



GOVERNING BOARD AGENDA
REGULAR MEETING, GOVERNING BOARD
PALOMAR COMMUNITY COLLEGE DISTRICT
PAUMA EDUCATION CENTER
PAUMA VALLEY, CALIFORNIA
TUESDAY, JUNE 13, 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 May 23, 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.

FINANCIAL REPORTS

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

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

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

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

- a. Warrant #76-213263, dated May 24, 1999, in the amount of \$3.00, to **Enid Krieger**, 4900 Demeter Way, Oceanside, CA 92056. Voided due to stale dating.
- b. Warrant #76-213264, dated May 24, 1999, in the amount of \$3.00, to **Carl Krieger**, 4900 Demeter Way, Oceanside, CA 92056. Voided due to stale dating.
- c. Warrant #76-214018, dated May 6, 1999, in the amount of \$52.00, to **Gina M. Pilli**, 7920 Barnhill Circle, Severn, MD 21144. Voided due to stale dating.

COMMUNITY SERVICES

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

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

FALL/2000

- a. Presenter: Lewellyn, Harry
Name of Class: The Indian Rock Art Adventure
Effective: October 3, 2000
Rate: 50% of fees collected
Terms: Minimum of 10 students

- b. Presenter: Miller, Ileen
 Name of Class: Food Facts
 Effective: September 16, 2000
 Rate: 30% of fees collected
 Terms: Minimum of 10 students

- c. Presenter: Reschan, Rob
 Name of Class: Long Term Health Care
 Effective: September 16, 2000
 Rate: No Fee
 Terms: Minimum of 10 students

- d. Presenter: Schmid, Dawn
 Name of Class: SAT Prep. Course
 Effective: September 9, 2000
 Rate: \$231.00
 Terms: Minimum of 10 students

PERSONNEL

4. **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. **GLORIA L. KERKHOFF**, Senior Academic Evaluation/Advisor, Admissions, Records, and Veterans' Services, effective July 5, 2000 (last day worked 7/4/00 as Classified Staff, will be Assistant Professor/Counselor starting 7/5/00).

- b. **BARBARA L. GILBERT**, Administrative Secretary, Worksite Education, effective June 3, 2000 (last day worked 6/2/00).

- c. **REBECA MARQUEZ**, Buyer, Purchasing Services, effective June 10, 2000 (last day worked 6/9/00).

5. **RECOMMENDATION: ACTION – GRANT EQUIVALENCY FOR DISCIPLINES**

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

Hartvigsen, Jim	Diesel Mechanics Technology
Wynn, Christopher	Administration of Justice

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

SPRING, 2000

PUBLIC SAFETY

Ballard, Timothy James	Fire Technology	\$33.54
	A.A., Fire Science	
	6 years of experience	

SUMMER, 2000

ENGLISH

Minamide, Elaine	English B.A., English and Composition M.A., Teaching ESL	\$34.65
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CHEMISTRY

Brunzie, Gerald	Chemistry M.S. Analytical Chemistry Ph.D. Analytical Chemistry	\$36.88
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TRADES AND INDUSTRY

Hartvigsen, Jim Paul	Diesel MechanicTechnology Equivalent to A.A. 6 years experience	\$33.54
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ECONOMICS/HISTORY/POLITICAL SCIENCE

Niedzwiecki Narges	History B.A. Political Science/History M.A. History	\$34.65
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FALL, 2000

ECONOMICS/HISTORY/POLITICAL SCIENCE

Wienke, Linne	Economics B.A., Economic M.A. International Affairs	\$34.65
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BUSINESS EDUCATION

Ferguson, Wendy	Business Education B.A. History 2 years experience	\$33.54
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TRADES AND INDUSTRY

Peterson, Donald	Welding B.A. Sociology 2 years experience	\$33.54
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PUBLIC SAFETY

