



GOVERNING BOARD MINUTES
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.

A. CALL TO ORDER

In the absence of Ralph G. Jensen, President, the regular meeting of the Palomar Community College District Governing Board was called to order by Barbara L. Hughes, Vice President, at 7:00 p.m.

B. ROLL CALL

TRUSTEES PRESENT:

BARBARA L. HUGHES, VICE PRESIDENT
MICHELE T. NELSON, PH.D., SECRETARY
ROBERT L. DOUGHERTY, JR., M.D., TRUSTEE
RITA A. WHITE, ED.D., TRUSTEE
DIANE VASQUEZ, STUDENT TRUSTEE

TRUSTEE ABSENT:

RALPH G. JENSEN, PRESIDENT

EXECUTIVE AND SENIOR ADMINISTRATORS PRESENT:

Dr. George R. Boggs, Superintendent/President
Diane Michael, Assistant Superintendent/Vice President, Instruction
Joseph Madrigal, Assistant Superintendent/Vice President, Student Services
Jerry Patton, Assistant Superintendent/Vice President, Finance and Administrative Services
Dr. Jack Miyamoto, Assistant Superintendent/Vice President, Human Resources and Affirmative
Action
Gene Jackson, Dean, Arts and Languages
Paul Kelly, Dean, Vocational Technology
Dr. Michael Rourke, Dean, Mathematics and the Natural and Health Sciences
Lise Telson, Dean, Student Support Programs

STAFF:

Barbara Baldrige, Executive Assistant, President's Office
Bruce Bishop, Interim Director, Student Activities
Ernie Carson, President, CCE/AFT
James Clopton, Adjunct Faculty, Psychology
Ben Echeverria, Counsel, Contracts, and Special Projects

JoAnn Ellis, Information Systems Support Specialist, Information Services
Mike Ellis, Director, Facilities
Mark Evilsizer, Adjunct Faculty, Vocational Programs; Palomar Faculty Federation
Chris Feddersohn, Associate Professor, Woodworking, Trades and Industry
Lee Hoffmann, Vice President, Administrative Association
Anne Hohman, President, The Faculty
Kenneth Jay, Director, Business Services
Dr. Kendra Jeffcoat, Special Assistant to the President
Stan Malley, Director, Information Services
Lois Meyer, Director, Fiscal Services
Mary Millett, Palomar Faculty Federation
Dr. George Mozes, Director, Library and Educational Television
Dr. Michael Norton, Director, Public Information
Thomas Plotts, Director, Public Safety Programs/Campus Police Department
Toni Rosenberg, Palomar Faculty Federation
Dr. Mark Vernoy, President, Faculty Senate

GUESTS:

Lee Baldrige
Anastasia Benzel, Student; ASG Executive Vice President Elect
Rachel Farr, Student; ASG Vice President Elect; Chair Elect, Inter-Club Council; President, Gay
and Lesbian Association
Bruce Kauffman, *North County Times*
Bridgette Roncone, Student; ASG Vice President of State Affairs; President, College Republicans

QUORUM ESTABLISHED

Following the pledge of allegiance to the flag, Ms. Hughes declared a quorum present, and the meeting proceeded with the order of business.

A TAPED RECORD OF THE PROCEEDINGS OF THIS MEETING IS ON FILE IN THE PRESIDENT'S OFFICE FOR THIRTY DAYS OR UNTIL THE MINUTES OF THE MEETING HAVE BEEN APPROVED BY THE GOVERNING BOARD, WHICHEVER IS LONGER.

C. APPROVAL OF MINUTES

MSC Nelson, Dougherty

RESOLUTION 99-20071

BE IT RESOLVED, That the Minutes of the Regular Meeting held on April 25, 2000, be approved.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

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

D.

