



GOVERNING BOARD AGENDA
REGULAR MEETING, GOVERNING BOARD
PALOMAR COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD ROOM, STUDENT SERVICES CENTER
COLLEGE CAMPUS
SAN MARCOS, CALIFORNIA
TUESDAY, MAY 9, 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.

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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 25, 2000, be approved.

CONSENT CALENDAR

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.

GIFTS

1. **RECOMMENDATION: ACTION – ACCEPTANCE OF GIFTS**

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

- a. Mita DC-4086 copier for use in Student Activities Office, donated by **Coast Imaging Systems**, 10170 Huennekens Street, San Diego, California 92121. No cash value estimated by donor.
- b. Flowers to be planted on campus, donated by **Altman Specialty Plants**, 3742 Blue Bird Canyon Road, Vista, California 92084. Total cash value as estimated by donor is \$1,363.20.

TRAVEL

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

BE IT RESOLVED, That travel expenses for the following person be approved/ratified:

- a. **George R. Boggs, Ph.D.**
 - Advanced Funds? Yes
 - For: Transportation, parking, meals, lodging, registration, miscellaneous
 - To attend: ACCT Western/Pacific Region Seminar
 - Location: San Antonio, Texas
 - Date: June 14 – 17, 2000
 - Amount: \$1,491.00
 - Budget Acct. No.: 575100-11-211100-66200-10-2000-0000000

- b. **Robert L. Dougherty, Jr., M.D.**
Advanced Funds? Yes
For: Mileage, parking, meal, registration,
To attend: San Diego County School Boards Association
Location: San Diego, California
Date: May 17, 2000
Amount: \$51.00
Budget Acct. No.: 575200-11-111100-66100-10-2000-0000000

PAYROLL

3. **RECOMMENDATION: ACTION – APPROVE FEBRUARY PERSONNEL ACTIONS REPORT**

BE IT RESOLVED, That the Governing Board hereby approves the Personnel Actions Report for the month of February, 2000. Exhibit D-3

4. **RECOMMENDATION: ACTION – APPROVE MARCH PERSONNEL ACTIONS REPORT**

BE IT RESOLVED, That the Governing Board hereby approves the Personnel Actions Report for the month of March, 2000. Exhibit D-4

FISCAL SERVICES

5. **INFORMATION: NARRATIVE FOR FINANCIAL REPORTS**

Memo from Lois Meyer, Director, Fiscal Services. Exhibit D-5

6. **RECOMMENDATION: ACTION – APPROVE CALIFORNIA COMMUNITY COLLEGES QUARTERLY FINANCIAL STATUS REPORT (CCFS-311Q)**

BE IT RESOLVED, That the California Community Colleges Quarterly Financial Status Report (CCFS-311Q) for quarter ended March 31, 2000, be approved. Exhibit D-6

COUNSEL, CONTRACTS

7. **RECOMMENDATION: ACTION - REVIEW AND APPROVE CONTRACTS AND AGREEMENTS MADE FOR PRIOR SIXTY (60) DAYS**

BE IT RESOLVED, That all contracts and agreements for the period March 1, 2000, through April 30, 2000, and entered into on behalf of the Palomar Community College District, pursuant to Resolutions 96-18423 and 96-18424, adopted June 24, 1997, as detailed on the information spreadsheet lodged in support hereof, the terms of which are incorporated herein, be and are hereby reviewed and approved. Exhibit D-7

BUSINESS SERVICES

8. RECOMMENDATION: ACTION - APPROVE DESTRUCTION OF RECORDS

BE IT RESOLVED, That approval be given to the **destruction** of the following **duplication and mail records** totaling 15.3 cubic feet:

Duplication:

Duplication Bills
Duplication Records/Invoices
Transparency Billing
Duplication Order Forms:
 A Machine
 B Machine
 C Machine
 F Machine

Postage:

Bulk Mail Account Records
Cash Register Tapes
Federal Express Billing Records
Firm Mailing Books: Certified
Postage Billing Records
Postage Due Statements
Postage Records
Postage Meter Tapes
UPS Billing Records

Miscellaneous:

Check Receipt Records

PERSONNEL

9. 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. **JULIE A. ANGUIANO**, Education Center Assistant, Camp Pendleton Education Center, effective May 5, 2000 (last day worked 5/4/00).
- b. **DIANE J. HAWKINS**, Master Teacher, Child-Development Center, effective May 3, 2000 (last day worked 5/2/00).
- c. **CYNTHIA J. SMITH**, Academic Department Assistant, Reading Services, effective April 15, 2000 (last day worked 4/8/99; employee has been on personal leave and on half-pay sick leave).

