term of this agreement shall be from the effective date of March 29, 2000, and until terminated by either party upon ten- (10) days' prior written notice. There is no charge to the District for this towing service and Silver & Sons Towing shall execute an agreement with the District pursuant to which they shall provide a policy of liability insurance with limits of Two Million Dollars (\$2,000,000) general liability, One Million Dollars (\$1,000,000) per occurrence; and, in addition, the District shall be added as an additional insured to Silver's insurance policy. Silver and Sons Towing is licensed and approved as a towing company by, among others, the City of Escondido, the City of San Marcos, and, in addition, has current contracts with, among others, the California Highway Patrol, State of California, and the Automobile Club of Southern California (AAA).

8. **RECOMMENDATION: ACTION - APPROVE AGREEMENT WITH BITCENTRAL.COM (FORMERLY MIRALITE COMMUNICATIONS) FOR CCCSAT UP-LINK AND DOWN-LINK**

**WHEREAS**, the Governing Board of the Palomar Community College District, acting at its regularly scheduled meeting on March 14, 2000, authorized an agreement with **Miralite Communications** as the Board's First Choice for Vendor responding to the District's Request for Proposal on the California Community Colleges Satellite Network, subject to the negotiation of all terms and conditions thereof within forty-five (45) days of Miralite's receipt of notice of the Board's resolution; and,

**WHEREAS**, the District's staff has concluded final negotiations with Miralite on March 21, 2000, and have received, on that date, notice from Miralite of a change in its name to "bitcentral.com";

**NOW THEREFORE BE IT RESOLVED**, That a final agreement (the "**Agreement**") is hereby approved between the Palomar Community College District and **bitcentral.com** (formerly Miralite Communications) effective April 1, 2000, and for an initial term of two

(2) calendar years, terminating April 1, 2002, with options to extend for three (3) additional one- (1) year periods, for a total of five (5) years, on condition that CCCSAT Grant funding from the Chancellor's Office, California Community Colleges, be continued year to year, through that period; and,

**BE IT FURTHER RESOLVED, That** the Palomar Community College District hereby authorizes a total contract price for the aforesaid **Agreement** of One Million, Three Hundred Thirty Thousand, Six Hundred Ninety-One Dollars (\$1,330,691.00), being the total of the following options selected by the District:

▪ Up-Link Turnkey Installation	\$829,691
▪ 5 X 8 On-Site Maintenance-1 <sup>st</sup> Yr.	\$ 31,100
▪ One-Half of FCC Licensing	\$ 4,900
▪ Down-Link Turnkey Installation	
124 sites @ \$3,750/site	<u>\$465,000</u>
TOTAL CONTRACT	\$ 1,330,691

**BE IT FURTHER RESOLVED, That bitcentral.com** agrees to partner with the District as follows:

- Bitcentral will assist CCCSAT in becoming a Motorola Broadband Communications beta test site.
- Bitcentral will sponsor three satellite events to all CCC downlinks. Sponsorship will include marketing assistance, engineering assistance, industry contacts, and financial benefits not to exceed \$10,000 total for all three events.
- Bitcentral's marketing team will provide assistance as needed to promote and help brand the CCCSAT network. This assistance will be on an "as available" basis. It is our intent that this assistance be in the form of personnel and not financial. This does not exclude financial benefits on occasion.
- Bitcentral will make introductions to the correct CBS personnel and facilitate an agreement to provide news content to the CCCSAT members.
- Bitcentral will pay to CCCSAT 3% of any additional services performed at the original 124 sites. It is understood that this 3% will be disclosed to the customer and will be used to promote the growth of the network.
- Bitcentral will pay to CCCSAT 3% of any down-link installation sales booked through the web site after the first 124. Warranty services for the first year will be included in determining sale value. Additional years will be negotiated at the end of the first year. It is understood that this 3% will be disclosed to the customer and will be used to promote the growth of the network. Bitcentral will provide a custom page for CCCSAT affiliates.
- Bitcentral will contribute five \$1,000 scholarships / sponsorships per fiscal year for three years commencing July 1, 2000. The administration of these scholarships can be mutually agreed upon. It will be recommended to the board of directors that this be continued beyond the three years.
- Bitcentral will share half of the \$9,800 FCC Licensing Fee and provide the Test Loop Translator at no additional cost.

**BE IT FURTHER AND FINALLY RESOLVED, That this Agreement** shall be funded by the CCCSAT Grant and paid through District Account No. 600010-12-318100-61320-10-1612190.

