



GOVERNING BOARD AGENDA
REGULAR MEETING, GOVERNING BOARD
PALOMAR COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD ROOM, STUDENT SERVICES CENTER
COLLEGE CAMPUS
SAN MARCOS, CALIFORNIA
TUESDAY, OCTOBER 10, 2000, 7:00 P.M.

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

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

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

A.	Call to Order	2
B.	Roll Call	2
C.	Minutes	2
D.	Consent Calendar.....	2-7
E.	Items Removed from Consent Calendar	7
F.	Hearings	7
G.	Communications.....	7
H.	Unfinished Business	7
I.	New Business.....	7-11
J.	Instructional/Operational Reports.....	11
K.	Items Pending.....	12
L.	Comments from Board Members	12
M.	Closed Session.....	12
N.	Reconvene to Open Session.....	12
O.	Adjournment	12

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 Special Meeting held September 23, 2000, be approved.

BE IT RESOLVED, That the Minutes of the Regular Meeting held September 26, 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.

PERSONNEL

1. RECOMMENDATION: ACTION - APPROVE CLASSIFIED EMPLOYMENT

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

- a. Name: **ESTELA GIBSON**
 Position: Academic Department Assistant
 Department: Nursing Education
 Position #: 005299 New?: No
 Remarks: This is a replacement for Christine Clark.
 Sal Rng/Stp: **19/1** Salary: **\$2,237.87/month**
 % of Position: 100% # of Mos: 11
 Effective: October 16, 2000
 Acct #: A-212200-348100-60910-000000/100%
- b. Name: **DEBBIE C. BREWER**
 Position: Staff Assistant-50%/Academic Department Assistant-50%
 Department: Speech Communication/Forensics/ASL
 Position #: 005179-ADA New?: No
 005180-SA
 Remarks: Replacement for Jennifer Turpin.
 Sal Rng/Stp: **19/3**
 20/3 Salary: **\$2,497.06/month**
 % of Position: 100% # of Mos: 12
 Effective: October 11, 2000
 Acct #: A-212200-329200-15060-0000000/100%

- c. Name: **CARLOS VARGAS**
Position: Police Sergeant
Department: Campus Police
Position #: 005868 New?: Yes
Remarks: Position approved 3/23/99
Sal Rng/Stp: **31/1** Salary: **\$2,998.58/month**
% of Position: 100% # of Mos: 12
Effective: October 11, 2000
Acct #: K-212200-543100-69500-1812070/100%
NOTE: This is a specially funded position; continuation depends upon availability of funds.
- d. Name: **LARRY KOZIARZ**
Position: Assistant Director/Extended Education
Department: Escondido Education Center
Position #: 005319 New?: No
Remarks: This is a replacement for June Rady.
Sal Rng/Stp: **55/4** Salary: **\$4,750.03/month**
% of Position: 100% # of Mos: 12
Effective: October 16, 2000
Acct #: B-212100-354200-60100-0000000/100%
NOTE: This position is placed in the Classified Supervisory group.

2. **RECOMMENDATION: ACTION – APPROVE CORRECTION TO EMPLOYMENT DATES**

BE IT RESOLVED, That the correction to the employment dates for the following administrative employee be approved:

- a. Name: **DR. JOHN D. “JACK” RANDALL**
Position: Interim Superintendent/President
Department: President’s Office
Position #: 005010
SalRng/Stp: **Special Contract** Salary: **\$9,825.00/month**
% of position: 100% # of Mos: 6
Effective: August 21, 2000 to February 21, 2001
Acct#(s): A-126000-211100-66200-0000000/100%
NOTE: This item is presented for STRS clarification purposes only. STRS is requiring the District to identify the six-month exemption dates for the purposes of exempting Dr. Randall for the Post-Retirement Earning Limitation. Dr. Randall’s original contract with the District will remain in effect with the expiration date of April 21, 2001.

3. **RECOMMENDATION: ACTION - APPROVE ADMINISTRATOR EMPLOYMENT**

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

- a. Name: **CALVIN ONE DEER GAVIN**
Position: Director, GEAR UP/Federal Student Support Programs
Department: Student Support Programs/GEAR UP
Position #: 006124 New?: Yes
Remarks: New position approved 6/27/00
Sal Rng/Stp: **68/2** Salary: **\$5,932.22/month**
% of Position: 100% # of Mos: 12
Effective: October 16, 2000
Acct #: K-123400-471200-64990-1112320/100%
NOTE: This is a specially funded position; continuation depends upon availability of funds. Position is placed in the Educational Director group.

b. Name: _____
Position: Manager Education Center
Department: Mt Carmel and Poway Education Centers
Position #: 005322 New?: No
Remarks: This is a replacement for Nona McClure.
Sal Rng/Stp: **57/1** Salary: **\$4,303.34/month**
% of Position: 100% # of Mos: 12
Effective: _____
Acct #: J-212100-354300-60100-0000000/100%
NOTE: Position is placed in the Classified Director group.