10. RECOMMENDATION: ACTION – GRANT EQUIVALENCY FOR DISCIPLINES

BE IT RESOLVED, That, on the recommendation of the Faculty Senate Equivalency Committee, the following individual be granted **equivalency** to minimum qualifications for the discipline listed:

Tsao, Jesse – Community Education

11. 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

COMMUNITY EDUCATION

Tsao, Jesse	Community Education (non-credit) M.S., Economics 20 years of experience	\$34.65
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MATHEMATICS

Nacozy, Francis	Mathematics B.S., Physics M.A., Mathematics	\$34.65
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Smith, Robert F.	Mathematics Instructor Credential: Mathematics B.A., Mathematics M.S., Mathematics	\$34.65
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VOCATIONAL PROGRAMS

Price, Gwen	Supervision A.A., Speech B.A., Speech Communication M.A., Speech Communication	\$34.65
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SUMMER, 2000

GRAPHIC COMMUNICATIONS

Bass, Rodney	Graphic Communications A.A., Commercial Art B.F.A., Graphics/Packaging	\$33.54
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**Resumption of
REGULAR AGENDA**

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 **David Viar, CCLC**, announcing the results of the CCCT Board of Directors election. **Exhibit G-1**

H. UNFINISHED BUSINESS

1. RECOMMENDATION: ACTION - APPROVE PARKING FEE INCREASE PROPOSAL

BE IT RESOLVED, That the Governing Board of the Palomar Community College District approves **parking fee increases** as follows:

	Fall '00	Spq '01	Sum '01	Fall '01	Spq '02	Fall '02	Fall '03
Student	27.50			30.00		32.50	35.00
Motorcycle	7.00	8.00	9.00	10.00			
Wellness – 6 mo.	22.00	24.00		26.00	28.00		
Wellness – monthly	5.50	6.00		6.50	7.00		
Daily	2.00						

2. RECOMMENDATION: ACTION - APPROVE 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.

I. NEW BUSINESS

1. RECOMMENDATION: ACTION - APPROVE EXPRESSION OF APPRECIATION TO STUDENT TRUSTEE

BE IT RESOLVED, That the members of the Governing Board of the Palomar Community College District do hereby express their sincere appreciation to **DIANE J. VASQUEZ**, who has served as President of the Associated Student Government and Student Trustee from November 9, 1999, through May 9, 2000, and who, throughout her tenure in office, has rendered outstanding service and provided responsible leadership, and who, as a result, has accomplished a great deal for the betterment of the students at Palomar College.

2. RECOMMENDATION: ACTION - IN EVENT OF TIE VOTE, DETERMINE GOVERNING BOARD MEMBER ELECTION WINNER OR WINNERS BY LOT; CANDIDATES TO PAY ALL CHARGES; AND 200-WORD MAXIMUM ON CANDIDATE'S STATEMENT

BE IT RESOLVED, That for the purposes of the November 7, 2000, regular Governing Board member elections, the Governing Board of the Palomar Community College District has established the following **election regulations**:

Tie Vote Procedures (Education Code Section 5016, BP 9.4)

- Winner(s) determined by lot
 Runoff election to be called

Costs of Candidate's Statement (Elections Code Section 13307, BP 9.3)

- Candidate to pay all charges
 District will pay charges

- 200-word maximum
 400-word maximum (WILL DOUBLE THE COST)