**J. INSTRUCTIONAL/OPERATIONAL REPORTS**

1. **RECOMMENDATION: ACTION – APPROVE NEW COURSES FOR INCLUSION IN CURRICULUM**

**WHEREAS**, the Curriculum Committee and the Faculty Senate have examined and approved the following new courses,

**BE IT RESOLVED**, That the following new courses be approved by the Governing Board for inclusion in the Palomar College curriculum:

- a. Course ID: CINE 225  
Prerequisite validated: Yes  
A.A. degree/certificate program (required course): Cinema; (elective): Radio and Television  
Discipline for minimum qualification: Broadcasting Technology (master's degree not required)  
Reviewed by: Co-Chair

**225 Intermediate Film and Video Field Production**

*Six hours lecture/laboratory (3)*

**Prerequisite: A minimum grade of "C" in RTV 110 and CINE 125**

Principles, techniques, and theory of field production using digital or analog video or 16mm film equipment. Theory and practice of off-line linear or nonlinear editing. *This course is dually listed as RTV 225. CSU (effective Fall, 2000)*

- b. Course ID: COUN 80  
Discipline for minimum qualification: Counseling (master's degree required)  
Reviewed by: Co-Chair

**80 Introduction to College**

*One hour lecture-laboratory (.5)*

Assessments in English, math, and reading and orientation are followed by a comprehensive program including values and career assessments to help make career decisions. Individual counselor appointments are then made whereby student educational plans are developed. (effective Fall, 2000)

- c. Course ID: MUS 126  
Prerequisite validated: Yes  
Discipline for minimum qualification: Music (master's degree required)  
Reviewed by: Subcommittee A

**126 Palomar Chorale Ensemble**

*Three hours laboratory (1)*

**Prerequisite: Enrollment subject to audition**

Rehearsal and performance of standard choral literature. Attendance at all scheduled performances is required. *May be taken four times. CSU (effective Fall, 2000)*

- d. Course ID: PLS 110  
A.A. degree/certificate program (elective): Paralegal Studies  
Discipline for minimum qualification: Law (master's degree required); Office Technologies (master's degree not required)  
Reviewed by: Subcommittee A

**110 Word Processing for Paralegals**

*Four hours lecture-laboratory (2)*

This course is an introduction to computer technology and its application within the law firm with emphasis on word processing, database management, and spreadsheets. CSU (effective Fall, 2000)

- e. Course ID: PLS 130  
Prerequisite validated: Yes  
A.A. degree/certificate program (elective): Paralegal Studies  
Discipline for minimum qualification: Law (master's degree required)  
Reviewed by: Subcommittee A

**130 Client Interviewing and Investigations**

*Two hours lecture (2)*

**Prerequisite: A minimum grade of "C" in PLS 120**

**Recommended preparation: A minimum grade of "C" in PLS 121**

The process of interviewing clients and witnesses by a paralegal in preparing a legal matter for resolution or possible litigation. The investigative process includes both formal and informal investigations by the paralegal. CSU (effective Fall, 2000)

- f. Course ID: PLS 140  
Prerequisite validated: Yes  
A.A. degree/certificate program (required course): Paralegal Studies  
Discipline for minimum qualification: Law (master's degree not required)  
Reviewed by: Subcommittee A

**140 Contract Law**

*Three hours lecture (3)*

**Prerequisite: PLS 121**

This course is intended to provide the student with an in-depth analysis of the law pertaining to contract formation, and the resolution of contract disputes. Students will become familiar with basic contract drafting and interpretation. (effective Fall, 2000)

- g. Course ID: R CSIS 121  
Prerequisite validated: Yes  
A.A. degree/certificate program (required course): Software Applications Specialist  
Discipline for minimum qualification: Computer Information Systems (master's degree not required)  
Reviewed by: Subcommittee A

**121 Microcomputer Applications – Advanced**

*One hour lecture, four hours lecture-laboratory (3)*

**Prerequisite: R CSIS/CSIS 120**

This course builds upon fundamental knowledge of Windows operating system and Microsoft Office Suite (Word, Excel, Access and Powerpoint) to progress into advanced functions of each element as well as integration of various elements. *May be taken two times.* (effective Fall, 2000)

- h. Course ID: R CSIS 158  
Prerequisite validated: Yes  
Discipline for minimum qualification: Computer Information Systems (master's degree not required)  
Reviewed by: Subcommittee A