GIFTS

1. **ACCEPTANCE OF GIFTS**

MSC Dougherty, Nelson

RESOLUTION 99-20072

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.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

TRAVEL

2. **APPROVE TRAVEL EXPENSES**

MSC Dougherty, Nelson

RESOLUTION 99-20073

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

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

PAYROLL

3. **APPROVE FEBRUARY PERSONNEL ACTIONS REPORT**

MSC Dougherty, Nelson

RESOLUTION 99-20074

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

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

4. **APPROVE MARCH PERSONNEL ACTIONS REPORT**

MSC Dougherty, Nelson

RESOLUTION 99-20075

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

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

FISCAL SERVICES

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

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

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

MSC Dougherty, Nelson

RESOLUTION 99-20076

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**

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

COUNSEL, CONTRACTS

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

MSC Dougherty, Nelson

RESOLUTION 99-20077

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**

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

BUSINESS SERVICES

8. **APPROVE DESTRUCTION OF RECORDS**

MSC Dougherty, Nelson

RESOLUTION 99-20078

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

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

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. **GRANT EQUIVALENCY FOR DISCIPLINES**

MSC Dougherty, Nelson

RESOLUTION 99-20079

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

Tsao, Jesse – Community Education

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

11. **APPROVE ADJUNCT FACULTY EMPLOYMENT**

MSC Dougherty, Nelson

RESOLUTION 99-20080

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
-------------	---	---------

MATHEMATICS

Nacozy, Francis	Mathematics B.S., Physics M.A., Mathematics	\$34.65
-----------------	---	---------

Smith, Robert F.	Mathematics Instructor Credential: Mathematics B.A., Mathematics M.S., Mathematics	\$34.65
------------------	---	---------

VOCATIONAL PROGRAMS

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

SUMMER, 2000

GRAPHIC COMMUNICATIONS

Bass, Rodney	Graphic Communications A.A., Commercial Art B.F.A., Graphics/Packaging	\$33.54
--------------	--	---------

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

**Resumption of
REGULAR AGENDA**

E. CONSIDERATION OF ITEMS REMOVED FROM CONSENT CALENDAR

There were no items removed from the Consent Calendar.

F. HEARINGS OF INDIVIDUALS, GROUPS, AND DELEGATIONS

1. **INFORMATION**

Report of the Faculty Senate

There was no report.

2. **INFORMATION**

Report of The Faculty

Anne Hohman reported that The Faculty met this afternoon and heard an informational presentation on collective bargaining by the California Federation of Teachers.

3. **INFORMATION**

Report of the Administrative Association

Lee Hoffmann made the following report: "After nearly a year of collegiality through the meet and confer process, the Administrative Association and the District representatives have developed salary guidelines that satisfy both parties, which the Board will be addressing tonight. We are continuing the meet and confer process through the summer to address a number of issues important to the Administrative Association and the District. June 7, the annual end-of-the-year retreat will be held at the Gemological Institute in Carlsbad. Board members are invited to attend. At that time, a number of awards will be presented to Administrative Association members in recognition of their service to the College."

4. **INFORMATION**

Report of the CCE/AFT

Ernie Carson thanked Dr. Boggs and Joe Madrigal for allowing him to represent the classified staff by marching in Commencement.

5. **INFORMATION**

Report of the Associated Student Government

Diane Vasquez reported the results of the recent ASG elections as follows:

President	Shannon Gyde
Executive Vice President	Anastasia Benzel
Vice President of State Affairs	Jennifer Jennings
Vice President of Social Events	Brendan Fentiman
Vice President/Inter-Club Council Chair	Rachel Farr
Treasurer	Harry Kendell
Senators	Kevin Farrow and O. J. Wolanyk

There have been some complaints about the manner in which the election was run.

6. **INFORMATION**

Report of Superintendent

Dr. Boggs reported that Chris Feddersohn, one of our faculty members in cabinet and furniture making and design, had entered the Friendship Pavilion wood-frame structure in the People's Choice Design Competition sponsored by the Western Timber Frame Guild at their Annual Conference in Oregon, and the entry won first place. On June 2, the College woodworking awards banquet, where 150 pieces of furniture will be displayed, will take place. They are building a sawmill for our new urban forestry program. They have decided to do a fund-raising effort. Three weeks ago, they instituted a campaign, "Join the Beam Team." Among the woodworking students, \$11,000 has already been raised. The building will be erected in one day – on June 2.

Dr. Boggs reported that three former Palomar football-star students have signed free-agent deals with National Football League teams. Offensive Center Matt O'Neal, from the University of Oklahoma, signed with the Atlanta Falcons; Linebacker Keith Miller, from the University of California, signed with the St. Louis Rams; and Offensive Tackle Pita Elisara, from Indiana University, signed with the New York Giants.

John Woods received a letter from the Girls Scouts thanking him for Palomar's participation in the Girl Sports Community College Clinics. Five schools participated in the program with Palomar leading the way by offering five sports clinics. John Woods has reported that they are planning to expand to 8-10 clinics in 2000-2001.