3. **RECOMMENDATION: ACTION – APPROVE RESOLUTION REQUESTING
TEMPORARY TRANSFER OF FUNDS**

WHEREAS, the California Constitution, Article XVI, Section 6, and Education Code Section 85220 provide that the **Treasurer of the County** shall have the power and it shall be his duty to make such **temporary transfer from the funds** in his custody as may be necessary to provide funds for meeting the obligations incurred for maintenance purposes by any district whose funds are in his custody and are paid out solely through his office; such temporary transfer of funds shall be made only upon resolution adopted by the governing board of the County to make such temporary transfer; such temporary transfer of funds shall not exceed 85% of taxes accruing to the district, shall not be made prior to the first day of the fiscal year nor after the last Monday in April of the current fiscal year, and shall be replaced from the taxes accruing to such district before any other obligation of the district is met from such taxes; and

WHEREAS, on June 27, 2000, the Governing Board will:

[XXX] Adopt a tentative budget

[] Adopt its final budget

for this district for the fiscal year 2000-2001, pursuant to the provisions of the Education Code Sections 85000 et seq., and taxes accruing to the district for said fiscal year are estimated to be \$28,562,920 and 85% of said taxes is \$24,278,482; and

WHEREAS, taxes accrued to this district during the 1999-2000 fiscal year were \$28,002,863; and

WHEREAS, it is necessary to provide funds for meeting the obligations incurred for maintenance purposes by this district; and

NOW, THEREFORE, IT IS RESOLVED AND ORDERED, pursuant to the provisions of the California Constitution, Article XVI, Section 6, and Education Code Section 85220 as follows:

- (1.) The Board of Supervisors of the County of San Diego is requested to direct the Treasurer of the County of San Diego to make a temporary transfer from the funds in his custody to this district during the 2000-2001 fiscal year to meet obligations incurred for maintenance purposes in the amount of:
 - (a) \$ 4,127,342 for the period from July 1 until August 31, not to exceed 17% of the authorized limit.
 - (b) \$20,151,140 after August 31, but not to exceed a total of 85% of taxes accruing to the district. This amount represents the total available temporary transfer approved by the governing board for the 2000-2001 fiscal year inclusive of the 17% shown in (a) above.

- (2.) If directed by the Board of Supervisors, funds will be transferred to this district by the Treasurer of the County of San Diego in sums as requested by the District Superintendent and certified by him/her to be necessary to provide funds for meeting the obligations incurred for maintenance purposes by the district not to exceed the maximum amount herein specified, provided the Treasurer determines that funds in his custody are available for such transfers.
- (3.) The Clerk/Secretary of this Board is directed to file a copy of this resolution with the Board of Supervisors, the County Superintendent of Schools, the County Auditor and Controller, and the County Treasurer-Tax Collector.

PASSED AND ADOPTED by the Governing Board of the Palomar Community College District, County of San Diego, State of California, this 9th day of May, 2000, by the following vote:

AYES:
NOES:
ABSENT:

**STATE OF CALIFORNIA)
COUNTY OF SAN DIEGO)**

I, Michele T. Nelson, Secretary of the Governing Board of the Palomar Community College District, County of San Diego, State of California, do hereby certify that the foregoing is a true copy of a resolution adopted by said Board at a meeting thereof, at the time and by the vote therein stated, which original resolution is on file in the office of said Board.

Date

Secretary of the Governing Board

4. **RECOMMENDATION: ACTION – APPROVE EXTENSION OF CONSULTANT AGREEMENT FOR GENERAL OBLIGATION BOND FEASIBILITY STUDY**

BE IT RESOLVED, That the agreement between the Palomar Community College District and the **Lew Edwards Group** to assist the District in conducting a feasibility study regarding a possible General Obligation Bonds ballot measure in November, 2000, to raise needed funds for capital improvement projects be and is hereby **extended** for the period **May 1, 2000, through July 31, 2000**. Consultant shall not charge a fee to the District for this additional service; but the District, in consideration for these additional services from Consultant, agrees to reimburse Consultant for travel expenses incurred in response to requests of the District for services and personal meetings, including airfare (estimated at \$240 roundtrip); rental car (\$40 per trip); and hotel (\$100 per night) and nominal office faxes and long-distance phone calls (estimated at \$100 per month). Funding for these expenses will be from Account No. 795000-11-111100-66100-10-2000-0000000.

