



**GOVERNING BOARD AGENDA**  
**REGULAR MEETING, GOVERNING BOARD**  
**PALOMAR COMMUNITY COLLEGE DISTRICT**  
**GOVERNING BOARD ROOM, STUDENT SERVICES CENTER**  
**COLLEGE CAMPUS**  
**SAN MARCOS, CALIFORNIA**  
**TUESDAY, APRIL 25, 2000, 7:00 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.*

A.	Call to Order .....	2
B.	Roll Call .....	2
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O.	Reconvene to Open Session.....	20
P.	Adjournment .....	20

**A. CALL TO ORDER**

Pledge of Allegiance

**B. ROLL CALL**

Establishment of a Quorum

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

**BE IT RESOLVED**, That the Minutes of the Regular Meeting held April 11, 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.

**COMMUNITY SERVICES**

1. **RECOMMENDATION: ACTION – APPROVE NEW CLASSES AND AGREEMENTS FOR COMMUNITY SERVICES CLASSES**

**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: James Cosper  
Name of class: California Notary Public  
Effective: June 24, 2000  
Rate: 30% of fees collected  
Terms: Minimum of 10 students
  
- b. Presenter: Meade, Mary  
Name of class: Web Page Design  
Effective: July 8, 2000  
Rate: \$153.04  
Terms: Minimum of 10 students
  
- c. Presenter: Meade, Mary  
Name of class: Web Page Design for Kids & Teens  
Effective: July 15, 2000  
Rate: \$114.78  
Terms: Minimum of 10 students
  
- d. Presenter: Meade, Mary  
Name of class: Intro to the Internet for Kids & Teens  
Effective: July 8, 2000  
Rate: \$114.78  
Terms: Minimum of 10 students

- e. Presenter: Meade, Mary  
Name of class: Adv Web Pages  
Effective: July 22, 2000  
Rate: \$153.04  
Terms: Minimum of 10 students
- f. Presenter: Meade, Mary  
Name of class: Adv Web Pages for Kids & Teens  
Effective: July 22, 2000  
Rate: \$114.78  
Terms: Minimum of 10 students
- g. Presenter: Schneider, Julie  
Name of class: Drawing for Kids  
Effective: July 5 to Aug 9, 2000  
Rate: 30% of fees collected  
Terms: Minimum of 10 students
- h. Presenter: Schneider, Julie  
Name of class: Cartooning for Kids  
Effective: July 5 to Aug 9, 2000  
Rate: 30% of fees collected  
Terms: Minimum of 10 students

## TRAVEL

### 2. **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, miscellaneous  
To attend: ACE Board Meeting  
Location: Sea Island, Georgia  
Date: June 25-28, 2000  
Amount: \$1,068.00  
Budget Acct. No.: 575100-11-211100-66200-10-2000-0000000
- b. **Robert L. Dougherty, Jr., M.D.**  
Advanced Funds? Yes  
For: Transportation, parking, meals, lodging, miscellaneous  
To attend: Inland Valleys Trustee and CEO Association's  
"Legislative Lobby Days"  
Location: Sacramento, California  
Date: May 1-2, 2000  
Amount: \$414.00  
Budget Acct. No.: 575200-11-111100-66100-10-2000-0000000

## DESTRUCTION OF RECORDS

3. **RECOMMENDATION: ACTION – APPROVE DESTRUCTION OF RECORDS**

**BE IT RESOLVED**, That the Governing Board approves the destruction of the following records:

Summer/Fall 1996 Applications, Course Request and Add/Drop Forms, Drop Rosters and Cards, Attendance Rosters, Community Education Applications, PAR Forms, and BOGW Applications. The approximate cubic feet is 37.36.

## FINANCIAL REPORTS

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

**Memorandum from Lois Meyer, Director, Fiscal Services. Exhibit D-4**

5. **RECOMMENDATION: ACTION – APPROVE QUARTERLY REPORT OF CHIEF FINANCIAL OFFICER REGARDING DISCLOSURE OF DISTRICT INVESTMENTS**

**BE IT RESOLVED**, That the **Quarterly Report of Chief Financial Officer Regarding Disclosure of District Investments** as of March 31, 2000, be approved. **Exhibit D-5**

6. **RECOMMENDATION: ACTION - APPROVE REPORT OF REVOLVING CASH EXPENDITURES**

**BE IT RESOLVED**, That **Revolving Cash Expenditures**, Check Nos. 11372 through 11374, in the amount of \$741.29 from the General Fund, for May, 2000, be approved. **Exhibit D-6**

## BUSINESS SERVICES

7. **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-7**, be and are hereby reviewed and approved for the following Purchase Order Nos. 0041937 through 0042061, Agreement/Item Nos. 0045221 through 0045227, Travel Nos. 0050065 through 0050098, Advertising/Increase Nos. 0060141 through 0060149, Employment Ad Nos. 0065008 through 0065011, Agreement/Services Nos. 0070489 through 0070531, Repair Nos. 0075095 through 0075097, Maintenance Agreement Nos. 0080207 through 0080212, Utility Nos. 0095056 through 0095065 and Library Order Nos. 0025023 through 0025030 in the total amount of \$735,603.73 be approved.