**158 Windows 2000**

*Six hours lecture-laboratory (3)*

**Recommended preparation: R CSIS/CSIS 170**

Core knowledge and skills for supporting Microsoft Windows 2000 operating system. Includes installing, configuring, customizing, optimizing, networking, integrating, and troubleshooting. *May be taken two times.* (effective Fall, 2000)

- i. Course ID: R CSIS 159  
A.A. degree/certificate program (required course): PC Repair Technician  
Discipline for minimum qualification: Computer Information Systems (master's degree not required)  
Reviewed by: Co-Chair

**159 Industry Certification: Review and Preparation**

*Two hours lecture-laboratory (1)*

A focused study of industry and professional certifications available for PC technicians. Review of Microsoft, Novell, and CTIA certification programs. Content review and preparation for A+ Certification Examination. *May be taken two times.* (effective Fall, 2000)

- j. Course ID: R CSIS 172  
Prerequisite validated: Yes  
A.A. degree/certificate program (required course): PC Repair Technician  
Discipline for minimum qualification: Computer Information Systems (master's degree not required)  
Reviewed by: Subcommittee A

**172 Windows for Technicians**

*Four hours lecture-laboratory (2)*

**Recommended preparation: R CSIS/CSIS 170**

A technical study of the Windows operating system; hands-on experience installing, configuring, optimizing, maintaining, and troubleshooting. *May be taken two times.* (effective Fall, 2000)

- k. Course ID: RTV 125  
A.A. degree/certificate program (elective): Radio and Television  
Discipline for minimum qualification: Broadcasting Technology (master's degree not required)  
Reviewed by: Co-Chair

**125 Beginning Film and Video Field Production**

*Six hours lecture-laboratory (3)*

A study of the basic techniques of field production using Super 8 or 16mm film or analog or digital video equipment as applied to various cinematic forms. The student will work with a team on a project through the preproduction, shooting, and postproduction phases of storytelling for the screen. *This course is dually listed as CINE 125.* CSU (effective Fall, 2000)

- I. Course ID: TS 70  
Prerequisite validated: Yes  
A.A. degree/certificate program (elective): Travel Services  
Discipline for minimum qualification: Travel Services (master's degree not required)  
Reviewed by: Subcommittee A

**70 Destination Specialist – Eastern Europe**

*Three hours lecture (3)*

**Recommended preparation: TS 50**

Provides in-depth and practical knowledge of Eastern Europe as a travel/tourism destination. Prepares students to sell the destination, arrange personal trips, or take the exam required to receive certification as a Destination Specialist from the Institute of Certified Travel Agents (ICTA). (effective Fall, 2000)

- m. Course ID: TS 71  
Prerequisite validated: Yes  
A.A. degree/certificate program (elective): Travel Services  
Discipline for minimum qualification: Travel Services (master's degree not required)  
Reviewed by: Subcommittee A

**71 Destination Specialist – Latin America**

*Three hours lecture (3)*

**Recommended preparation: TS 50**

Provides in-depth and practical knowledge of Latin America as a travel/tourism destination. Prepares students to sell the destination, arrange personal trips, or take the exam required to receive certification as a Destination Specialist from the Institute of Certified Travel Agents (ICTA). (effective Fall, 2000)

- n. Course ID: TS 72  
Prerequisite validated: Yes  
A.A. degree/certificate program (elective): Travel Services  
Discipline for minimum qualification: Travel Services (master's degree not required)  
Reviewed by: Subcommittee A

**72 Destination Specialist – North America**

*Three hours lecture (3)*

**Recommended preparation: TS 50**

Provides in-depth and practical knowledge of North America as a travel/tourism destination. Prepares students to sell the destination, arrange personal trips, or take the exam required to receive certification as a Destination Specialist from the Institute of Certified Travel Agents (ICTA). (effective Fall, 2000)

- o. Course ID: TS 73  
Prerequisite validated: Yes  
A.A. degree/certificate program (elective): Travel Services  
Discipline for minimum qualification: Travel Services (master's degree not required)  
Reviewed by: Subcommittee A

**73 Destination Specialist – Pacific Rim**

*Three hours lecture (3)*

**Recommended preparation: TS 50**

Provides in-depth and practical knowledge of the Pacific Rim as a travel/tourism destination. Prepares students to sell the destination, arrange personal trips, or take the exam required to receive certification as a Destination Specialist from the Institute of Certified Travel Agents (ICTA). (effective Fall, 2000)