4. **RECOMMENDATION: ACTION - APPROVE CLASSIFIED POSITION CHANGES**

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

a. Position: **ADMISSIONS ASSISTANT**
Department: Admissions and Records/Escondido
Name: Ardith Burrows
Position #: 005840 New?: No
Remarks: Increase from 45% to 50%; position will now include medical benefits.
Sal Rng/Stp: 16/2 Salary: **\$1,092.07/month**
% of position: 50% # of Mos: 12
Effective: October 11, 2000
Acct #(s): A-212200-421100-62100-0000000/100%

b. Position: **ADMISSIONS ASSISTANT**
Department: Admissions & Records/Escondido
Name: Vacant
Position #: 005840 New?: No
Remarks: Decrease from 50% to 45%; position will no longer include medical benefits.
Sal Rng/Stp: 16/1 Salary: **\$935.92/month**
% of position: 45% # of Mos: 12
Effective: October 11, 2000
Acct #(s): A-212200-422200-62100-0000000/100%

c. Position: **COLLEGE HEALTH NURSE**
Department: College Health Services
Name: Vacant
Position #: 005836 New?: No
Remarks: Decrease from 12 months to 11 months.
Sal Rng/Stp: 35/1 Salary: **\$1,487.80/month**
% of position: 45% # of Mos: 11
Effective: October 11, 2000
Acct #(s): K-212300-474100-64400-1812090/100%
NOTE: This is a specially funded position; continuation depends upon availability of funds.

5. **RECOMMENDATION: ACTION – APPROVE CATASTROPHIC LEAVE PLAN FOR CONTRACT FACULTY**

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 **Contract Faculty Catastrophic Leave Plan** as outlined in **Exhibit K-5**.

Basic Provisions:

- Any contract faculty employee, with a balance of eligible leave credits of 20 days or more after such donation, may donate hours to the bank, up to but not over 30 days per year.
- Any contract faculty member may receive leave credits from the bank when approved in accordance with required provisions.
- There will be no attempt to evaluate a day donated or received on the basis of pay rate of the donor or recipient.

6. **INFORMATION: RESIGNATION**

On behalf of the Governing Board of the Palomar Community College District, the following **resignation** has been accepted by Dr. Jack Randall, Interim Superintendent/President, as authorized by the Governing Board on June 10, 1986:

- a. **THOMAS R. FOX, JR.**, Instructional Support Assistant I, Disabled Student Programs and Services, effective September 6, 2000 (last day worked 9/5/00).

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

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

Solorzano, Edgar – Carpentry Apprenticeship

8. **RECOMMENDATION: ACTION - APPROVE ADJUNCT FACULTY EMPLOYMENT**

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

FALL 2000

COMMUNITY EDUCATION

Savage, Ronny	Community Education (Non-Credit)	\$36.09
	B.S., Risk Management Real Estate	
	B.S., Occupational Therapy	
	M.S., Occupational Therapy	

COUNSELING

Lord, Karie	Counseling	\$36.09
	B.A., Liberal Studies	
	M.A., Counseling	

ECONOMICS, HISTORY, AND POLITICAL SCIENCE

Mann, Judith	Economics	\$38.42
	B.A., Economics	
	Ph.D., Economics	
	J.D., Law	

ENGLISH AS A SECOND LANGUAGE

Howl, Paul	English As A Second Language	\$38.42
	B.A., Theatre Arts	
	M.A., Theatre	
	M.A., Education	

FOREIGN LANGUAGES

Chugani, Sarina	Japanese	\$36.09
	B.S., Criminal Justice Administration and Spanish	
	M.A., Spanish	

PERFORMING ARTS

Gaffney, Floyd	Theatre	\$34.93
	B.A., Dance	
	M.A., Theatre	
	Ph.D., Theatre Arts	

VOCATIONAL PROGRAMS

Solorzano, Edgar	Carpentry Apprenticeship	Paid by sponsor, the San Diego Carpenter's Training Center
	Certificate of Completion of Apprenticeship, Carpentry	
	20 Years Journeyman Carpenter	
	10 Years of Experience	

9. **INFORMATION: RETIREMENT**

On behalf of the Governing Board of the Palomar Community College District, the following **retirement** has been accepted by Dr. Jack Randall, Interim Superintendent/President, as authorized by the Governing Board, under Group I (receive the same fully employer-paid lifetime health benefits as provided to active employees and eligible dependents for life of the retiree) of the Retirement Health and Dental Plan approved by the Governing Board December 8, 1987:

- a. **DR. LUZ GARZON**, Professor, Multicultural Studies and Foreign Languages, effective May 19, 2001 (last day worked 5/18/01).