Wynn, Christopher	Administration of Justice Equivalent to A.A. 6 years experience	\$33.54
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ENGLISH AS A SECOND LANGUAGE

Reyes, Myrna	CNED B.B.A. Business Administration M.B.A. Business Administration	\$34.65
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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 **Patricia Bates, Assemblywoman**, to Dr. Boggs, dated May 16, 2000, thanking him for his letters urging support of various ~~th~~s important to Palomar College and increased funding for community colleges. **Exhibit G-1**
2. Letter from **Dave Kelley, State Senator**, to Dr. Boggs, dated May 19, 2000, thanking him for his e-mail expressing the need for funding for Palomar College and concern about the Proposition 98 split in the May revision of the budget **Exhibit G-2**
3. Letter from **Ethan A. Singer, San Diego State University**, to Dr. Boggs, dated May 19, 2000, informing him that for Spring 2001 through Spring 2002, upper division transfer students from Palomar College will be considered "local" students for the purpose of admission to SDSU. **Exhibit G-3**
4. Letter from **Barbara Boxer, U.S. Senator**, to Dr. Boggs, dated May 23, 2000, thanking him for keeping her informed of his concerns. **Exhibit G-4**
5. Letter from **Charlene Zettel, Assemblywoman**, to Dr. Boggs, dated May 26, 2000, thanking him for visiting Sacramento and meeting with her regarding his concerns for Palomar College and the community college system **Exhibit G-5**
6. Letter from **Greg Woods, U.S. Department of Education**, to Dr. Boggs, received June 5, 2000, thanking him for his role in the continued success of the Direct Loan Program. **Exhibit G-6**
7. Letter from **Charlene Zettel and Howard Kaloogian, Assemblymembers**, to Senator Steve Peace, dated June 6, 2000, expressing support for allocating funds for a High Tech Laboratory Classroom Building at Palomar College **Exhibit G-7**
8. Press release regarding **Assembly Speaker Robert Hertzberg's** appointment of **Mervyn Dymally** as his Liaison to Community Colleges. **Exhibit G-8**
9. Letter from **Andrew Porter, National Institute for Science Education**, to Dr. Boggs, dated May 16, 2000, containing a status report and thanking him for his efforts on their National Advisory Board. **Exhibit G-9**

H. UNFINISHED BUSINESS

I. NEW BUSINESS

1. **RECOMMENDATION: ACTION – APPROVE ESTABLISHMENT OF LIMITS IN ACCORDANCE WITH PROPOSITION 4, COMMONLY CALLED THE GANN AMENDMENT**

WHEREAS, In November of 1979, the California electorate did adopt Proposition 4, commonly called the Gann Amendment; and,

WHEREAS, The provisions of that amendment establish maximum appropriation limitations, commonly called "**Gann Limits**" for public agencies, including school districts; and

WHEREAS, The District must establish a Gann Limit for the 2000-2001 fiscal year, in accordance with the provisions of the Gann Amendment and applicable statutory law;

NOW, THEREFORE, BE IT RESOLVED, That this Board does provide public notice that the attached calculations and documentation of the 2000-2001 Gann Limit are made in accord with applicable constitutional and statutory law and that **this Board does hereby declare that the appropriations in the 2000-2001 budget do not exceed the limitations imposed by the Gann Amendment;**

AND BE IT FURTHER RESOLVED, That the Superintendent/President provide copies of this resolution along with appropriate attachments to interested citizens of this District. **Exhibit I-1** (California Community Colleges' 2000-2001 Gann Limit Worksheet showing 2000-2001 Appropriations Limit of \$71,072,399 a 2000-2001 Appropriations Subject to Limit of \$52,933,823)

2. **RECOMMENDATION: ACTION – APPROVE INTRA-BUDGET TRANSFER AT CLOSE OF FISCAL YEAR 1999-2000**

BE IT RESOLVED AND ORDERED, That the Governing Board of the Palomar Community College District authorizes the Vice President for Finance and Administrative Services to make such **transfers between the undistributed reserve and any expenditure classification or classification of the budget** of the District for the fiscal year 1999-2000 as are necessary to permit the payment of obligations of the District incurred during said fiscal year.