- p. Course ID: TS 74  
Prerequisite validated: Yes  
A.A. degree/certificate program (elective): Travel Services  
Discipline for minimum qualification: Travel Services (master's degree not required)  
Reviewed by: Subcommittee A

**74 Destination Specialist – Western Europe**

*Three hours lecture (3)*

**Recommended preparation: TS 50**

Provides in-depth and practical knowledge of Western Europe as a travel/tourism destination. Prepares students to sell the destination, arrange personal trips, or take the exam required to receive certification as a Destination Specialist from the Institute of Certified Travel Agents (ICTA). (effective Fall, 2000)

- q. Course ID: TS 75  
Prerequisite validated: Yes  
A.A. degree/certificate program (elective): Travel Services  
Discipline for minimum qualification: Travel Services (master's degree not required)  
Reviewed by: Subcommittee A

**75 Destination Specialist – Caribbean**

*Three hours lecture (3)*

**Recommended preparation: TS 50**

Provides in-depth and practical knowledge of the Caribbean as a travel/tourism destination. Prepares students to sell the destination, arrange personal trips, or take the exam required to receive certification as a Destination Specialist from the Institute of Certified Travel Agents (ICTA). (effective Fall, 2000)

- r. Course ID: WWT 220  
Prerequisite validated: Yes  
A.A. degree/certificate program (required course): Wastewater Technology Education  
Discipline for minimum qualification: Environmental Technologies (master's degree not required)  
Reviewed by: Subcommittee A

**220 Wastewater Monitoring**

*Two and one-half hours lecture, one and one-half hours laboratory (3)*

**Recommended preparation: WWT 110**

Study of basic laboratory methods, sampling and analysis procedures, chemistry concepts, and regulatory requirements in order to monitor wastewater for compliance and treatment plant process control. CSU (effective Fall, 2000)

2. **RECOMMENDATION: ACTION – APPROVE TOPICS COURSES FOR INCLUSION IN CURRICULUM**

**WHEREAS**, the Curriculum Committee and the Faculty Senate have examined and approved the following new topics courses,

**BE IT RESOLVED**, That the following new topics courses be approved by the Governing Board for inclusion in the Palomar College curriculum:

- a. Course ID: ART 197F  
A.A. degree/certificate program (elective): Pictorial Arts, Painting Emphasis and Printmaking Emphasis; Commercial Art Production; Graphic Design; Illustration Discipline for minimum qualification: Pictorial Arts (master's degree required)  
Reviewed by: Subcommittee A

**197F Topics in Art - Drawing**

*One to six hours lecture-laboratory (.5-3)*

Short and extended term lecture-workshops or laboratory courses in various aspects of drawing techniques. *May be taken four times for a maximum of nine units.* CSU (effective Fall, 2000)

- b. Course ID: ENGR 197  
Discipline for minimum qualification: Engineering; Physics/Astronomy (master's degree required)  
Reviewed by: Subcommittee A

**197 Engineering 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. (.5-5)*  
Topics in Engineering. See Class Schedule for specific topic offered. Course title will designate subject covered. *May be taken four times.* CSU (effective Fall, 2000)

3. **RECOMMENDATION: ACTION – APPROVE NEW PROGRAMS FOR INCLUSION IN CURRICULUM**

**WHEREAS**, the Curriculum Committee and the Faculty Senate have examined and approved the following new programs,

**BE IT RESOLVED**, That the following new programs be approved by the Governing Board for inclusion in the Palomar College curriculum:

- a. Title: Entry-Level Gas Metal Arc/Flux Cored Arc Welding  
Discipline: Welding (WELD)  
Reviewed by: Co-Chair

**Entry-Level Gas Metal Arc/Flux Cored Arc Welding**

**Courses required for a Certificate of Proficiency**

Provides the skills necessary for entry-level employment as a gas metal arc welder/flux cored arc welder.

In order to earn a certificate, students must achieve a minimum grade of "C" in each of the certificate program courses.