5. **RECOMMENDATION: ACTION - DECLARE EQUIPMENT SURPLUS AND AUTHORIZE SALE AT COUNTY AUCTION**

BE IT RESOLVED, That the Governing Board of the Palomar Community College District hereby declares the equipment and other items identified in the attached memorandum, the terms of which are, by this reference, incorporated herein as **surplus**, in accordance with California Education Code Section 81450; and,

BE IT FURTHER RESOLVED, That the aforesaid surplus equipment and other items shall be disposed of by sale at **action** to be held by the County of San Diego in accordance with California Education Code Section 81451 and Palomar Community College District, Board Procedure No. 552. **Exhibit I-5**

6. **RECOMMENDATION: ACTION - RECEIVE BIDS ON SHADE STRUCTURES FOR CHILD-DEVELOPMENT CENTER/ESCONDIDO CENTER, DECLARE LOWEST BIDDER, AND AUTHORIZE CONTRACT SUBJECT TO RECEIPT OF ALL REQUIRED BONDS, INSURANCE, AND CERTIFICATIONS**

BE IT RESOLVED, That the Palomar Community College District received competitive bids from the following contractors and for the amounts stated in the memorandum filed in support hereof, the terms of which are incorporated herein in full, on May 9, 2000, and in response to its advertised bid for **shade structures** at the **Child-Development Center /Escondido Center**.

BE IT FURTHER RESOLVED, That the bid of _____, of _____, in the aforesaid sum of \$_____ is hereby declared the lowest responsive bidder, and a contract is hereby authorized with said company for this amount, subject to receipt by the District of all bonds, insurance certificates, certifications, and positive references. The contract shall be funded from Account No. 610000-41-364300-71400-11-2000-0611400. **Exhibit I-6 will be distributed at Board meeting.**

7. **RECOMMENDATION: ACTION - RECEIVE BIDS ON STUDENT SERVICES CENTER/TELECOMMUNICATIONS-DATA SYSTEMS, DECLARE LOWEST BIDDER, AND AUTHORIZE CONTRACT SUBJECT TO RECEIPT OF ALL REQUIRED BONDS, INSURANCE, AND CERTIFICATIONS**

BE IT RESOLVED, That the Palomar Community College District received competitive bids from the following contractors and for the amounts stated in the memorandum filed in support hereof, the terms of which are incorporated herein in full, on May 4, 2000, and in response to its advertised bid for **Student Services Center/Telecommunications-Data System**.

BE IT FURTHER RESOLVED, That the bid of _____, of _____, in the aforesaid sum of \$_____ is hereby declared the lowest responsive bidder, and a contract is hereby authorized with said company for this amount, subject to receipt by the District of all bonds, insurance certificates, certifications, and positive references. The contract shall be funded from Accounts No. 56500-41-542100-71400-10-2000-0841300 and 56500-41-542100-71400-10-2000-1641400. **Exhibit I-7 will be distributed at Board meeting.**

8. **RECOMMENDATION: ACTION - ACCEPT AND APPROVE CHANGE ORDER #7 FOR INFRASTRUCTURE REPLACEMENT/UPGRADE PROJECT**

BE IT RESOLVED, That the Governing Board of the Palomar Community College District hereby approves **Change Order #7**, in the amount of \$212,712.97, 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-8**

9. **RECOMMENDATION: ACTION - APPROVE AGREEMENT FOR THE CAL-CARD PROGRAM VIA MASTER SERVICES AGREEMENT WITH THE DEPARTMENT OF GENERAL SERVICES, STATE OF CALIFORNIA, I.M.P.A.C. GOVERNMENT SERVICES, A DIVISION OF U.S. BANK**

BE IT RESOLVED, That the Palomar Community College District hereby approves the acquisition of the **CAL-Card Program**, via a Master Services Agreement (DGS MSA 5-96-CC-01) between the State of California, Department of General Services, and I.M.P.A.C. Government Services, a division of U.S. Bank National Association, (hereinafter the "Program") effective May 10, 2000, and for a minimum of six (6) months thereafter, subject to termination by the District upon sixty (60) days' prior written notice of termination at any time after this initial six- (6) month period.