3. **RECOMMENDATION: ACTION – ADOPT NOTICE OF PUBLIC HEARING FOR 2000-2001 ANNUAL FINANCIAL BUDGET REPORT (CFS-311)**

BE IT RESOLVED, That the proposed 2000-2001 **Annual Financial and Budget Report** of the Palomar Community College District will **be on display** and available for public inspection on **September 4 through 8, 2000, 8:00 a.m. to 5:00 p.m.**, Fiscal Services, Room A2, Administration Building, Palomar College.

BE IT FURTHER RESOLVED, That the Governing Board of the Palomar Community College District will conduct a **Public Hearing** on the Annual Financial and Budget Report at a meeting of the Governing Board on **Tuesday, September 12, 2000, 7:00 p.m.**, Governing Board Room, Palomar College. Said Notice of Public Hearing is to be published by the North County Times on August 9, 10, or 11, 2000.

4. **RECOMMENDATION: ACTION – AUTHORIZE BUSINESS PROCEDURES**

BE IT RESOLVED AND ORDERED, That the Governing Board of the Palomar Community College District authorizes the following business procedures, effective July 1, 2000, through June 30, 2001:

- a. Persons authorized, pursuant to the provisions of the Education Code Section 85232, to sign any and all school orders in the name of the District, drawn on the funds of the District:

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

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

Lois B. Meyer, Director, Fiscal Services.

5. **RECOMMENDATION: ACTION – AUTHORIZE BANK SIGNATURES**

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

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

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

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

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

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

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

Jerry R. Patton, Assistant Superintendent/Vice President for Finance and Administrative Services, or
Lois B. Meyer, Director, Fiscal Services, and
Shannon Gyde, President, Associated Student Government, or
Anastasia Benzel, Executive Vice President, Associated Student Government.

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

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

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

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

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

Lois B. Meyer, Director, Fiscal Services
Kiely KeaneAlt, Manager, Fiscal Operations
Esperanza Flores, Supervisor, Payroll Services
Cathyl Hawkins, Payroll Technician.

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

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

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

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

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

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

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

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

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

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

6. **INFORMATION: MEETING OF INLAND VALLEYS' COMMUNITY COLLEGE TRUSTEE AND CEO ASSOCIATION**

The next meeting of the **Inland Valleys' Community College Trustee and CEO Association** will take place on **Monday, July 24, 4 – 9 p.m., in Palm Desert.** Hotel information will be sent later.

7. **RECOMMENDATION: ACTION – APPROVE PAYMENT OF INCREASED DUES TO INLAND VALLEYS' COMMUNITY COLLEGE TRUSTEE AND CEO ASSOCIATION**

BE IT RESOLVED, That the Governing Board hereby approves paying dues to the **Inland Valleys' Community College Trustee and CEO Association** , **increased** from \$50.00 per year to **\$200.00 per year.**

8. **RECOMMENDATION: ACTION - APPROVE REIMBURSEMENT OF TRAVEL EXPENSES FOR SECOND-LEVEL INTERVIEW**

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

a. **RICK A. RAMIREZ**

For: Rental car and airfare
To Attend: Second interview for Assistant Professor/Counselor
Location: Sacramento to San Marcos, California
Dates: May 5, 2000
Amount: \$260.85
Budget Account No. 575400-11-611100-66600-10-2000-0611400

9. **RECOMMENDATION: ACTION - ACCEPT WORK ON AMERICAN SIGN LANGUAGE LAB PROJECT AND AUTHORIZE FILING OF NOTICE OF COMPLETION**