Dr. Boggs reported that the Inland Valleys' Community College Trustee and CEO Association will hold its next meeting on May 19. However, as that is the same night as our Commencement, our Board members will not be able to attend. Board members were reminded to gather about 5:30 p.m. in the Board Room as Commencement begins at 6 p.m.

Members of our Institutional Research and Planning office won an award from the RP Group. Cindy Torgison, a former part-time researcher and new full-time Palomar math instructor beginning in the fall, Michelle Barton, research analyst, and Bob Barr, research director, won a 1999 Award of Distinction in Institutional Research for their study, "The Effects of Counseling 110, College Success Skills, on Student Success," which they completed for Ken Burns and the Counseling Department in 1998.

John Dise received a letter from Carlsbad High School, thanking him for giving a special presentation to their students and parents at their Local Spring College Night.

Dr. Boggs noted that we have a concern in California regarding Pell Grants. Even though the Pell Grant maximum may be raised, California students would receive only half of the increase because of the tuition sensitivity threshold in the federal law. We are trying to get that changed. The Chancellor was successful in getting the entire California legislative delegation to sign a request to the California members of Congress to make this a priority. We will continue to advocate for that, as well.

Dr. Boggs has sent the Board the latest CCLC State Budget Update, indicating that the state appropriations are likely to trigger the Gann Limit, which means that, unless the Governor and the legislators agree to spend some of these funds on one-time projects, it will require a refund to the taxpayers. The Governor has proposed \$1½ billion for transportation proposals. Dr. Boggs has contacted Rick Gittings, City of San Marcos, to ask him to expedite the Las Posas off-ramp project and offered his help in advocating for it. It is estimated that there will be another billion dollars that could be spent for one-time capital-outlay projects. We believe that CSU Merced may take a lot of that money. We are, however, taking advantage of the opportunity by submitting our requests. We are in a good position to do this because we have been studying our needs for a potential bond campaign. Dr. Boggs thanked Jerry Patton and Kelley Hudson-Maclsaac for their work in assembling this information so quickly. A letter went out today to our legislators, listing several projects for them to consider. We will be following up with calls and meetings with our legislators.

We are distributing, throughout the community, forms for people to sign if they wish to endorse or support our bond campaign. Board members were asked to submit names of acquaintances in the community who might be willing to be on the endorsement list.

7. **INFORMATION**

Report of Other Organizations and/or Individuals

Palomar Faculty Federation CFT/AFT

Mark Evilsizer addressed the Board at this time: "I am a part-time instructor here at Palomar College. I teach in the Vocational Programs Department, teaching classes in quality assurance technology and supervision. I'm also serving as the interim executive committee chair for the Palomar Faculty Federation. Our purpose tonight is two-fold – first, to announce to you our filing with PERB, the Public Employees Relations Board, this week, as the Palomar Faculty Federation for collective bargaining. We have over 60 percent of the adjunct faculty at Palomar who have signed cards to indicate that they want to proceed with collective bargaining, and the cards are still coming in. Our second purpose is to ask you to give us voluntary recognition as a part-time collective bargaining unit with the California Federation of Teachers, American Federation of Teachers. We realize that this issue will be discussed at a later Board meeting, but we feel it is singularly important that you understand that if you were to proceed with

voluntary recognition, it would avoid costly litigation and, also, be a mark of good faith between us. Whereas, part-time faculty at Palomar College must have the same qualifications and teach the same material as full-time faculty, and have the same legal authority and responsibility in the classroom as full-time faculty, and are expected to maintain the same high quality of instruction as full-time faculty, and are expected to be evaluated the same as full-time faculty, and receive, on average, 32 percent of what full-time faculty earn for the equivalent amount of teaching, we respectfully ask you to recognize the contributions of part-time faculty by providing health benefits, paid office hours, seniority rehire rights, and equal pay for equal work. We would like to give to each of you the current newsletter of the California Part-Time Faculty Association, which is available on the back table, which will provide you with information about the latest state-wide organizing and legislative activities. We would also like you to see a sample card. These cards are available, also on the back table, and these are the cards that part-time faculty members at Palomar College have been signing to enable us to go forward with collective bargaining. The response has been strong. The cards are still coming in significant numbers. And, again, on the back of the card are listed the major issues that we would like to have you familiarize yourselves with. And, when the time comes, hopefully, which will be soon, that you will be able to grant us voluntary recognition as a part-time unit of the CFT. Thank you for allowing us this time and for giving us your attention.”