**PERSONNEL**

8. **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, and Summer, 2000, semesters** (day and/or evening), be approved; said adjunct faculty are not scheduled to teach more than a 60-percent load:

**SPRING, 2000**

**DISABLED STUDENT PROGRAMS & SERVICES**

Jansky, Marlene	Special Education B.A., Psychology M.S., Counseling 11 years of experience	\$35.77
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**FAMILY & CONSUMER SCIENCES**

Schillig, Bridgette	Fashion A.A., Merchandising/Marketing 16 years of experience	\$33.54
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**SUMMER, 2000**

**ENGLISH**

Remsburg, Elizabeth	English A.A., General Studies B.A., Literature M.A., English	\$34.88
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9. **RECOMMENDATION: ACTION – APPROVE CHILD DEVELOPMENT CENTER TEACHER EMPLOYMENT**

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

**CHILD DEVELOPMENT CENTER**

Ross, Janet	Teacher Child Development Center Permit (pending)	\$8.95
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10. **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. **YVONNE BIRDSSELL**, Admissions Assistant, Admissions, Records, and Veterans' Services, effective April 14, 2000 (last day worked 4/13/00).
- b. **SANDRA L. TUCKER**, Assistant Professor, Child Development, effective May 20, 2000 (last day worked 5/19/00).
- c. **MARJEAN TINSLEY**, Human Resource Assistant II, Human Resource Services, effective May 2, 2000 (last day worked 5/1/00).

11. **INFORMATION: RETIREMENTS**

On behalf of the Governing Board of the Palomar Community College District, the following retirements under the Supplemental Employee Retirement Plan (SERP) have been accepted by Dr. George R. Boggs, Superintendent/President, as authorized by the Governing Board on October 26, 1999:

**Faculty**

Retiring under Group I of the Retirement Health and Dental Plan (receive the same fully employer-paid lifetime health benefits as provided to active employees and eligible dependents for life of the retiree)

- a. **RICHARD AUFMANN**, Professor, Mathematics, effective May 20, 2000 (last day worked 5/19/00).
- b. **DOROTHIE BLETH**, Professor, Performing Arts, effective May 20, 2000. (last day worked 5/19/00)
- c. **ADELE FLORES**, Counselor, Extended Opportunity Programs and Services, effective May 20, 2000 (last day worked 5/19/00).
- d. **HULDA GOODSON**, Professor, Child Development, effective May 20, 2000 (last day worked 5/19/00).
- e. **A. DANA HAWKES**, Professor, Communications, effective May 20, 2000 (last day worked 5/19/00).
- f. **THOMAS HUMPHREY**, Professor, Business Education and Computer Sciences/Information Systems, effective May 20, 2000 (last day worked 5/19/00).
- g. **JEROME LATULIPPE**, Professor, Trades and Industry, effective May 20, 2000 (last day worked 5/19/00).
- h. **FRANK MCGUERTY**, Professor, Cooperative Education, effective May 20, 2000 (last day worked 5/19/00).
- i. **RICHARD MUCHOW**, Professor, Business Education, effective May 20, 2000 (last day worked 5/19/00).

Retiring under Group II of the Retirement Health and Dental Plan (receive the same fully employer-paid health benefits as provided to active employees and eligible dependents until the retiree has reached the age of 65)

- j. **CARL TUCKER**, Professor, Trades and Industry, effective May 20, 2000 (last day worked 5/19/00).
- k. **LOIS WUNDERLEY**, Professor, Behavioral Sciences, effective May 20, 2000 (last day worked 5/19/00).

It should be noted that these eleven faculty employees represent 255 years of service at Palomar College.

**Administrative Association Employees**

Retiring under Group I of the Retirement Health and Dental Plan (receive the same fully employer-paid lifetime health benefits as provided to active employees and eligible dependents for life of the retiree)

- l. **JAMES CLAYTON**, Director, Escondido Education Center, effective July 1, 2000 (last day worked 6/30/00).
- m. **EUGENIA CROUCH**, Supervisor, Bookstore Operations, Bookstore, effective July 1, 2000 (last day worked 6/30/00).
- n. **BETTY ELLIS**, Supervisor, Child Care Operations, Child Development Center, effective July 1, 2000 (last day worked 6/30/00).

- o. **RONALD JORDAN**, Director, Placement Services, Student Placement, effective July 1, 2000 (last day worked 6/30/00).
- p. **CATHERINE OTT**, Manager, Human Resource Services, effective May 1, 2000 (last day worked 4/28/00).
- q. **JUNE RADY**, Assistant Director, Escondido Education Center, effective July 1, 2000 (last day worked 6/30/00).
- r. **PHILLIP RYAN**, Manager, Facilities, effective July 1, 2000 (last day worked 6/30/00).
- s. **MARLYS USHER**, Administrative Assistant, Human Resource Services, effective July 1, 2000 (last day worked 6/30/00).

Retiring under Group II of the Retirement Health and Dental Plan (receive the same fully employer-paid health benefits as provided to active employees and eligible dependents until the retiree has reached the age of 65)

- t. **NANCY CORLETT**, Manager, Admissions and Registration, Admissions, Records, and Veterans' Services, effective July 1, 2000 (last day worked 6/30/00).
- u. **PEGGY DI BATTISTA**, Supervisor, Admissions, Admissions, Records, and Veterans' Services, effective April 29, 2000 (last day worked 4/28/00).
- v. **CAROL STROECKER**, Supervisor, Admissions, Admissions, Records, and Veterans' Services at Escondido Center, effective July 1, 2000 (last day worked 6/30/00).

It should be noted that these eleven Administrative Association employees represent 260 years of service at Palomar College.