WHEREAS, The Governing Board of the Palmar Community College District awarded a contract to **CEAVCO Audio-Visual Company, Inc.** of Lakewood, Colorado, (hereinafter "CEAVCO") on February 8, 2000, to **furnish and install a laboratory** for use in the District's **American Sign Language** program (herein he "Project"); and,

WHEREAS, CEAVCO has undertaken the work on this Project and has substantially completed it, and there remains only minor punct~~ist~~ items to be completed, and the provision of training at a time mutually convenient to the District and CEAVCO;

NOW THEREFORE BE IT RESOLVED, That the Palomar Community College District hereby accepts the laboratory equipment and the installation, ~~and~~ **deems** the Project substantially complete, subject to performance of minor punct~~ist~~ items and the provision of training; and,

BE IT FURTHER RESOLVED, That the Superintendent/President is hereby authorized to execute and record a Notice of Completion o~~the~~ Project and the retention shall be released upon the expiration of thirty~~five~~ (35) calendar days from the date of recordation of the notice of completion.

10. **RECOMMENDATION: ACTION - APPROVE AGREEMENT WITH COMPUSHOW FOR DATA AUTOMATION OF PALOMAR COLLEGE INTERNSHIP PROGRAM**

BE IT RESOLVED, That an agreement is hereby approved between the Palomar Community College District and **Jim Schnelker, doing business as "CompuShow,"** (hereinafter the "Contractor") for the design of **software to automate the internship program** of Palomar College making applications of students accessible from the world wide web, including the establishment of a data base with automatic updating capability (hereinafter, the "Project"); and,

BE IT FURTHER RESOLVED, That, in consideration for the services of the Contractor in connection with the completion of this Project, the District shall compensate the Contractor in the amount of Three Thousand Dollars (\$3,000.00) to be paid from Account # K-231100-331200-64920-1612150 upon completion of the services and delivery of a functional project to the District; and,

BE IT FURTHER RESOLVED, That the District shall have the right to use the software designed by the Contractor, without further or additional consideration, through a perpetual license from the Contractor, with the understanding and agreement that all intellectual property rights are retained by the Contractor and that the name of the District, College, and the logo of the Internship program all remain the exclusive property of the District and are not licensed to the Contractor who agrees not to use them, or any of them, in his marketing to outside third parties. **Exhibit I-10**

11. **RECOMMENDATION: ACTION - RECEIVE BIDS ON PRE-FABRICATED METAL STORAGE BUILDING FOR FURNITURE TECHNOLOGY PROGRAM OF TRADES AND INDUSTRY, DESIGNATE LOWEST RESPONSIVE BIDDER, AND AUTHORIZE CONTRACT SUBJECT TO RECEIPT OF BONDING, INSURANCE, AND POSITIVE REFERENCES**

BE IT RESOLVED, That the Palomar Community College District hereby receives the bids listed in the back-up memorandum to this resolution, the substance of which is hereby incorporated here by this reference, and designates the following bidder as the apparent lowest responsive bidder on the **Pre-Fabricated Metal Storage Building** for the **Furniture Technology Program** of the District: _____ (hereinafter the "Contractor") based upon the Contractor's bid in the amount of \$ _____; and,

BE IT FURTHER RESOLVED, That a contract be and is hereby awarded to this Contractor in the aforesaid amount of the bid, subject to delivery by the Contractor to the District of all required bonding, insurance, and certifications, and on condition that the Contractor's references are positive and contain no information indicating poor or inadequate performance by the Contractor on other recent projects, with payment to be made from Account # 54510011-311100-66700-10-0811200. **Exhibit I-11 is to be distributed at the meeting.**

12. **RECOMMENDATION: ACTION - APPROVE INTERIM AGREEMENT WITH CITY OF OCEANSIDE TO PROVIDE ADMINISTRATIVE PARKING CITATION DISPOSITION SERVICES**

BE IT RESOLVED, That an interim agreement between the **City of Oceanside** and Palomar Community College District be approved for the purpose of the City of Oceanside providing the District with a **second-level administrative hearing process for parking citations**. The City of Oceanside shall be compensated by the District at the rate of \$35.20 for each administrative review by personal conference with an administrative examiner and \$25.20 for each review by mail. The term of this agreement shall be from June 7, 2000, through December 7, 2000. Services will be paid for through Accounts # 888960-11-553200-67260-08-2000-0811020 and 585100-11-543100-69500-10-2000-081120.