FISCAL SERVICES

10. **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:

Warrant #76-220425, dated May 28, 1999, in the amount of \$858.00 to Shoko Koeda, 2330 Via Santos #J, Carlsbad, CA 92008. Voided due to stale dating.

GIFTS

11. **RECOMMENDATION: ACTION – ACCEPT GIFTS**

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

- a. Miscellaneous tools, appliances, and equipment to be used for Grounds Services needs, donated by **Dr. and Mrs. George R. Boggs**, 2301 N Street, NW, #616, Washington, D.C. 20037. Total value as estimated by donor is \$4,340.00

COMMUNITY SERVICES

11. **RECOMMENDATION: ACTION – APPROVE NEW CLASS AND AGREEMENT FOR COMMUNITY SERVICES CLASS**

BE IT RESOLVED, That the following new class and agreement be approved between the Palomar Community College District and personnel for providing a Community Services class:

FALL/2000

Presenter:	Christine Linnea Johnson
Name of Class:	Quark Xpress
Effective:	October 14, 2000
Rate:	\$244.51
Terms:	Minimum of 6 students

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 **State Senator Dave Kelley**, to Dr. Boggs, dated September 21, 2000, containing an update on the Economic Development Program of the California Community Colleges. **Exhibit G-1**

H. **UNFINISHED BUSINESS**

I. **NEW BUSINESS**

1. **RECOMMENDATION: ACTION – EXCUSE ABSENCE OF BOARD MEMBER**

BE IT RESOLVED, That in accordance with Section 72425(d) of the California Education Code, the Governing Board finds that the absence of **Dr. Rita A. White** from the Governing Board meeting held on September 26, 2000, be excused because of illness.

2. **INFORMATION/DISCUSSION: DRAFT OF BOARD GOALS FOR 2000-2001**

**DRAFT
Governing Board Goals for the Palomar Community College District
2000-2001**

Developed at Special Meeting, September 23, 2000

1. Student Learning and Success

- a. Work with District K-12 schools to improve college readiness of their students.
- b. Continue to work to fulfill our PFE goals.
- c. Continue to work toward fulfilling the Vanguard Goals as they pertain to student learning and success.

2. Planning

- a. Develop a comprehensive Educational Master Plan that includes education, facilities, and technology master plans through 2020.
- b. Continue developing unit three-year action plans for all college units.
- c. Include institutional review as a factor in the planning process.
- d. Link the unit action plans to resource allocation.
- e. Cooperate with neighboring community college districts/boards in the planning of additional Education Centers.
- f. Plan for the development of the college self-study in preparation for the fall, 2002, accreditation visit.

3. College Resources

- a. Plan for and achieve budget stability while maintaining a 5% reserve.
- b. Link planning to resource allocation, including reallocation of funds, where appropriate.
- c. Explore the feasibility of a capital bond campaign for 2001.
- d. Continue working in cooperation with the Foundation and President's Associates to secure additional resources for college priorities.
- e. Continue grants development efforts to secure additional resources.

4. Staffing and Diversity

- a. Make progress toward having faculty and staff mirror the diversity of the District population.
- b. Develop and implement a five-year plan that makes progress toward achieving the 75 full-time/25 part-time faculty ratio.
- c. Continue to work toward achieving Vanguard goals as they apply to staffing and diversity.
- d. Complete a successful search for, and employment of, the District Superintendent/President.

5. Community Development

- a. Continue to develop partnerships with government agencies, education institutions, business, and industry.

6. Technology

- a. Fully support the implementation of PeopleSoft, including fiscal resources and staff.
- b. Continue to work toward fulfilling the Vanguard Goals as they apply to the use of technology.
- c. Include the technology plan in the college Master Plan.

7. Facilities and Grounds

- a. Improve facility use through improved scheduling of classes.
- b. Evaluate the feasibility of buying land for a buffer zone/other for the San Marcos campus.
- c. Continue to enhance the safety and security of the San Marcos campus and Education Centers.
- d. Continue to improve the aesthetics and cleanliness of the San Marcos campus.