#### **Classified Unit Employees**

Retiring under Group I of the Retirement Health and Dental Plan (receive the same fully employer-paid lifetime health benefits as provided to active employees and eligible dependents for life of the retiree)

- w. **LETTY BREWSTER**, Graphics Specialist II, Graphic Communications, effective July 1, 2000 (last day worked 6/30/00).
- x. **MARY BRINDLEY**, Administrative Secretary, Public Safety Programs, effective July 1, 2000 (last day worked 6/30/00).
- y. **JOHNNY CORONA**, Financial Aid Advisor, Financial Aid and Scholarships, effective July 1, 2000 (last day worked 6/30/00).
- z. **PETER DURST**, Senior Programmer Analyst, Information Services, effective June 1, 2000 (last day worked 5/31/00).
- aa. **LOIS GAINES**, Instructional Support Assistant III, Reading Services, effective July 1, 2000 (last day worked 6/30/00).
- bb. **CHERYL HUETTL**, Academic Department Assistant, Earth Sciences, effective June 13, 2000 (last day worked 6/12/00).
- cc. **SHIRLEY JORDAN** (Escobedo), Campus Services Assistant, Instruction, effective July 1, 2000 (last day worked 6/30/00).
- dd. **ROBERTA POSNER**, Academic Department Assistant, Business Education, effective June 30, 2000 (last day worked 6/29/00).

Retiring under Group II of the Retirement Health and Dental Plan (receive the same fully employer-paid health benefits as provided to active employees and eligible dependents until the retiree has reached the age of 65)

- ee. **JESSIE BOOTH**, Administrative Secretary, Escondido Education Center, effective May 2, 2000 (last day worked 5/1/00).
- ff. **EVE BORREGO**, Food Services Assistant, Food Services, effective July 1, 2000 (last day worked 6/30/00).
- gg. **AUDREY ELLIS**, Custodian I, Custodial Services, effective July 1, 2000 (last day worked 6/30/00).
- hh. **JUDITH HOPKINS**, Administrative Secretary, Facilities, effective June 1, 2000 (last day worked 5/31/00).
- ii. **SHIRLEY JOHNSTON**, Human Resource Assistant II, Human Resource Services, effective July 1, 2000 (last day worked 6/30/00).
- jj. **VALERIE PARKER**, Bookstore Assistant II, Bookstore, effective July 1, 2000 (last day worked 6/30/00).
- kk. **LUCILLE RAGUSA**, Instructional Support Assistant II, Reading Services, effective June 1, 2000 (last day worked 5/31/00).
- ll. **ESTHER SEDDIG**, Admissions Assistant, Admissions, Records, and Veterans' Services, effective July 1, 2000 (last day worked 6/30/00).
- mm. **DORIS SMITH**, Bookstore Assistant I, Bookstore, effective July 1, 2000. (last day worked 6/30/00)
- nn. **JANICE VANCE**, Bookstore Assistant II, Bookstore, effective July 1, 2000 (last day worked 6/30/00).
- oo. **BARBARA WHITE**, Payroll Assistant II, Payroll Services, effective May 1, 2000 (last day worked 4/28/00).

**Approved by the Board on 3/28/00**

Retired under Group I

- a. **PATRICIA WHATLEY**, Administrative Secretary, Cooperative Education, effective April 3, 2000 (last day worked 3/31/00).

Retired under Group II

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

**Approved by the Board on 4/11/00**

Retired under Group II

- a. **KENNETH DYCHES**, Library Media Technician II, Library Media Center, effective April 1, 2000 (last day worked 3/31/00).
- b. **JENNIE GALVAN**, Food Services Assistant, Food Services, effective April 15, 2000 (last day worked 4/14/00).
- c. **GLENOLA MILLS**, Food Services Assistant, Food Services, effective April 5, 2000 (last day worked 4/4/00).

It should be noted that these twenty-four Classified Unit employees represent 370 years of service at Palomar College.

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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**

**H. UNFINISHED BUSINESS**

**I. NEW BUSINESS**

1. **RECOMMENDATION: ACTION - RENEW APPROVAL/ADOPTION OF FAIR POLITICAL PRACTICES COMMISSION'S STANDARD CONFLICT OF INTEREST CODE**

**BE IT RESOLVED, That** the Governing Board of the Palomar Community College District renew the approval/adoption of the Fair Political Practices Commission's Standard Conflict of Interest Code. **Exhibit I-1a, I-1b**

2. **RECOMMENDATION: ACTION – SET COMPENSATION FOR NON-VOTING STUDENT TRUSTEE FOR 2000-2001**

**BE IT RESOLVED, That** the Governing Board of the Palomar Community College District in accordance with Board Policy 11.1, hereby sets the compensation for the non-voting Student Trustee for 2000-2001 at \$400.00 per month.

3. **INFORMATION: APPROVE PARKING FEE PROPOSAL**

**BE IT RESOLVED, That** the Governing Board of the Palomar Community College District approves the parking fee schedule indicated as Proposal # (1, 2, 3, or 4) on **Exhibit I-3a**. Parking Permit Survey of other institutions is **Exhibit I-3b**

4. **INFORMATION: APPROVE PROPOSED PARKING POLICY**

**BE IT RESOLVED**, That the Governing Board of the Palomar Community College District approves the adoption of the following parking policy, effective May 22, 2000:

- a. Parking will be enforced seven days a week, 24 hours a day, with the following exceptions:
- Staff Lots 1 and 2, Monday through Friday, 6 to 10 p.m.
  - Staff Lots 1 and 2, Saturday and Sunday, 1 to 10 p.m.
  - Staff Lot 4, Monday through Friday, 2:30 to 5 p.m.
  - Staff Lot 4, Saturday, 11 a.m. to 4 p.m.
  - General Parking Lots 3, 3b, 14, Monday through Friday, 12 to 5 p.m.
  - General Parking Lots 3, 3b, 14, Saturday, 11 a.m. to 4 p.m.

The above exceptions do not apply to students in Staff Lots.