BE IT FURTHER RESOLVED, That the Governing Board of the Palomar Community College District hereby consents to the use of the official logo of the District on all CAL-Cards issued to designated employees of the District for the sole purpose of identifying the Program card for official use only; in addition, the District declares that said Cards shall be used for official District purchases only, and shall not be used for individual or consumer purchases nor to incur consumer debt.

BE IT FURTHER RESOLVED, That the Governing Board of the Palomar Community College District hereby designates Kenneth Jay, Director of Business Services of the District, its agent for the Program, and hereby authorizes him to provide all documents and accountings, execute all documents, and authorize all payments required to carry out the Program under the Master Services Agreement and Addendum thereto. **Exhibit I-9**

10. **RECOMMENDATION: ACTION – APPROVE CAMPUS PARTICIPATION AGREEMENT WITH OFFICE DEPOT, INC., BUSINESS SERVICES DIVISION, THROUGH STATE OF CALIFORNIA CONTRACT NUMBER M970052**

BE IT RESOLVED, That the Palomar Community College District hereby approves a **Campus Participation Agreement** (hereinafter the “Agreement”) with **Office Depot, Inc., Business Services Division**, under the Master Enabling Agreement between Office Depot and the State of California, Contract Number M970052, effective May 1, 2000, and through March 8, 2002, for the purchase of office products and supplies using credit cards, purchase orders, and electronic “Web-Based” systems.

BE IT FURTHER RESOLVED, That the Palomar Community College District hereby designates Kenneth Jay, Director of Business Services of the District, its agent for the aforesaid Agreement, and hereby authorizes him to provide all documents and accountings, execute all documents, including but not limited to the Agreement, and authorize all payments required to purchase from two product categories, identified under said Agreement as Category A and Category B, with the only exception whereby the District shall be allowed to purchase items from alternative sources being when the item is not available through Office Depot. **Exhibit I-10**

11. **RECOMMENDATION: ACTION - APPROVE CHANGE IN CONTRACT ADMINISTRATION AND UNDERWRITER FOR APPLE PLAN FOR PART-TIME, HOURLY, AND TEMPORARY EMPLOYEE RETIREMENT**

WHEREAS, the Palomar Community College District contracts with Keenan and Associates (hereinafter “Keenan”) as a broker of insurance, annuity, and related products and services; and,

WHEREAS, Keenan negotiated and put in place the agreement between the District and PricewaterhouseCoopers (PwC) to provide contract administration for the Accumulation Program for Part-time and Limited-service Employees (APPLE) program for part-time, hourly, seasonal, and temporary service employees, offered by the District to its employees in these classifications (hereinafter the “Program”); and,

WHEREAS, Keenan was dissatisfied with the level of service given by PwC and, in particular, by the management fees charged by PwC for the APPLE program, causing Keenan to investigate other options for the management of Program funds, including costs of management and contract administration for the Program; and,

WHEREAS, Keenan believes that it has brokered a more beneficial arrangement with Americo/PCA and Great Southern Life Insurance Company for the operation and management of the Program, leading to a greater return on the District’s employees’ retirement funds deposited under the Program and is recommending this arrangement to the District;

NOW, THEREFORE, BE IT RESOLVED, That, based upon a recommendation from its broker, Keenan, the Palomar Community College District hereby approves of the taking over of the administration and underwriting of the APPLE program, with the administration of the program being taken over by Americo Retirement Services/Pension Consultants & Administrators, Inc. (Americo/PCA), and the underwriting to be provided by Great Southern Life Insurance Company of Dallas, Texas (hereinafter "Great Southern").

BE IT FURTHER RESOLVED, That There will be a two- (2) percent management fee computed against the total plan assets on an annual basis and billed directly to the District. There will be no annual fees, no participant fees, and no check-charge fees charged to the District or its employees as there were under the PwC agreement, at least for the first plan year. Technical support service fees are subject to re-negotiation on the anniversary date of the Agreement with Pension Consultants and Administrators, Inc., for FICA Alternative Plan administration, but Keenan assures the District that these technical support service fees are not likely to change or increase in the near future.