<b>Required Courses</b>	<b>Units</b>
IT-100 Technical Mathematics	3
WELD 100 Welding I	3
WELD 120 Gas Metal Arc and Flux Cored Arc Welding	3
WELD 135 Blueprint Reading for Welders	2
WELD 160 Metal Layout for Fabrication	<u>2</u>
<b>TOTAL UNITS</b>	<b>13</b>

(effective Fall, 2000)

- b. Title: Entry-Level Gas Tungsten Arc Welding  
 Discipline: Welding (WELD)  
 Reviewed by: Co-Chair

**Entry-Level Gas Tungsten Arc Welding**

**Courses required for a Certificate of Proficiency**

Provides the skills necessary for entry-level employment as a gas tungsten arc welder.

In order to earn a certificate, students must achieve a minimum grade of "C" in each of the certificate program courses.

<b>Required Courses</b>	<b>Units</b>
IT-100 Technical Mathematics	3
WELD 100 Welding I	3
WELD 115 Gas Tungsten Arc Welding	3
WELD 135 Blueprint Reading for Welders	2
WELD 160 Metal Layout for Fabrication	<u>2</u>
<b>TOTAL UNITS</b>	<b>13</b>

(effective Fall, 2000)

- c. Title: Entry-Level Shielded Metal Arc Welding  
 Discipline: Welding (WELD)  
 Reviewed by: Co-Chair

**Entry-Level Shielded Metal Arc Welding**

**Courses required for a Certificate of Proficiency**

Provides the skills necessary for entry-level employment as a shielded metal arc welder.

In order to earn a certificate, students must achieve a minimum grade of "C" in each of the certificate program courses.

<b>Required Courses</b>	<b>Units</b>
IT-100 Technical Mathematics	3
WELD 100 Welding I	3
WELD 135 Blueprint Reading for Welders	2
WELD 160 Metal Layout for Fabrication	<u>2</u>
<b>TOTAL UNITS</b>	<b>10</b>

(effective Fall, 2000)

- d. Title: Real Estate Salesperson License Preparation  
 Discipline: Business Education (BUS) (Real Estate-RE)  
 Reviewed by: Subcommittee A

**Real Estate Salesperson License Preparation**

A Real Estate Salesperson license is required of individuals who are to be employed as sales persons under the control and supervision of a licensed real estate broker. A license may be obtained by a person who does not immediately intend to be employed by a broker. However, no real estate activity may be performed unless the licensee is in the employ of a licensed broker.

Minimum Requirements to qualify to take the Real Estate Salesperson examination:

1. Age – 18 years of age or older.
2. Residence – Must be a legal resident of California.
3. Honesty – License applicants must be honest and truthful.
4. Education – Applicants must provide evidence of successful completion of a three-unit course in Real Estate Principles. In addition, either with the examination or with the license application, or within 18 months after issuance of a license, the licensee must furnish official transcripts or certification with school seal confirming successful completion of two additional three-unit college level courses. Completion of the Real Estate Salesperson License Preparation Certificate satisfies the course requirements.

**Courses required for a Certificate of Proficiency**

This program is designed to prepare the student for an entry-level position in the Real Estate sales field.

In order to earn a certificate, students must achieve a minimum grade of “C” in each of the required program courses.

<b>Required Course</b>	<b>Units</b>
RE 100            Real Estate Principles	3
 <b>Group One (Select 6 units)</b>	
ACCT 103        Financial Accounting	3
Co-requisite: ACCT 104 – Accounting Electronic Spreadsheet Lab	1
BUS 115            Business Law	3
RE 105            Real Estate Finance	3
RE 110            Real Estate Appraisal	3
RE 115            Real Estate Practice	3
RE 120            Legal Aspects of Real Estate	3
RE 130            Real Estate Economics	3
RE 140            Introduction to Property Management	3
RE 155            Escrow and the Title Procedures	3
RE 156            Advanced Escrow Procedures	3
<b>TOTAL UNITS</b>	<b>9</b>

(effective Fall, 2000)

- e. Title: Salesperson - Retail  
 Discipline: Business Education (BUS)  
 Reviewed by: Subcommittee A

**Salesperson - Retail**

**Courses required for a Certificate of Proficiency**

This program is designed to prepare students for entry into the retail sales force. Students will gain a working knowledge of sales techniques and customer service principles within the marketing environment. Emphasis will be placed on a consultative approach toward encouraging sales.

In order to earn a certificate, students must achieve a minimum grade of "C" in each of the required program courses.