- b. All events involving parking lots will be charged the daily fee per parking space taken by the event. All events must be cleared by the Parking Task Force, specifying lots to be used and arrangements for payment.
- c. With the exception of those with a valid staff permit, anyone parking on campus must park in a General Parking Lot and display an appropriate permit.
- d. Visitor and vendor parking passes will be issued only by Campus Police.

5. **INFORMATION: POTENTIAL TENANCY WITH CITY OF SAN MARCOS REGIONAL EMERGENCY SERVICES TRAINING CENTER**

**City of San Marcos Regional Emergency Services Training Center/Relocation of Palomar College Police & Fire Academies, Fire Technology Program, and main Public Safety Services Center.**

The new Regional Emergency Services Training Center is an ultra-modern facility offering unparalleled training opportunities for fire and police personnel in San Diego County. The center is conveniently located off the 78 freeway in San Marcos and features a state-of-the-art fire-drill tower and fully equipped instructional building in the same complex as the City's new law-enforcement facility and existing Sheriff's helipad. The 4.5 acre facility is owned and operated by the City of San Marcos and is available to other public agencies and private organizations on an annual subscription (guaranteed dates and hours) or hourly rental basis. Facilities may be rented alone or in combination. Completion of the facility is March, 2001.

**Instructional Building:**

The 5,100-square-foot instructional building offers two primary classrooms, each of which will accommodate 60 students. Both classrooms can be subdivided into one thirty-five- (35) and one twenty-five- (25) seat space, offering exceptional class sizing flexibility. All classrooms are equipped with a full complement of traditional audio-visual equipment and overhead digital-projection capabilities for computer-aided instruction. Additionally, one classroom is configured with in-floor data and electrical ports for group computer instruction and wireless telecommunications technology for remote-access learning. Other amenities include dedicated Police Academy Training Officer and Fire Technology Adjunct Faculty offices, break room, and sheltered patio area adjoining the drill ground. Among other applications, the building will accommodate physical testing, CPR and first-aid instructional programs.

The facility has a state-of-the-art, five- (5) story drill tower that is unlike anything else available to fire academies/agencies in San Diego County today. This extremely flexible facility offers reconfigurable floor plans (Levels 1 through 3) for unlimited search-and-rescue training opportunities. Other features include:

- Pump test facility
- Environmental/burn room
- Ventilation prop (Level 3 roof)
- Artificial smoke capability (Levels 1 through 3)
- Concrete staging apron and drill ground
- Night lighting (parking lot intensity)

The drill ground features an all-weather prop area for vehicle extrication and controlled propane/natural gas training exercises. The tower facility meets all requirements for State of California Rescue Systems 1 Training and the North County Regional Physical-Abilities Test.

#### **Public Safety Services:**

The City has contracted with the San Diego County Sheriff's Department for law enforcement services since the City incorporated in 1963. The new complex will include several structures. The largest, at 31,000 square feet, will house the new Sheriff's Station. Initially, the Department will lease approximately 22,000 square feet. The remaining office space is being offered to CSU San Marcos Police Department and Palomar College Police Department to fulfill law-enforcement facility accreditation requirements. This joint facility will also include dedicated areas for public-safety instructional administrative offices required under the California Peace Officer Standards and Training Commission and the California State Fire Marshal's Office.

#### **Contract Emergency Dispatch Services:**

The Public Safety Services/Instructional Administrative Offices will include a fully operational Communication Center operated under CSU San Marcos Police Department. The Communication Center fulfills all accreditation requirements under the California Peace Officer Standards and Training Commission. This effective and economical plan for a communication system will allow employees listed on our current disaster preparedness plan (Incident Command System) to communicate effectively during an incident of school violence or a disaster on campus. The District would eliminate the idea of staffing our own dispatch center and replace it with a contractual agreement with CSU San Marcos Police Department. They would handle all of our public-safety dispatching for the District. The communications system will allow Palomar College to communicate directly through radios with the City of San Marcos Fire Department, the San Diego Sheriff's Department, and the Escondido Police Department in the event of a fire or medical emergency. In addition, the system will accomplish the following:

#### **Additional Benefits:**

- City will bill facility space directly to redevelopment funds.
- Move would free three additional faculty offices.
- All psychomotor skills activities for the Fire Academy will be at one facility, instead of five throughout the County.
- Plenty of on-site parking (easy access).
- Free up parking spaces on the San Marcos campus.
- Plenty of storage space for instructional equipment.
- Decrease instructional equipment expenditures due to equipment being available on site from the San Diego Sheriff's Department and the City of San Marcos Fire Department.
- Save the District construction costs for the approved Physical Skills Training Facility.

6. **RECOMMENDATION: ACTION – REIMBURSE TRAVEL EXPENSES FOR SECOND-LEVEL INTERVIEW**

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

- a.      Name:                      **DANIEL RUSSOW**  
          For:                        Mileage reimbursement  
          To Attend:                 Second interview for Assistant Professor, Mathematics  
          Location:                 Yuma, Arizona, to San Diego, California  
          Date:                        April 5, 2000  
          Amount:                    \$130.00  
          Budget Account No.      575400-11-611100-66600-10-2000-0000000/100%

7. **RECOMMENDATION: ACTION - APPROVE LETTER OF INTENT TO JEFFERY EUSTIS FOR DIPLEXING ON KKSM-AM TOWERS**

**BE IT RESOLVED, That** a letter of intent is hereby approved by the Palomar Community College District in favor of **Jeffery N. Eustis** of Palo Alto, California, expressing the District's intention to enter into a lease with Mr. Eustis, upon approval of the Federal Communications Commission, of his application for permission to diplex with KKSM-AM.