BE IT FURTHER RESOLVED, That Jack Miyamoto, Ed.D., Assistant Superintendent/Vice President for Human Resources and Affirmative Action of the District, is hereby designated as the agent of the District to coordinate this taking over with Keenan and Associates; and Dr. Miyamoto is hereby authorized and directed to execute all documents, statements, applications, powers of attorney, forms, and any and all other documents necessary to accomplish this taking over of the APPLE administration and underwriting. **Exhibit I-11 will be distributed at Board meeting.**

12. **RECOMMENDATION: ACTION - APPROVE APPLICATION TO THE FEDERAL COMMUNICATIONS COMMISSION FOR SATELLITE SPACE AND EARTH STATION AUTHORIZATION - CCCSAT**

BE IT RESOLVED, That the Palomar Community College District hereby authorizes the completion and submission in its name of an application (FCC Form 312) to the **Federal Communications Commission** in Washington, D.C., for **satellite space and earth station authorization** pursuant to Title 47, Code of Federal Regulations, Parts 1 & 25, respectively, to operate the **California Community College Satellite Network (CCCSAT)** under the rules and regulations of the FCC; and

BE IT FURTHER RESOLVED, That Sherilyn Hargraves, Director of CCCSAT, and **Ben Echeverria**, Counsel to the District, be and are hereby authorized to execute the application (FCC Form 312) on behalf of the District, and each of them is also authorized and directed to execute any other documents necessary or required to carry out the application and approvals by the FCC for the CCCSAT Network, and to provide all reasonable and necessary assurances sought by the FCC in connection therewith.

13. **RECOMMENDATION: ACTION - REJECT BID FOR SPITZ A3P PLANETARIUM PROJECTOR AND AUTHORIZE LOCAL AUCTION**

WHEREAS, the Palomar Community College District advertised a public sale for sealed bids on the surplus-used **Spitz A3P Planetarium Projector and equipment** (hereinafter the "System") on April 12, 2000, and April 19, 2000, with a minimum bid set at \$17,500.00; and,

WHEREAS, sealed bids were received on May 1, 2000, at 1:30 p.m., in the Office of Counsel, Contracts, and Special Projects of the District; and the only vendor to submit a sealed bid was Stephen Pielock Planetarium Repair, in the amount of \$4,500.00; and,

NOW, THEREFORE, BE IT RESOLVED, That the bid of Stephen Pielock Planetarium Repair be and is hereby rejected by the Governing Board of the Palomar Community College District because it is below the minimum bid amount; and,

BE IT FURTHER RESOLVED, That a reappraisal of the current fair market value (FMV) of the System shall be made by District staff, and a second auction be advertised and held based upon the reappraised FMV, which amount shall be commensurate with reasonable expectations in the market place.

14. **INFORMATION: SAN DIEGO COUNTY SCHOOL BOARDS ASSOCIATION MEETING**

Exhibit I-14

J. INSTRUCTIONAL/OPERATIONAL REPORTS

K. PERSONNEL

1. **RECOMMENDATION: ACTION – APPROVE CATASTROPHIC LEAVE PLAN FOR ADMINISTRATIVE ASSOCIATION**

- **BE IT RESOLVED, That**, in accordance with Section 87045 of the California Education Code, the Governing Board of the Palomar Community College District approves the Administrative Association Catastrophic Leave Plan as outlined in **Exhibit K-1**.

Basic Provisions:

- Any permanent administrative employee with a balance of eligible leave credits of 160 hours or more after such donation, may donate hours to the bank, up to but not over 240 hours per year.
- Any permanent administrative member may receive leave credits from the bank when approved in accordance with required provisions.
- There will be no attempt to evaluate an hour donated or received on the basis of pay rate of the donor or recipient.