13. **RECOMMENDATION: ACTION - ACCEPT GRANT FROM COUNTY BOARD OF SUPERVISORS**

BE IT RESOLVED, That the Palomar Community College District hereby accepts a grant in the amount of \$51,000.00 from the **County Board of Supervisors** to install **interpretive centers at six selected county parks**. The interpretive centers would consist of a combination of text, drawings, and exhibits describing the unique ecology of each site.

Exhibit I-13

14. **RECOMMENDATION: ACTION - ACCEPT GRANT FROM CALIFORNIA ARTS COUNCIL**

BE IT RESOLVED, That the Palomar Community College District hereby accepts a grant in the amount of \$4,450.00 from the **California Arts Council** in support of two performances and workshops for art and fashion students by artist **Sha Sha Higby**.

Exhibit I-14

15. **RECOMMENDATION: ACTION - APPROVE FOREIGN LANGUAGE PROGRAM TO BEIJING, CHINA**

BE IT RESOLVED, That approval is hereby given for Palomar College to conduct a **foreign language program** of course work to **Beijing, China**, in the **Summer, 2001, semester**. The cost of the program is approximately \$2,700.00, including tuition, room and board, visa fee, international and domestic airfares, local transportation, tour service, trips and excursions occurring in China, admissions, etc., but excluding all Palomar College fees.

BE IT FURTHER RESOLVED, That an agreement be approved between the Palomar Community College District and **Beijing Language and Cultural University** for this foreign language program to Beijing and that approval is hereby given for any further agreements, including those for ground and air transportation, necessary to carry out this program. **Exhibit I-15**

16. **RECOMMENDATION: ACTION - APPROVE AGREEMENT WITH GREG HEDGECKOCK, DBA U-RIDE, FOR COORDINATION OF AND INSTRUCTION IN CALIFORNIA MOTORCYCLE TRAINING PROGRAM**

BE IT RESOLVED, That an agreement is hereby approved between the Palomar Community College District and **Greg Hedgecock**, individually and **doing business as U-Ride**, pursuant to which Mr. Hedgecock will perform services as a qualified instructor, and, in his U-Ride business capacity, act as coordinator of the California Motorcycle Training Program (hereinafter the "Program"), previously approved by the Governing Board; and,

BE IT FURTHER RESOLVED, That the term of this agreement shall be from June 14, 2000, and until terminated by either party upon thirty(30) days' prior written notice to the other, with compensation for all services rendered, instructional and coordination, in the amount of thirtyfive percent (35%) of the net fees collected for the Program, and upon invoice from Mr. Hedgecock to the District; funding to be made from Account # 120-353200-68200-230010-1812000. **Exhibit I-16**

J. INSTRUCTIONAL/OPERATIONAL REPORTS

1. **Diversity Report** – Dr. Jack Miyamoto

K. PERSONNEL

1. RECOMMENDATION: ACTION - APPROVE TRANSFER OF CLASSIFIED POSITION

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

a. **Name:** **MICHAEL L. JORDAN**
 Position: Telecommunications Technician
 Department: Information Services
 Position #: **005734** New?: No
 Remarks: Position was approved 3/27/96 under Building Services
 Sal Rng/Stp: 27/4 **Salary:** **\$3,149.24/month**
 % of position: 100% # of Mos: 12
 Effective: May 10, 2000
 Acct #(s): A-212200-562100-67750-0000000100%

2. RECOMMENDATION: ACTION - APPROVE CLASSIFIED POSITION

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

a. **Position:** **STAFF ASSISTANT**
 Department: GEAR UP/Student Support Services
 Division: Student Support Programs
 Position #: 006118 New?: Yes
 Sal Rng/Stp: **23/1** **Salary:** **\$2,466.50/month**
 % of position: 100% # of Mos: 12
 Effective: June 14, 2000
 Acct #(s): K-212200-473100-64990-1112320/100%
 NOTE: This is a specially funded position; continuation depends
 on available funds.