**BE IT FURTHER RESOLVED, That** the aforesaid letter of intent shall contain the following general terms and conditions:

- (1) Mr. Eustis shall become a tenant and shall pay rent to the District for use of the KKSM-AM towers located in Oceanside, California, the sum of \$2,000 per month for a five- (5) year initial lease term, with COLA in years two (2), three (3), four (4) and five (5); subject to automatic renewal of said lease for up to three (3) additional five- (5) year terms.
- (2) Mr. Eustis shall pay an additional sum of \$150 per month as rent on a portion of the District's equipment room at the Oceanside transmitter site, if there is sufficient space at that location to accommodate Mr. Eustis's transmitter equipment, subject to the same length of lease and COLA as stated in paragraph (1), above;
- (3) The lease between Mr. Eustis and the District may be terminated at any time by the District for cause, e.g., failure to pay rent or to abide by the District's rules and regulations; and Mr. Eustis may terminate the lease with or without cause upon ninety- (90) days prior written notice to the District;
- (4) All diplexing equipment shall be purchased and installed by Mr. Eustis at no charge to the District, and Mr. Eustis shall provide his own liability insurance on said equipment, naming the District as an additional insured thereon;
- (5) Mr. Eustis shall obtain separate utilities, including power via a separate meter, to his equipment, doing so at his own expense, and shall maintain his own equipment on a schedule to be reasonably determined by the District, e.g., 12 midnight to 6:00 a.m.;
- (6) Mr. Eustis shall pay one-half of the estimated \$4,000 to \$5,000 fee for a consulting engineer to determine the structural integrity of the towers, a determination not related to this diplexing proposal but one with which the District has a concern as to its own operations;
- (7) Mr. Eustis shall pay up to \$5,000 to the District as reimbursement for the District's staff time and for an independent consulting engineer selected by the District to review and approve the diplexing technical specifications prepared by Mr. Eustis' engineers as part of his application to the FCC;
- (8) The District agrees that Mr. Eustis may assign his rights under his lease/diplexing agreement to a third party, subject to prior review and approval by the District, which shall not unreasonably be withheld;

- (9) Mr. Eustis shall have a right of first refusal, or an option to purchase the District's interests in KKSM-AM at an agreed-upon fair-market price established by an MAI appraiser of such interests, and for a sum mutually agreed to by the District and Mr. Eustis;
- (10) Counsel for the District is authorized to execute the letter of intent, the lease, and any and all other documents necessary to carry out this resolution, including all required documents to be submitted to the FCC. **Exhibit I-7**

8. **RECOMMENDATION: ACTION - REJECT PROPOSAL OF THE ASTOR BROADCAST GROUP FOR A LOCAL MARKETING AGREEMENT**

**WHEREAS**, at the regular meeting of the Governing Board of the Palomar Community College District on March 14, 2000, as Item I-2, **INFORMATION: TWO PROPOSALS REGARDING KKSM-AM**, we presented to the Board for information only; and,

**WHEREAS**, the first proposal by Jeffery Eustis of Palo Alto, California, to become a tenant of the District's station's tower site, and to diplex from these towers, has been presented to the Governing Board of the District at its regular meeting of April 25, 2000, and has been approved subject to various stipulated terms and conditions; and,

**WHEREAS**, the second proposal by **Astor Broadcast Group** of Carlsbad, California, has been considered, evaluated, and discussed by the District's communications department and the staff of KKSM-AM;

**NOW THEREFORE BE IT RESOLVED, That** the Palomar Community College District hereby rejects the proposal by Astor Broadcast Group of Carlsbad, California, to enter into a local marketing agreement and to allow Astor to use a portion of the prime-time broadcast time of KKSM-AM for its own programming, with the understanding that this rejection shall be without prejudice to later discussions between the District and Astor Broadcast Group that may lead to other, less restrictive understandings and agreements.

9. **RECOMMENDATION: ACTION - APPROVE PLANS AND SPECIFICATIONS FOR SPRINT INSTALLATION AT HOWARD BRUBECK THEATRE**

**BE IT RESOLVED, That**, in accordance with the intent of the prior approval given by the Palomar Community College District to Sprint for the installation of an antenna on the Howard Brubeck Theatre, with supporting equipment on the ground at the rear of said facility, and subject to the critique and recommendations of the Director of Facilities of the District, and the comments of the Division of the State Architect, the final plans and specifications for the Sprint Project as revised on March 29, 2000, to address the aforesaid recommendations and comments, be and are hereby approved, and construction of said installation is authorized to proceed. **Exhibit I-9**

10. **RECOMMENDATION: ACTION - REVIEW AND APPROVE CASH ACCOUNT EXPENDITURES FROM PALOMAR COLLEGE FOOD SERVICES JANUARY THROUGH MARCH, 2000**

**BE IT RESOLVED, That**, pursuant to the resolution of the Governing Board of the Palomar Community College District providing for review and approval on a sixty-day (60) basis, the purchase transactions of the District food service operations, for the period January 1, 2000, through March 31, 2000, and as detailed in the Check Register that is filed in support hereof, be and are hereby reviewed, ratified, and approved. **Exhibit I-10**

11. **RECOMMENDATION: ACTION - ACCEPT GRANT FROM THE LEAGUE FOR INNOVATION IN THE COMMUNITY COLLEGE AND APPROVE AGREEMENT WITH VANGUARD LEARNING COLLEGES**

**BE IT RESOLVED, That** the Palomar Community College District hereby accepts a grant in the amount of Thirty Thousand Dollars (\$30,000.00) from the League for Innovation in the Community College and approves an agreement with Vanguard Learning Colleges for the District to join 11 other community colleges as Vanguard Learning Colleges.

Vanguard Colleges will be incubators and catalysts for other education institutions around the world to assist them to transform into more learning-centered institutions.