2. **RECOMMENDATION: ACTION - APPROVE NEW ACADEMIC POSITION**

BE IT RESOLVED, That the following academic position be approved:

- a. **Position:** **ASSISTANT PROFESSOR/COUNSELOR**
 Department: Counseling, Guidance, and Career Development
 Division: Student Services
 Position #: 006117 New?: Yes
 Remarks: PFE funded
 Full-time?: 100% No Mos: 11
 Effective: July 1, 2000
 Acct # (s): A-122100-462100-63100-0611400/100%

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

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

- a. **Position:** **PROGRAMMER ANALYST I**
 Department: Information Services
 Division: Administrative Services
 Position #: 005610 New?: Yes
 Remarks: No new funds required; using funds from eliminated position.
 Sal Rng/Stp: **31/1** Salary: **\$2,998.58/month**
 % of position: 100% # of Mos: 12
 Effective: May 10, 2000
 Acct #(s): A-212200-561100-67800-0000000/100%

b. **Position:** **PROGRAMMER ANALYST I**
Department: Information Services
Division: Administrative Services
Position #: 005613 New?: Yes
Remarks: No new funds required; using funds from eliminated position.
Sal Rng/Stp: **31/1** Salary: **\$2,998.58/month**
% of position: 100% # of Mos: 12
Effective: May 10, 2000
Acct #(s): A-212200-561100-67800-0000000/100%

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

- a. **BE IT RESOLVED, That AUDREY L. ELLIS**, Custodian I, Custodial Services, be granted a 100% Medical Leave of Absence **without pay and with benefits**, effective June 11, 2000, through June 30, 2000.
- b. **BE IT RESOLVED, That MICHELLE A. BARTON**, Research Analyst, Institutional Research and Planning, be granted a 100% Family Leave of Absence **without pay and with benefits**, effective April 26, 2000, through July 18, 2000.

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

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

a. Name: **EDDIE J. TUBBS**
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: May 10, 2000
Acct #(s) A-231100-462100-63100-0000000/100%
Note: Normal work schedule: Monday – Thursday, 2:30 p.m. – 7:00 p.m. 3% night differential added for hours worked between 6:00 p.m. and 10:00 p.m.

b. Name: _____

Position: Webmaster
Department: Educational Television
Position #: 006090 New?: Yes
Remarks: Approved on 1/25/00.
Sal Rng/Stp: 35/1 **Salary:** **\$3,306.78/month**
% of position: 100% # of Mos: 12
Effective: _____
Acct #(s) K-212200-318100-61320-1612190/100%
Note: This is a specially funded position; its continuation depends on the availability of funds.

c. Name: _____

Position: Graphic Specialist I
Department: Graphic Communications Department
Position #: 005367 New?: No
Remarks: Replacement for Letty Brewster. Reclassified on 4/25/00.
Sal Rng/Stp: 21/1 **Salary:** **\$2,349.56/month**
% of position: 100% # of Mos: 12
Effective: July 1, 2000
Acct #(s) A-212200-355100-67750-0000000/100%

d. Name: _____
Position: Instructional Support Assistant I
Department: Reading Services/Escondido Education Center
Position #: 006099 New?: Yes
Remarks: Approved on 2/8/00
Sal Rng/Stp: 16/1 **Salary:** **\$619.96/month**
% of position: 30% # of Mos: 10
Effective: _____
Acct #(s) A-240010-328200-49300-0000000/100%
Note: Normal work schedule: Monday, Wednesday: 9:00 a.m. – 1:00 p.m.; Friday: 8:00 a.m. – 12 noon.

e. Name: _____
Position: Instructional Support Assistant I
Department: Reading Services
Position #: 006100 New?: Yes
Remarks: Approved on 2/8/00
Sal Rng/Stp: 16/1 **Salary:** **\$519.95/month**
% of position: 25% # of Mos: 10
Effective: _____
Acct #(s) A-240010-328200-49300-0000000/100%
Note: Normal work schedule: Tuesday, 9:00 a.m. – 1:15 p.m.;
Thursday, 9:00 a.m. – 1:30 p.m. plus five (5) hours one Saturday
a month.