3. RECOMMENDATION: ACTION - APPROVE CLASSIFIED RECLASSIFICATION

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

a. **Position:** **CONSTRUCTION/WEEKEND SUPERVISOR**
 Department: Building Services
 Name: Michael T. Hill
 Position #: 005777 New?: No
 Remarks: Position title is the same, grade was 42
 Effective: July 1, 2000
 % of position: 100% # of Mos: 12
 Sal Rng/Stp: **48/2** **Salary:** **\$3,476.60/month**
 Acct #(s): A-212100-541100-65110-0000000/100%

b. **Position:** **SUPERVISOR ADMISSIONS**
 Department: Admissions & Records
 Name: Sandra J. Nanninga
 Position #: 005469 New?: No
 Remarks: Position title same, grade was 45
 Effective: July 1, 2000
 % of position: 100% # of Mos: 12
 Sal Rng/Stp: **46/12** **Salary:** **\$4,114.97/month**
 Acct #(s): A-212100-422100-62100-0000000/100%

- c. **Position:** **ADMINISTRATIVE SECRETARY**
Department: TRIO/Student Support Services
Name: Marilynn E. Surbeck
Position #: 005552 New?: No
Remarks: Position was TRIO Assistant, grade 14
Effective: July 1, 2000
% of position: 100% # of Mos: 12
Sal Rng/Stp: **19/7** Salary: **\$2,806.83/month**
Acct #(s): K-212200-473100-64300-1112300/50%
 K-212200-473100-64300-1112310/50%
- NOTE: This is a specially funded position; continuation depends on available funds.
- d. **Position:** **ADMINISTRATIVE SECRETARY**
Department: Campus Police
Name: Patricia G. Ward
Position #: 005683 New?: No
Remarks: Position was Senior Office Specialist, grade 14
Effective: July 1, 2000
% of position: 100% # of Mos: 12
Sal Rng/Stp: **19/6** Salary: **\$2,783.64/month**
Acct #(s): A-212200-543100-69500-0811020/50%
 K212200-543100-69500-1812070/50%
- NOTE: This is a specially funded position, continuation depends on available funds.
- e. **Position:** **ACCOUNTANT**
Department: Fiscal Services
Name: Vacant
Position #: 005823 New?: No
Remarks: Position was Senior Accounting Assistant, grade 20
Effective: June 14, 2000
% of position: 45% # of Mos: 12
Sal Rng/Stp: **32/1** Salary: **\$1,383.50/month**
Acct #(s): A-212200-551100-67200-0000000/100%
- f. **Position:** **HUMAN RESOURCE ASSISTANT I**
Department: Human Resource Services
Name: Position will be vacant on 7/1/00
Position #: 005021 New?: No
Remarks: Position was Human Resource Assistant II, grade same
Effective: July 1, 2000
% of position: 100% # of Mos: 12
Sal Rng/Stp: **16/1** Salary: **\$2,079.83/month**
Acct #(s): A-212200-611100-66600-0000000/100%
- g. **Position:** **HUMAN RESOURCE ASSISTANT II**
Department: Human Resource Services
Name: Vacant
Position #: 005022 New?: No
Remarks: Position title same, grade 16
Effective: June 14, 2000
% of position: 100% # of Mos: 12
Sal Rng/Stp: **18/1** Salary: **\$2,184.14/month**
Acct #(s): A-212200-611100-66600-0000000/100%

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

BE IT RESOLVED, That the change for the following academic contract be approved:

- a. **Position:** **CHAIR**
 Name: Mary Ann Drinan
 Department: Economics, History, and Political Science
 Remarks: Increase chair assigned time from 40%
 Position #: 005439
 Stipend: **\$3,990.00 per semester**
 % of position: 60%
 No of mos: 10
 Effective: July 1, 1999

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

- a. **BE IT RESOLVED, That ALEJANDRO CUATOK**, Supervisor, Student Support Services, Student Support Services/TRIQ be granted a 20% Personal Leave of Absence **without pay and with no effect on benefits** , effective July 10, 2000, through August 17, 2000 (to teach).
- b. **BE IT RESOLVED, That CORAZON CORDOVA**, Instructional Support Assistant IV, Chemistry, be granted a 100% personal Leave of Absence **without pay and with no effect on benefits** , effective June 19, 2000, through July 27, 2000.
- c. **BE IT RESOLVED, That LOIS FAIRBANKS**, Administrative Secretary, Counseling, Guidance, and Career Development be granted a 100% Medical Leave of Absence **without pay and with no effect on benefits** , effective May 23, 2000, through November 23, 2000.
- d. **BE IT RESOLVED, That MICHELLE EMPTAGE**, EOP&S Technician, Extended Opportunity Programs & Services, be granted a 50% Medical Leave of Absence **without pay and with no effect on benefits** , effective May 10, 2000, through June 7, 2000.
- e. **BE IT RESOLVED, That MICHELLE EMPTAGE**, EOP&S Technician, Extended Opportunity Programs & Services be granted a 100% Medical Leave of Absence **without pay and with no effect on benefits** , effective June 8, 2000, through July 2, 2000.

6. **RECOMMENDATION: ACTION – APPROVE CORRECTION TO LEAVE OF ABSENCE DATES**

BE IT RESOLVED, That MICHELLE A. BARTON, Research Analyst, Institutional Research and Planning, 100% Medical Leave of Absence **without pay and with no effect on benefits** , effective dates be changed from April 26, 2000, through July 18, 2000, to May 1, 2000, through July 18, 2000 (leave approved 5/9/00).

7. **RECOMMENDATION: ACTION - DENY REQUEST FOR LEAVE**

BE IT RESOLVED, That the request for leave of absence for **JORGE PIMENTEL**, Custodian I, Custodial Services, be disapproved and that Mr. Pimentel's name be placed on a re-employment list, effective June 1, 2000, and until September 1, 2003, in accordance with Education Code Section 88195.

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

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

a. Name: **JENNIFER A. PARIS**
Position: Librarian/Assistant Professor
Department: Library/Media Center
Position #: 006102 New?: Yes
Remarks: Approved on 2/8/00, PFE funded.
Sal Rng/Stp: C/1 **Salary: \$3,658.43/month**
% of position: 100% # of Mos: 10
Effective: August 18, 2000
Acct #(s) A-125000-61200-317100-0611400/100%

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

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

a. Name: **MICHELLE R. USHER**
Position: Senior Office Specialist
Department: Child Development Center/Escondido
Position #: 006076 New?: Yes
Remarks: Approved on 11/23/99
Sal Rng/Stp: 14/A **Salary: \$1,980.79/month**
% of position: 100% # of Mos: 12
Effective: June 14, 2000
Acct #(s) V-212200-364300-69200-0000000/100%

b. Name: **SHEILA A. ATKINS**
Position: Payroll Assistant II
Department: Payroll Services
Position #: 005599 New?: No
Remarks: Replacement for Barbara White
Sal Rng/Stp: 18/1 **Salary: \$2,184.14/month**
% of position: 100% # of Mos: 12
Effective: June 12, 2000
Acct #(s) A-212200-551100-67200-0000000/100%

c. Name: **BRIAN G. ENGLEMAN**
Position: Office Specialist
Department: Regional Occupational Programs (ROP)
Position #: 005812 New?: No
Remarks: Replacement for Sheryl Webber
Sal Rng/Stp: 10/1 **Salary: \$1,797.46/month**
% of position: 100% # of Mos: 12
Effective: June 14, 2000
Acct #(s) K-212200-337350-63400-1812080/100%