<b>Required Courses</b>		<b>Units</b>
BUS 100	Introduction to Business	3
BUS 110	Business Mathematics	3
BUS 138	Business Ethics	1
BUS 140	Salesmanship	3
BUS 142	Customer Service	1
BUS 145	Retailing/Promotion	3
BUS 155	Marketing	3
<b>TOTAL UNITS</b>		<b>17</b>

(effective Fall, 2000)

4. **RECOMMENDATION: ACTION – APPROVE DELETION OF COURSES FOR EXCLUSION FROM CURRICULUM**

**WHEREAS**, the Curriculum Committee and the Faculty Senate have examined and approved the following deletion of courses,

**BE IT RESOLVED**, That the deletion of the following courses be approved by the Governing Board for deletion from the Palomar College curriculum:

- a. Course ID: ART 112  
 Title: Color Layout Design  
 Page: 86  
 A.A. degree/certificate program (required course): Graphic Design; Illustration  
 Reason for deletion: Inactive  
 Effective date: Fall, 2000
  
- b. Course ID: ART 216  
 Title: Production Design  
 Page: 88  
 A.A. degree/certificate program (required course): Graphic Design; Commercial Art Production; Illustration  
 Reason for deletion: Inactive  
 Effective date: Fall, 2000
  
- c. Course ID: DMT 51/R DMT 51  
 Title: Introduction to Diesel Mechanics II  
 Page: 94  
 A.A. degree/certificate program (required course): Diesel Technology  
 Reason for deletion: Recombining with DMT50/R DMT 50, Introduction to Diesel Mechanics I.  
 Effective date: Fall, 2000

- d. Course ID: PHOT 205  
Title: Photo Lab Techniques  
Page: 201  
Prerequisite for: PHOT 220  
A.A. degree/certificate program (required course): Photography  
Reason for deletion: Topics covered in other classes and outdated material.  
Effective date: Fall, 2000
- e. Course ID: RTV 225L  
Title: Remote Video and Editing Laboratory  
Page: 215  
Corequisite for: RTV 225  
A.A. degree/certificate program (elective): Radio and Television  
Reason for deletion: Changing corequisite from lecture to lecture/laboratory  
Effective date: Fall, 2000
- f. Course ID: WWT 105  
Title: Fundamental Chemistry and Laboratory Procedures for Wastewater Treatment Plant Operators  
Page: 230  
A.A. degree/certificate program (required course): Wastewater Technology Education  
Reason for deletion: Inactive  
Effective date: Fall, 2000
- g. Course ID: WWT 130  
Title: Microbiology for Wastewater Treatment Plant Operators  
Page: 230  
A.A. degree/certificate program (elective): Wastewater Technology Education  
Reason for deletion: Inactive  
Effective date: Fall, 2000

**K. PERSONNEL**

**1. RECOMMENDATION: ACTION – APPROVE 2000-2001 SABBATICAL LEAVES**

**BE IT RESOLVED, That** the Governing Board of the Palomar Community College District approves the following 2000-2001 sabbatical leaves:

Full Year 2000-2001

Dave Thomsen, Trades and Industry Department

Fall 2000

John Erickson, Foreign Languages Department

Nancy Galli, Family and Consumer Sciences Department

Jay Miller, Trades and Industry Department

Barbara Neault-Kelber, English Department

Deborah Paes de Barros, English Department

Pat Schwerdtfeger, Speech Communication/Forensics/ASL Department and Behavioral Sciences Department

Zachary Seech, Behavioral Sciences Department

Spring 2001

Gary Alderson, Life Sciences Department

Philip de Barros, Behavioral Sciences Department

Judith Eberhart, Counseling Department

Beverly Gardner, Counseling Department

Jane Mills, Disabled Student Programs and Services

J. Thomas Young, Communications Department

Non-Traditional

Lynda Halttunen, Matriculation (Spring/Summer 2001)

**Exhibit K-1**

2. **RECOMMENDATION: ACTION – APPROVE REVISED SALARY SCHEDULES**

**BE IT RESOLVED, That** the following revised salary schedules incorporating the additional two percent increase granted by prior Governing Board action be approved:

- a. Faculty (**Exhibit K-2a**)
- b. Adjunct Faculty (**Exhibit K-2b**)
- c. Administrative Association (**Exhibit K-2c**)

3. **INFORMATION: PROPOSED DOMESTIC PARTNER POLICY**

**BE IT RESOLVED, That** the Governing Board of the Palomar Community College District approve the Domestic Partner Policy that extends health care benefits to domestic partners of benefit-eligible employees as described by the policy, effective April 1, 2000. **Exhibit K-3**