Ms. Hughes thanked Mr. Evilsizer and stated that the Board appreciates the fact that the group understands that, because it is not on the agenda, the Board cannot speak to it or take any action on it tonight.

ASG Election

Bridgette Roncone, currently ASG Vice President of State Affairs, made the following comments: “Tonight, I came because I knew the election results would be announced. I don’t know if all of you know, but I was, in fact, elected by the students. And, by default, because I live a few feet out of the District, I can’t serve the students who elected me. I think it’s unfortunate that our bylaws and the Board of Governors bylaws, as well, don’t . . . aren’t current with the California Ed Code, which just states that the student trustee must be a resident of California. I would just like to present that here tonight. I think it’s unfortunate. I think those two things need to be changed. Tomorrow, we’ll have a resolution on our agenda to change that requirement for the student trustee to live in the District. I’ve been working with Dr. Boggs on some other things. Diane mentioned the complaints and some of the things students don’t feel went right in the election. I am confident that Dr. Boggs will represent the students. Thank you for letting me speak.”

Dr. Dougherty commented, “I want you to know, though, that our policy is in conformity with the Ed Code. It’s just not identical with it. We have the legal right to set even higher standards. I regret that you went through the effort of a campaign, and obviously did very well.”

Bridgette noted that she was told after she was elected that she would be disqualified.

G. COMMUNICATIONS

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

Ms. Hughes suggested that Carolyn Batiste from MiraCosta be sent a letter of congratulations from the Board. Dr. Dougherty suggested that a similar letter be sent to Kay Albani.

H. UNFINISHED BUSINESS

1. APPROVE PARKING FEE INCREASE PROPOSAL

MSC Dougherty, Nelson

RESOLUTION 99-20081

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

	Fall '00	Spg '01	Sum '01	Fall '01	Spg '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						

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

2. APPROVE PARKING POLICY

MSC Dougherty, Nelson

RESOLUTION 99-20082

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.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

3. **APPROVE PROPOSED REVISION OF BP 102, SEXUAL HARASSMENT**

MSC Nelson, Dougherty

RESOLUTION 99-20083

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, s, 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.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

I. NEW BUSINESS

1. **APPROVE EXPRESSION OF APPRECIATION TO STUDENT TRUSTEE**

MSC Dougherty, Nelson

RESOLUTION 99-20084

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.

The Vote was unanimous.

2. **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**

MSC Dougherty, Nelson

RESOLUTION 99-20085

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)

X 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)

Dr. Dougherty commented, "People should be aware that even a 200-word statement is probably up around \$1,700 or so at this point." Ms. Hughes noted, "The general public doesn't realize that. They think if you don't have that in that ballot, it's sort of like you didn't bother or you didn't care. They don't realize that we're a huge district in terms of number of voters, and it's very expensive."

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

3. **APPROVE RESOLUTION REQUESTING TEMPORARY TRANSFER OF FUNDS**

MSC Dougherty, Nelson

RESOLUTION 99-20086

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:	Dougherty, Nelson, White, Hughes, Vasquez (student trustee advisory vote)
NOES:	None
ABSENT:	Jensen

**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

The Vote was unanimous.

Student Trustee Advisory Vote: Aye

4. **APPROVE EXTENSION OF CONSULTANT AGREEMENT FOR GENERAL OBLIGATION BOND FEASIBILITY STUDY**

MSC Dougherty, Nelson

RESOLUTION 99-20087

BE IT RESOLVED, That the agreement between the Palomar Community College District and the **Law 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.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

5. **DECLARE EQUIPMENT SURPLUS AND AUTHORIZE SALE AT COUNTY AUCTION**

MSC Dougherty, White

RESOLUTION 99-20088

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 **auction** 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**

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

6. **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**

MSC Dougherty, Nelson

RESOLUTION 99-20089

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 **Shade Structures, LLC**, of Irvine, California, in the aforesaid sum of \$54,342.54, 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.**

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

7. **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**

MSC Dougherty, Nelson

RESOLUTION 99-20090

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 **CCC Communications, Inc.**, of Escondido, California, in the aforesaid sum of \$122,507.89, 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.**