**Exhibit I-11**

12. **RECOMMENDATION: ACTION - ACCEPT INCREASE OF 1999-2000 CARL D. PERKINS VTEA, TITLE I-C FUNDS**

**BE IT RESOLVED, That** the Carl D. Perkins VTEA, Title I-C funds allocated for the 1999-2000 fiscal year, be increased in the amount of Five Hundred Fifty Dollars (\$550.00) for a total final allocation of Three Hundred Twenty-Eight Thousand, Two Hundred Fifty-Four Dollars (\$328,254.00), are hereby accepted by the Palomar Community College District.

**Exhibit I-12**

13. **RECOMMENDATION: ACTION - ACCEPT AND APPROVE CHANGE ORDER #1 FOR HOWARD BRUBECK THEATRE AND M-BLDG. HVAC RENOVATIONS**

**BE IT RESOLVED, That** the Governing Board of the Palomar Community College District approve Change Order #1, in the amount of \$23,546.00, pertaining to the Howard Brubeck Theatre and M-Bldg. HVAC Renovations; in accordance with the original contract approved by the Governing Board on September 14, 1999, as detailed in the accompanying memorandum in support hereof. Funding for this change order is from Account Numbers 565500-41-542100-71400-10-2000-0841300 (50%) and 565500-41-542100-71400-10-2000-1641400 (50%). **Exhibit I-13**

14. **RECOMMENDATION: ACTION - ACCEPT REBATE FROM U. S. ENVIRONMENTAL PROTECTION AGENCY AS A DE MINIMIS SETTLER OF CASMALIA DISPOSAL SITE SETTLEMENT AND REBATE THE CHANCELLOR'S OFFICE LIKE AMOUNT**

**WHEREAS,** the Palomar Community College District authorized the settlement of a disputed claim involving a toxic-waste disposal site, commonly known as the Casmalia Disposal Site; and,

**WHEREAS,** the previous de minimis settlement authorized by the District resulted in the payment by the District of the sum of \$6,745.00, which funds were transmitted to the Custodian for the Casmalia Resources Site on March 3, 1999; and

**WHEREAS,** the Chancellor's Office, California Community Colleges, reimbursed the District for its settlement funds in the amount of \$6,745.00 as cost mandated by a federal agency; and,

**WHEREAS,** on or about April 7, 2000, the District received notice from the U.S. Environmental Protection Agency that, following a review by the Agency, the amount of the District's contribution as a de minimis settler, has been reduced by \$2,320.00, and funds in that amount have been delivered to the District;

**NOW THEREFORE BE IT RESOLVED, That** the Palomar Community College District acknowledges the reduction in its required settlement amount as a de minimis settler in the Casmalia matter, accepts the rebate in the amount of \$2,320.00 and directs that said funds be deposited into the applicable District account and that a like amount be credited to the Chancellor's Office, California Community Colleges, from which source the District has been reimbursed for the earlier and larger settlement amount of \$6,745.00. **Exhibit I-14**

15. **RECOMMENDATION: ACTION - DECLARE CERTAIN COMPUTER HARDWARE AND ACCESSORIES AS SURPLUS, AND AUTHORIZE LOCAL AUCTION**

**BE IT RESOLVED**, That the computer hardware and accessories of the Palomar Community College District, set forth in detail in the accompanying memorandum dated April 12, 2000, the terms of which are incorporated herein by this reference, are declared surplus, and shall be offered for sale at a local public auction to be conducted by District staff on May 12, 2000, in accordance with District Procedure 552 and California Education Code Section 81450. **Exhibit I-15**

16. **INFORMATION: PROPOSED REVISION OF BP 102, SEXUAL HARASSMENT**

**BE IT RESOLVED**, That the Palomar Community College District's Sexual Harassment Policy 102 be revised as indicated below:

**BP 102  
Sexual Harassment**

**A. Introduction**

~~Sexual harassment of students or employees in the academic and work environments violates both federal and state law and this District Policy, and it will not be tolerated. It also violates federal and state law and this Policy to retaliate against any individual for filing a complaint of sexual harassment, or for participation in the investigation or resolution of a formal or informal, written or oral, complaint of sexual harassment.~~

It is the policy of the Palomar Community College District, in keeping with efforts to establish and maintain an environment in which the dignity and worth of all members of the college community are respected, that sexual harassment of students and employees is unacceptable conduct and will not be tolerated.

This Policy applies to the unlawful harassment of any student on the basis of sex by any employee of the District including, but not limited to, classroom conditions, grades, academic standing, scholarships, recommendations, employment opportunities, disciplinary action, or any other aspect of college life within the control of the District or its employees.

This Policy also applies to the unlawful sexual harassment of any employee with respect to all terms and conditions of employment with the District, including but not limited to hiring, placement, evaluation, promotion, disciplinary action, layoff, recall, transfer, leaves of absence, training opportunities, compensation, work assignments, and hours of work, shifts, or workload.

~~No other policy, contract, or other agreement of the District shall be construed to supersede, modify, or to be inconsistent with this Policy.~~

~~Faculty and staff members~~ Employees and students who violate this Policy may be subject to corrective measures and to disciplinary action up to and including termination of employment. Students who violate this Policy may be subject to corrective measures, including discipline, up to and including expulsion.

**B. Dissemination of Policy**

This Policy shall be posted in prominent locations on the college campuses and in the District Office, incorporated into orientation materials for new students, and for new and current faculty and staff. Questions regarding this Policy should be directed to the Assistant Superintendent/Vice President, Human Resources and Affirmative Action.