4. **RECOMMENDATION: ACTION - APPROVE CONTRACT CHANGES**

**BE IT RESOLVED, That** the changes for the following academic contracts be approved:

- a. **Position:** CURRICULUM COMMITTEE CO-CHAIR  
**Name:** **Monika Brannick**  
**Department:** Instruction  
**Position #:** 006108  
**Sal Rng/Stp:** C/9  
**% of position:** 20%  
**Effective:** August 19, 2000  
**Note:** Remaining 80% to stay Assistant Professor, Mathematics
  
- b. **Position:** TENURE REVIEW AND EVALUATION COORDINATOR  
**Name:** **Anne Voth**  
**Department:** Tenure Review and Evaluation  
**Position #:** 005014  
**Sal Rng/Stp:** F/13  
**% of position:** 80%  
**Effective:** August 19, 2000  
**Note:** Remaining 20% to stay Associate Professor, Mathematics

5. **RECOMMENDATION: ACTION - APPROVE CORRECTION TO CLASSIFIED SALARY**

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

a.     **Position:**                   **ASSESSMENT TECHNICIAN**  
Department:                   Counseling, Guidance, & Career Development  
Name:                           **Carolyn McConnell**  
Position #:                   006085                   New?:                   Yes  
Remarks:                   Position approved 1/11/00, PFE funded. Placement was reported incorrectly at the 3/14/00 meeting as Sal Rng/Stp 20/1, Salary \$2,293.71/mo. This is a promotion for Ms. McConnell.  
  
% of position:               100%                   No Mos:               12  
Sal Rng/Stp:               **20/5**                   Salary:               **\$2,788.91/month**  
Effective:                   March 15, 2000  
Acct No(s):               K-212200-462100-63100-0611400/100%

6. **RECOMMENDATION: ACTION - APPROVE NEW CHILDREN'S CENTER POSITION**

**BE IT RESOLVED, That** the following Children's Center position be approved:

a.     **Position:**                   **SITE SUPERVISOR**  
Department:                   Child Development Center/Escondido Center  
Division:                   Human Arts & Sciences  
Position #:                   006109                   New?:                   Yes  
Sal Rng/Stp:               E/1                   Salary:               **\$2,080.51/month**  
% of Position:               100%                   # of Mos:             12  
Effective:                   April 1, 2000  
Acct # (s):               U-111000-364300-69200-1633400/50%  
                                  U-111000-364300-69200-0000000/50%  
Note:                       50% of this position is specially funded; continuation on that portion depends on available funds.

7. **RECOMMENDATION: ACTION - APPROVE CLASSIFIED RECLASSIFICATIONS**

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

a.     **Position:**                   **BUYER**  
Department:                   Purchasing Services  
Name:                       **Phyllis Berry**  
Position #:                   **005581**                   New?:                   No  
Remarks:                   Position was Purchasing Assistant, grade 12.  
Effective:                   April 1, 2000  
% of position:               100%                   # of Mos:             12  
Sal Rng/Stp:               **22/9**                   Salary:               **\$3,070.23/month**  
Acct #(s):               A-212200-531100-67760-0000000/100%

b.     **Position:**                   **FACILITIES & SAFETY TECHNICIAN**  
Department:                   Health and Safety  
Name:                       **Donald R. Thompson**  
Position #:                   **005821**                   New?:                   No  
Remarks:                   Position was Health & Safety Technician, grade 19.  
Effective:                   July 1, 2000  
% of position:               100%                   # of Mos:             12  
Sal Rng/Stp:               **25/3**                   Salary:               **\$2,857.39/month**  
Acct #(s):               A-212200-545100-67740-0000000/100%