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

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

MSC Dougherty, White

RESOLUTION 99-20091

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. 60010-12-511100-69500-10-2000-1812070. **Exhibit I-8**

Dr. Dougherty asked Mike Ellis if we still have contingency money left to do this. Mike responded affirmatively and that this is also for the parking lots.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

9. **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**

MSC Dougherty, Nelson

RESOLUTION 99-20092

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**

Ms. Hughes asked for an explanation of this program and how it works. Ken Jay reported that this will make purchasing flow more smoothly and make purchasing easier for those on campus with that responsibility. It is a method to distribute the ability to purchase down to a lower level. Departments will be able to apply for this credit card, and they will be able to make purchases with it. It is restricted – they can buy only certain things. Any place that will take a Visa card will accept this card. Employees can make purchases with the card, rather than preparing a requisition, submitting it to Purchasing, which then orders the item, and prepares the purchase order. It speeds the process up, lowers the cost dramatically, takes some of the busy work from Business Services, and gets people their product much faster. Dr. Nelson noted that it also means people aren't paying out of pocket and then getting reimbursed. Dr. Dougherty asked if CSU San Marcos has it. Ken replied that he would be surprised if they don't. UC San Diego, several of the other community colleges, and the city of Escondido also use it.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

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

MSC Dougherty, Nelson

RESOLUTION 99-20093

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**

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

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

MSC Dougherty, Nelson

RESOLUTION 99-20094

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 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.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

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

MSC Dougherty, Nelson

RESOLUTION 99-20095

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.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

13. **REJECT BID FOR SPITZ A3P PLANETARIUM PROJECTOR AND AUTHORIZE LOCAL AUCTION**

MSC Dougherty, Nelson

RESOLUTION 99-20096

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.

Dr. Nelson suggested the possibility of putting this on eBay. It's a rare item and it might be sold there. Ben Echeverria stated that we will explore that possibility. Our major problem is putting a realistic price on it in an open market. It has been in operation a long time and consists of a lot of equipment.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

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

Exhibit I-14

Dr. Dougherty stated that he plans to attend this meeting to represent our Board.

J. INSTRUCTIONAL/OPERATIONAL REPORTS

K. PERSONNEL

1. **APPROVE CATASTROPHIC LEAVE PLAN FOR ADMINISTRATIVE ASSOCIATION**

MSC Dougherty, Nelson

RESOLUTION 99-20097

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.

Ms. Hughes stated that she thinks this is wonderful in any organization. It's a great way to handle very serious things for which people don't have enough leave.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

2. **APPROVE NEW ACADEMIC POSITION**

MSC Dougherty, Nelson

RESOLUTION 99-20098

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%

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

3. **APPROVE CLASSIFIED POSITIONS**

MSC Dougherty, Nelson

RESOLUTION 99-20099

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%

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

4. **APPROVE LEAVES OF ABSENCE**

MSC Dougherty, Nelson

RESOLUTION 99-20100

- 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.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

5. **APPROVE CLASSIFIED EMPLOYMENT**

MSC Dougherty, Nelson

RESOLUTION 99-20101

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. Item was removed from agenda
- c. Name: **REBECCA J. DEUEL**
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: **LEONE M. SMITH**
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: May 10, 2000
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: **CYNTHIA M. TAYLOR**
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: May 11, 2000
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.

Ms. Hughes reported that she believes Cynthia Taylor is one of her former 5th grade students.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

6. **APPROVE ADMINISTRATIVE APPOINTMENT**

MSC Dougherty, Nelson

RESOLUTION 99-20102

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

- a. Name: **LORRAINE K. BREALEY**
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: 56/4 **Salary: \$4,673.80/month**
% of position: 100% # of Mos: 12
Effective: May 10, 2000
Acct #(s) A-123400-336100-60100-0000000/100%

At this time, Diane Michael discussed Ms. Brealey's education, background, experience, and professional affiliations.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

7. **APPROVE ACADEMIC EMPLOYMENT**

MSC Dougherty, Nelson

RESOLUTION 99-20103

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

- a. Name: **JO ANNE LESSER**
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: E/1 **Salary: \$4,016.31/month**
% of position: 100% # of Mos: 11
Effective: July 5, 2000
Acct #(s) A-122100-462100-63100-0611400/100%
- b. Name: **RICHARD A. RAMIREZ**
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: D/1 **Salary: \$3,837.37/month**
% of position: 100% # of Mos: 11
Effective: July 5, 2000
Acct #(s) A-122100-462100-63100-0611400/100%

At this time, Joe Madrigal discussed Ms. Lesser's and Mr. Ramirez's education, background, experience, and professional affiliations.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

8. **APPROVE REVISION TO ADMINISTRATIVE ASSOCIATION TEAM HANDBOOK SALARY SCHEDULE GUIDELINES**

MSC Dougherty, Nelson

RESOLUTION 99-20104

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 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.