**C. Definitions**

1. **Sexual harassment** is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, written, or physical conduct of a sexual nature, ~~when:~~ It occurs when:
  - ~~2.~~ a. Submission to the conduct is procured by force, threat, intimidation, trick or surprise, or is made a term or condition of an individual's employment, or status as a student;
  - ~~3.~~ b. Submission to the conduct or rejection or avoidance of the conduct by an individual in the making of employment or academic decisions regarding that individual is used as a basis for a positive or adverse decision or one which maintains the status quo;
  - ~~4.~~ c. The conduct is intended to and/or does interfere with or have a negative effect on the individual's work or educational performance, or creates an intimidating, hostile or offensive educational or work environment; or
  - ~~5.~~ d. The conduct takes place in the presence of another, or others, between people of the same or different gender and fits one of the above definitions. The presence of another, or others, includes e-mail, voice mail, as well as written material.

~~D.~~

2. **Forms of Sexual Harassment**

- ~~4.~~ a. "Quid pro quo" sexual harassment occurs when a person in a position to effectively recommend, grant, deny, or adversely effect the terms or conditions of employment or a student's status, educational, or career opportunities, offers or suggests that such effects are conditional on an individual's willingness to engage in or tolerate the unwelcome sexual conduct.
- ~~2.~~ b. "Hostile environment" sexual harassment occurs when the unwelcome sexual conduct is sufficiently severe or pervasive so as to alter the conditions of an individual's learning or work environment, unreasonably interfere with an individual's academic or work performance, or create an intimidating, hostile, or abusive learning or work environment.

~~E.D.~~ **Examples of Prohibited Sexual Harassment**

1. **Verbal harassment** – Includes, but is not limited to, unwelcome derogatory comments, remarks, slurs, jokes or innuendo based on sex or of a sexual nature and may include, but is not limited to, unwelcome sexual comments, obscenities or innuendo regarding an individual's body, physical appearance, attire, sexual prowess, marital status or sexual orientation; unwelcome or repeated flirting, or proposals to meet, date, or engage in conversations which include the verbal statements defined above; demands for sexual favors, or verbal abuse, threats or intimidation of a sexual nature; or patronizing or ridiculing statements which convey derogatory attitudes toward or are demeaning to a particular gender.
2. **Physical harassment** - Includes, but is not limited to, unwelcome and offensive touching, assault, impeding or blocking free movement, attempting to kiss or kissing, patting, stroking, grabbing, or invading the space of another; pinching, leering, ~~staring~~, unnecessarily brushing against, whistling or making sexual signs or gestures toward or in the presence of another.

3. **Visual harassment** - Includes, but is not limited to, the display or circulation of sexually derogatory, demeaning, or offensive posters, pictures, cards, cartoons, graffiti, drawings, or gestures; or reading sexually derogatory materials, computer graphics or electronic media transmission.
4. **Solicitation of sexual favors** - Includes, but is not limited to, unwelcome sexual advances, demands, suggestions or requests for sexual acts or favors.

**F.E. Sexual Harassment in the Classroom.**

~~Faculty members, students and staff are on notice that sexual harassment of students by instructors or other employees may take any of the forms identified above and may also occur in the classroom. In addition, sexual harassment may result from a teaching style which includes a significant or exaggerated focus on sexually explicit materials, jokes, innuendo, language, obscenities or subjects, particularly where the materials, jokes, subjects, innuendo, language or obscenities is/are unrelated to or only marginally related to a necessary part of the curriculum, or are completely unnecessary in order to teach skills, or convey information. If a faculty member wishes to use sexually explicit material in the classroom to stimulate dialogue, as a part of classroom materials or lessons, or as a teaching style or technique, the faculty member should first review such uses with an administrator in order to assure that the material and/or style, technique, or the manner in which used does not violate this Policy. This Policy supersedes any inconsistent policy or practice regarding academic freedom and, any such policy or practice shall not be construed to be in conflict with this Policy.~~

**G.F. E. Complaints of Sexual Harassment**

Complaints of sexual harassment filed by students or employees will be investigated and resolved in accordance with the Sexual Harassment Complaint Procedure set forth in Section II herein. If the investigation results in a determination that disciplinary action or corrective measures are necessary or appropriate, the District, in its sole discretion, may impose such action or measures in accordance with law which may include, but is/are not limited to, warning, reprimand, suspension without pay, dismissal or any other preventive or corrective measure deemed appropriate by the District.

**H.G. F. District Responsible Officer**

The District Assistant Superintendent/Vice President of Human Resources and Affirmative Action is the District Responsible Officer ("Responsible Officer") who is responsible for receiving complaints of sexual harassment, coordinating the timely investigation and resolution of such complaints in accordance with this Policy, and assuring compliance with all state and federal complaint procedures and reporting requirements. The Responsible Officer shall take steps to assure the confidentiality of complaints, and that access to complaint and investigative information is confined to those individuals and entities with a need to know, or where the information is otherwise permitted or required to be released in accordance with law.

**I.H. G. Sexual Harassment Complaint Investigators**

The District Responsible Officer and/or designee(s) shall investigate singularly or in a team only those complaints which are not resolved at the informal complaint level and which, additionally, do not identify as the harasser a supervisor or administrator in a position superior to that of any designated investigator(s). Where appropriate, the Responsible Officer may recommend that the Governing Board appoint another person or organization not employed by the District to conduct the investigation under contract with the District. Neither the Responsible Officer nor any investigator will be appointed to investigate any complaint in which the officer or investigator is named as a percipient witness, is accused in the complaint of sexual harassment or retaliation, as defined above, or is otherwise implicated by the allegations in the complaint.