- c.     **Position:**                    **DATABASE ADMINISTRATOR**  
Department:                    Information Services  
Name:                            **Leonora Carandang**  
Position #:                    **005608**                    New?:                    No  
Remarks:                    Position was Senior Programmer Analyst, grade 39.  
Effective:                    April 1, 2000  
% of position:                100%                    # of Mos:                12  
Sal Rng/Stp:                **45/5**                    Salary:                    **\$5,127.92/month**  
Acct #(s):                    A-212200-561100-67800-0000000/100%
- d.     **Position:**                    **AUTOMATED SYSTEMS PROGRAMMER ANALYST**  
Department:                    Information Services  
Name:                            **Mark Hopkins**  
Position #:                    **005738**                    New?:                    No  
Remarks:                    Position was Information Systems Specialist, grade 28.  
Effective:                    April 1, 2000  
% of position:                100%                    # of Mos:                12  
Sal Rng/Stp:                **31/5**                    Salary:                    **\$3,645.50/month**  
Acct #(s):                    A-212200-561100-67800-0000000/100%
- e.     **Position:**                    **INFORMATION SERVICES SUPPORT SPECIALIST**  
Department:                    Information Services  
Name:                            **Joann Ellis**  
Position #:                    **005844**                    New?:                    No  
Remarks:                    Position was Information Systems Support Specialist,  
                                  grade 19.  
Effective:                    April 1, 2000  
% of position:                100%                    # of Mos:                12  
Sal Rng/Stp:                **23/1**                    Salary:                    **\$2,466.50/month**  
Acct #(s):                    A-212200-561100-67800-0000000/100%
- f.     **Position:**                    **INFORMATION SERVICES SUPPORT SPECIALIST**  
Department:                    Information Services  
Name:                            **Kathleen Davis**  
Position #:                    **005816**                    New?:                    No  
Remarks:                    Position was Information Systems Support Specialist,  
                                  grade 19.  
Effective:                    April 1, 2000  
% of position:                100%                    # of Mos:                12  
Sal Rng/Stp:                **23/7**                    Salary:                    **\$3,094.46/month**  
Acct #(s):                    A-212200-561100-67800-0000000/100%
- g.     **Position:**                    **SENIOR PROGRAMMER ANALYST**  
Department:                    Information Services  
Name:                            **Herminio Arevalo**  
Position #:                    **005811**                    New?:                    No  
Remarks:                    Position was Programmer Analyst I, grade 31.  
Effective:                    April 1, 2000  
% of position:                100%                    # of Mos:                12  
Sal Rng/Stp:                **39/2**                    Salary:                    **\$3,827.77/month**  
Acct #(s):                    A-212200-561100-67800-0000000/100%



c. Name: \_\_\_\_\_  
Position: Career Center Advisor  
Department: Counseling, Guidance & Career Development  
Position #: 005769 New?: No  
Remarks: Replacement for Sue Baxter  
Sal Rng/Stp: 20/1 Salary: **\$1,032.17/month**  
% of position: 45% # of Mos: 12  
Effective: \_\_\_\_\_  
Acct #(s) A-231100-462100-63100-0000000/100%

d. Name: **CONNIE RODRIGUEZ**  
Position: On-Site Engineer  
Department: Educational Television  
Position #: 006091 New?: Yes  
Remarks: CCCSAT-Grant funded  
Sal Rng/Stp: **40/1** Salary: **\$3,736.11/month**  
% of Position: 100% # of Mos: 12  
Effective: April 1, 2000  
Acct #: K-212200-318100-61320-1612190/60%  
A-212200-318100-61320-0000000/40%  
NOTE: 60% of this position is specially funded; continuation on that portion depends on available funds. At the conclusion of the CCCSAT-Grant funding on June 30, 2003, if no additional funds are generated to support this new position, Connie Rodriguez will be reassigned to Television Technician, in the Classified Unit represented by CCE/AFT.

10. **RECOMMENDATION: ACTION – APPROVE LEAVE OF ABSENCE**

**BE IT RESOLVED, That DANIEL CLEGG**, Assistant Professor, Mathematics, be granted a 33 1/3% Personal Leave of Absence **without pay and with no effect on benefits**, effective 8/19/00 through 12/16/00 (work on textbook).

**L. ITEMS PENDING**

**M. COMMENTS FROM BOARD MEMBERS**

**N. CLOSED SESSION**

1. Public Employee Discipline/Dismissal/Release, pursuant to Government Code 54957.6.
2. Conference with Real Property Negotiator, pursuant to Government Code 54956.8.  
Property: Ulevitch Property Donation - Borrego Springs
3. Conference with Designated Representatives regarding negotiations with CCE/AFT, pursuant to Government Code Section 54957.6.
4. Conference with Designated Representatives regarding discussion with Unrepresented Employees - Faculty, pursuant to Government Code 54957.6.
5. Conference with Designated Representatives regarding discussion with All Other Unrepresented Employees, pursuant to Government Code 54957.6.
6. Conference with Legal Counsel - Anticipated Litigation, pursuant to Government Code 54956.9 – San Marcos Redevelopment Agency.

**O.     RECONVENE TO OPEN SESSION**

**P.     ADJOURNMENT**