6. **RECOMMENDATION: ACTION – APPROVE ADMINISTRATIVE APPOINTMENT**

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

a. Name: _____
Position: Public Safety Coordinator
Department: Public Safety Programs
Position #: 005742 New?: No
Remarks: Replacement for Tom Plotts. Reclassified on 1/25/00.
Sal Rng/Stp: 56/____ **Salary:** **\$ _____ /month**
% of position: 100% # of Mos: 12
Effective: _____
Acct #(s) A-123400-336100-60100-0000000/100%

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

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

a. Name: _____
Position: Assistant Professor/Counselor
Department: Counseling, Guidance, and Career Development
Position #: 006087 New?: Yes
Remarks: Approved on 1/25/00, PFE funded.
Sal Rng/Stp: _____ **Salary:** **\$ _____ /month**
% of position: 100% # of Mos: 11
Effective: July 5, 2000
Acct #(s) A-122100-462100-63100-0611400/100%

b. Name: _____
Position: Assistant Professor/Counselor
Department: Counseling, Guidance, and Career Development
Position #: 006117 New?: Yes
Remarks: Approved on 5/9/00, PFE funded.
Sal Rng/Stp: _____ Salary: \$ _____ /month
% of position: 100% # of Mos: 11
Effective: July 5, 2000
Acct #(s) A-122100-462100-63100-0611400/100%

8. **RECOMMENDATION: ACTION - APPROVE REVISION TO ADMINISTRATIVE ASSOCIATION TEAM HANDBOOK SALARY SCHEDULE GUIDELINES**

BE IT RESOLVED, That the Governing Board of the Palomar Community College District approve a revision to the Administrative Association Handbook, Salary Schedule Guidelines, B.P. Administration 3.

B.P. ADMINISTRATION 3. SALARY SCHEDULE GUIDELINES

A. Salary Structure.

The current salary schedules for Administrative Association employees are attached in Appendix C.

B. Placement

Placement within the advertised salary range on the salary schedule shall not be above Step 5. Placement beyond Step 1 must have the written recommendation of the appropriate executive administrator and the approval of the Superintendent/President or designee. Current Administrative Association employees who accept a higher-level position are guaranteed a minimum five (5) percent upward adjustment in salary. The above does not apply to interim positions.

C. Salary Advancement

Salary advancement shall occur annually on July 1 until the maximum step has been reached. Other salary increases are considered annually. New employees hired on or prior to the first day of Spring semester will advance on the following July 1. New employees hired between the first day of Spring semester and the following July 1 will advance on the salary schedule on July 1 following one full year of employment.

D. Reclassification, Transfer, Demotion

The appropriate Vice President, in consultation with the Assistant Superintendent/Vice President, Human Resource Services and Affirmative Action, must make salary recommendations for all of the following. All such salary changes require the approval of the Superintendent/President and the Governing Board.

1. An employee whose position is reclassified to a higher salary range shall be placed on the first step of the appropriate range, which provides a minimum five (5) percent upward adjustment in salary.
2. An employee who transfers from one position to another in the same salary range shall receive no salary adjustment.

3. An employee on the Administrative Salary Schedule who voluntarily demotes to a position in a lower salary range shall be placed at the same or lower step in the new range. Salary will be determined based on qualifications, experience, and internal equity considerations.
4. a) An employee on the Administrative Salary Schedule who is demoted involuntarily as a result of overages in staffing, need for layoff, need for reduction in hours, or critical need for special skills will be placed at the same step in the new range. Affected employees who are given such notice via official March 15 notification shall have their salaries protected through June 30 of that same year.
- b) An employee on the Administrative Salary Schedule who is demoted involuntarily as a result of disciplinary action shall be placed on the new salary range in accordance with the terms of the disciplinary action. Such placement may be at a lower step in the new range than the employee's current step. It may not be higher than the employee's current step.

E. Annual Increments

Effective July 1, after service at the maximum step and annually thereafter, an employee is eligible for an annual longevity increment of one percent to be added to the employee's base salary per the adopted salary schedule.

F. Educational Stipends

Employees on the Administrative Salary Schedule who have an earned doctorate from an accredited institution will receive an annual stipend of \$1,200. The stipend is not part of the base salary.

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