**J. INSTRUCTIONAL/OPERATIONAL REPORTS**

**K. PERSONNEL**

**1. RECOMMENDATION: ACTION – APPROVE CLASSIFIED EMPLOYMENT**

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

- a.     Name:           **MICHEALE WHITE**  
Position:       Library Media Technician I  
Department:    Library Media Center, Pauma Education Center  
Position #:     006105           New?:           Yes  
Remarks:       Approved on 2/22/00, PFE funded.  
Sal Rng/Stp:   11/1           **Salary:        \$460.16/month**  
% of position: 25%           # of Mos:       10  
Effective:      May 1, 2000  
Acct #(s)      S-212200-317100-61200-0611400/100%  
**Note:**        Normal work schedule: Monday/Tuesday, 1:00 p.m. – 6:00 p.m.
- b.     Name:           **PATRICIA J. TRUJILLO**  
Position:       Senior Library Media Technician  
Department:    Library/Media Center  
Position #:     005050           New?:           No  
Remarks:       Replacement for Peggy Nimmo  
Sal Rng/Stp:   19/1           **Salary:        \$2,237.87/month**  
% of position: 100%       # of Mos:       12  
Effective:      May 1, 2000  
Acct #(s)      A-212200-317100-61200-0000000/100%  
**Note:**        Normal work schedule: Monday – Thursday, 11:30 a.m. – 9:00 p.m.; Saturday, 8:30 a.m. – 1:00 p.m. 3% differential paid for hours worked between the hours of 6:00 p.m. and 10:00 p.m.
- c.     Name:           **LASEA USINI**  
Position:       Assessment Assistant  
Department:    Counseling, Guidance and Career Development  
Position #:     005740           New?:           No  
Remarks:       Replacement for Carolyn McConnell. This is a transfer for Ms. Usini.  
Sal Rng/Stp:   16/2           **Salary:        \$2,184.14/month**  
% of position: 100%       # of Mos:       12  
Effective:      May 1, 2000  
Acct #(s)      A-212200-462100-63100-0000000/100%
- d.     Name:           **DAVID J. CLAYTON**  
Position:       Instructional Computer Lab Technician  
Department:    Escondido Education Center  
Position #:     006110           New?:           Yes  
Remarks:       Approved on 3/28/00, PFE funded.  
Sal Rng/Stp:   25/1           **Salary:        \$2,590.85/month**  
% of position: 100%       # of Mos:       12  
Effective:      \_\_\_\_\_  
Acct #(s)      B-222000-354200-49300-0611400/100%  
**Note:**        Normal work schedule: Monday – Thursday, 1:00 p.m. – 10:00 p.m.; Friday, 8:00 a.m. – 5:00 p.m. 3% differential paid for hours worked between the hours of 6:00 p.m. and 10:00 p.m.

2. **RECOMMENDATION: ACTION – APPROVE ACADEMIC EMPLOYMENT**

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

- a. Name: **SUSAN B. ZOLLIKER**  
Position: Assistant Professor  
Department: English  
Position #: 005998      New?: Yes  
Remarks: Approved on 2/23/99, PFE funded  
Sal Rng/Stp: C/7      **Salary: \$4,732.15/month**  
% of position: 100%      # of Mos: 10  
Effective: August 18, 2000  
Acct #(s) A-324200-15010-111000-0611400/100%
- b. Name: **CRAIG B. THOMPSON**  
Position: Assistant Professor  
Department: English  
Position #: 005999      New?: Yes  
Remarks: Approved on 2/23/99, PFE funded  
Sal Rng/Stp: G/1      **Salary: \$4,374.06/month**  
% of position: 100%      # of Mos: 10  
Effective: August 18, 2000  
Acct #(s) A-324200-15010-111000-0611400/100%
- c. Name: **JON S. PANISH**  
Position: Assistant Professor  
Department: English  
Position #: 006098      New?: Yes  
Remarks: Approved on 2/8/2000, PFE funded  
Sal Rng/Stp: G/1      **Salary: \$4,374.06/month**  
% of position: 100%      # of Mos: 10  
Effective: August 18, 2000  
Acct #(s) A-324200-15010-111000-0611400/100%

3. **RECOMMENDATION: ACTION - APPROVE CLASSIFIED RECLASSIFICATION**

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

- a. **Position: GRAPHICS SPECIALIST I**  
Department: Graphic Communications  
Name: Vacant  
Position #: 005367      New?: No  
Remarks: Position was Graphics Specialist II, grade 23.  
Effective: July 1, 2000  
% of position: 100%      # of Mos: 12  
Sal Rng/Stp: **21/1**      **Salary: \$2,349.56/month**  
Acct #(s): A-212200-355100-67750-0000000/100%

4. **RECOMMENDATION: ACTION - APPROVE LEAVES OF ABSENCE**

- a. **BE IT RESOLVED, That CYNTHIA WATSON**, Associate Professor, English as a Second Language, be granted a 100% Medical Leave of Absence **without pay and with benefits**, effective March 24, 2000, through May 19, 2000.
- b. **BE IT RESOLVED, That CYNTHIA J. SMITH**, Academic Department Assistant, Reading Services, be granted a 100% Family Leave Leave of Absence **without pay and with benefits**, effective April 15, 2000, through April 30, 2000.

**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 Designated Representatives regarding negotiations with CCE/AFT, pursuant to Government Code Section 54957.6.
3. Conference with Designated Representatives regarding discussion with Unrepresented Employees - Faculty, pursuant to Government Code 54957.6.
4. Conference with Designated Representatives regarding discussion with All Other Unrepresented Employees, pursuant to Government Code 54957.6.

**O. RECONVENE TO OPEN SESSION**

**P. ADJOURNMENT**