10. **RECOMMENDATION: ACTION – APPROVE CONTRACT RENEWALS FOR ASSISTANT SUPERINTENDENTS/VICE PRESIDENTS**

BE IT RESOLVED, That the Governing Board of the Palomar Community College District approve the **contracts** for the following **Assistant Superintendents/Vice Presidents** effective July 1, 2000, through June 30, 2002, with the following changes:

DIANE G. MICHAEL, Assistant Superintendent/Vice President for Instruction

- a. **SALARY PLACEMENT: 79/16 on the Administrative Salary Schedule**
- b. Delete **EXPENSE ALLOWANCE: \$214.36** per month, net after taxes, and include this amount in salary.
- c. Annual step advancements will continue as provided under the provisions of the Administrative Salary Schedule, with yearly increments equal to normal step advancements from 79/16 on July 1, 2000.

JOSEPH L. MADRIGAL, Assistant Superintendent/Vice President for Student Services

- a. **SALARY PLACEMENT: 79/16 on the Administrative Salary Schedule**
- b. Delete **EXPENSE ALLOWANCE: \$214.36** per month, net after taxes, and include this amount in salary.
- c. Annual step advancements will continue as provided under the provisions of the Administrative Salary Schedule, with yearly increments equal to normal step advancements from 79/16 on July 1, 2000.

JERRY R. PATTON, Assistant Superintendent/Vice President for Finance and Administrative Services

- a. **SALARY PLACEMENT: 79/16 on the Administrative Salary Schedule**
- b. Delete **EXPENSE ALLOWANCE: \$222.07** per month, net after taxes, and include this amount in salary.
- c. Annual step advancements will continue as provided under the provisions of the Administrative Salary Schedule, with yearly increments equal to normal step advancements from 79/16 on July 1, 2000.

DR. JACK MIYAMOTO, Assistant Superintendent/Vice President for Human Resources and Affirmative Action

- a. **SALARY PLACEMENT: 79/10 on the Administrative Salary Schedule, plus \$1,200 annual stipend for Doctorate.**
- b. Delete **EXPENSE ALLOWANCE: \$207.79** per month, net after taxes, and include this amount in salary.
- c. Annual step advancements will continue as provided under the provisions of the Administrative Salary Schedule, with yearly increments equal to normal step advancements from 79/10 on July 1, 2000.

Exhibit K-10

11. **RECOMMENDATION: ACTION – APPROVE REDUCTION IN FORCE**

WHEREAS, due to lack of work and/or lack of funds, the Governing Board hereby finds that it is in the best interests of the District to reduce and/or eliminate the following position, which is held by a regular classified employee of the District, pursuant to Education Code sections 88014, 88015, 88017, 88117, and 88127; and also Board Policy Administrative Team Handbook- 26 entitled, "Reduction in Force":

EXECUTIVE SECRETARY POSITION (ONE FTE)

AND WHEREAS, due to lack of work and/or lack of funds, the Governing Board finds that it is in the best interests of the District to reduce and/or eliminate the above designated position;

NOW, THEREFORE, BE IT RESOLVED, That the above-designated position, number 00005457, shall be reduced and/or eliminated as of July 15, 2000;

BE IT FURTHER RESOLVED, That the Governing Board sincerely regrets this action but is taking this action in compliance with applicable law and in the best interests of the District;

BE IT FURTHER RESOLVED, That the Superintendent/President or designee is authorized and directed to give timely and proper layoff notices to all affected employees.

ADOPTED, this thirteenth day of June, 2000, by the Governing Board of the Palomar Community College District.

Secretary To The Board

Date

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