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.

Dr. Boggs pointed out that there is a printed revision to this item which involves deleting the first and last sentences of the second paragraph, "B. Placement," from the item as shown on the agenda. The item is shown in these minutes as revised.

Lee Hoffmann stated that this would also apply to anybody belonging to the association who is applying for a new position. Ms. Hughes asked if the association was satisfied with the recommendation and was assured by Lee that it was.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

L. ITEMS PENDING

There were no items pending.

M. COMMENTS FROM BOARD MEMBERS

Ms. Vasquez thanked the Board for allowing her to represent the students and for the resolution honoring her.

Dr. White commented that the student art show is outstanding. She also thanked Gene Jackson for coming in early and unlocking the gallery to allow Board members to view the exhibit tonight.

Dr. Nelson noted that she also felt the student art show was wonderful and the ceramic show was terrific. She also enjoyed the recent job fair held on campus. It was enjoyable to see the students interacting with potential employers.

Dr. Dougherty noted that Kendra Jeffcoat and he went to Sacramento last week and met with a number of legislators. By and large, they were a friendly group. Some of them thought we could be doing a better job of working with local businesses, local people, and local organizations. There was a feeling that some of the bond elections might have passed if there had been better community rapport. Dr. Dougherty thinks the legislators were, over all, quite friendly to community colleges. State Senator O'Connell expressed little doubt that, if it's on the November ballot, the reduction of school bonds to a 55% majority would pass. Dr. Dougherty was impressed that both Republicans and Democrats tended to be pro community colleges and that they understand us. The state surplus has been estimated from \$4 billion to \$14 billion. He thinks the higher figure is probably close. Unfortunately, community colleges, and even education, are not necessarily the highest priorities in Sacramento. The Governor is talking about taking \$1½ million for transportation. We certainly need better, safer roads. And we certainly need funds for community colleges.

Dr. Dougherty reported that the Inland Valleys' Trustee and CEO Association will have its meeting the first few days of June. They are going to ask each community college district involved in the group to make a donation of \$500. He considers that rather steep. A year ago, the bylaws were drawn up stating that dues would not exceed \$50 per year. Now they suddenly are asking for a large donation. Dr. Dougherty asked that an item be placed on the agenda for the next meeting expressing the sense of the Board as to how much we should be donating as a lump sum, in addition to whatever dues will be assessed. This is a difficult issue, but he feels the group needs to be on a budget. Dr. Boggs noted that he is not sure we can legally give them a donation; it would have to be in dues of some kind.

Dr. Dougherty is hoping that we can get Mt. San Antonio College into the Inland Valley group. He noted that one of their trustees is married to Assemblyman Robert Pacheco, who seems to be very pro community colleges.

Dr. Dougherty remarked that he was recently notified by the People to People program that they had selected him to go to Russia and Estonia next September to teach other doctors. However, they want him to put up a large amount of money. It would also require him to be away from his responsibilities as a Governing Board member, so he has reluctantly declined the invitation.

Dr. Dougherty reported that he also appreciated the art exhibit. Usually, we have some students who are quite good; this year, however, most of the art work was quite good.

Ms. Hughes agreed with Dr. Nelson that it has been busy around here lately. The music at the President's Concert was beautiful. She extended her thanks to the music staff for this event.

Ms. Hughes commented that the Friends of the Arboretum recently had a volunteer work day in the Arboretum, which she enjoyed. The Woodworking department put on the lunch, which was really great. It was a beautiful day to be outside and clean up the Arboretum.

N. CLOSED SESSION

The Board recessed at 7:54 p.m. and went into Closed Session at 8:02 p.m., to discuss:

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.

Closed Session ended at 8:46 p.m.

O. RECONVENE TO OPEN SESSION

The meeting reconvened at 8:47 p.m. There was no reportable action.

P. ADJOURNMENT

The meeting was adjourned at 8:47 p.m.