8. Legislative Issues

- a. Continue to develop positive relationships with legislators and their staff.

9. Shared Governance

- a. Evaluate and revise, where indicated, the planning and decision-making process to reflect what we feel is best for the college.

3. INFORMATION/DISCUSSION OF SEARCH PROCESS

Dr. Al Fernandez will be present to discuss this item. **Exhibit I-3**

4. REQUEST FROM FACULTY SENATE TO RECONSIDER MAKEUP OF SUPERINTENDENT/PRESIDENT SEARCH COMMITTEE

The Faculty Senate has requested that the Governing Board reconsider the makeup of the Superintendent/President Search Committee and raise the number of faculty members on the committee to 7 faculty members, 1 Senator, and 1 faculty co-chair.

5. INFORMATION/DISCUSSION OF SUPERINTENDENT/PRESIDENT QUALIFICATIONS

6. RECOMMENDATION: ACTION – APPROVE APPOINTMENT OF SEARCH COMMITTEE MEMBERS

BE IT RESOLVED, That the Governing Board approve the appointment of the following members of the Presidential Search Committee:

Chris Carrick	Community Member
Robert Hahn	Community Member
Michele Nelson, Ph.D.	Governing Board Member (non-voting)
_____	Faculty Member
_____	Faculty Member
_____	Faculty Member
_____	Faculty Member
_____	Faculty Member
Ernie Carson	Classified Staff Member
Toni Griffith	Classified Staff Member
Kelley Hudson-Maclsaac	Administrative Association Member
Joseph Madrigal	Administrator appointed by President
Michael Rourke	Administrator appointed by President
Trisha Carlson	Student selected by ASG

7. **RECOMMENDATION: ACTION - APPROVE SUMMER PROGRAM IN PARIS, FRANCE, THROUGH ACCENT INTERNATIONAL CONSORTIUM FOR ACADEMIC PROGRAMS ABROAD LIMITED, FOR SUMMER, 2001**

BE IT RESOLVED: That a summer program to Paris, France, be approved through a contract with **Accent International Consortium (ACCENT)**, including departure from the United States on June 30, 2001, and return departure from Paris on August 1, 2001. The academic program shall include French language courses, civilization, conversation, and tutorials as described in the Program Contract included with the backup hereto and by this reference incorporated herein. The total cost of this program is \$2,750.00, including a non-refundable first payment of \$250.00, due with the application, which includes a \$100.00 refundable security deposit, which may be taken as a late payment penalty if all amounts due are not received by ACCENT on or before May 1, 2001. Airfare is not included in the program costs stated above.

BE IT FURTHER RESOLVED, That advance deposits, as may be required, are hereby authorized from existing balances, if any, and participant funds, including funds collected for the non-refundable first payments, and authorization is granted to the office of Counsel, Contracts, and Special Projects to enter into any contracts necessary to carry out this program. **Exhibit I-7**

8. **RECOMMENDATION: ACTION - APPROVE AGREEMENT WITH CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT FOR 2000-2001 CALIFORNIA EARLY-CHILDHOOD MENTOR PROGRAM**

BE IT RESOLVED, That approval is hereby given to the agreement between the Palomar Community College District and **Chabot-Las Positas Community College District** for implementation of the 2000-2001 California Early-Childhood Mentor Program. Funding to Palomar comes from the California Department of Education through the Chabot-Las Positas Community College District. This agreement will be in effect from the date of signature to January 31, 2001, and supersedes all prior agreements. **Exhibit I-8**

9. **RECOMMENDATION: ACTION - AUTHORIZE SALE OF NETWORK AND TELECOMMUNICATION EQUIPMENT TO BE SOLD AT COUNTY AUCTION PURSUANT TO SECTION 81451 AND BOARD PROCEDURE 552**

WHEREAS, the Governing Board of the Palomar Community College District declared the **network and telecommunication equipment** as detailed in the list which is filed herewith and incorporated herein by reference, as surplus in accordance with California Education Code Section 81450; at its meeting of August 22, 2000, and authorized that said equipment be sold at a local auction as an entire lot and by sealed bids with a minimum bid of \$10,000; and

WHEREAS, the Palomar Community College District advertised a public sale for sealed bids on the surplus equipment on September 6 and 13, 2000, with a closing date of September 19, 2000. On September 19, 2000, at 1:00 p.m., no sealed **bids were received in the Office of Counsel, Contracts, and Special Projects;**

NOW, THEREFORE, BE IT RESOLVED, That the aforesaid surplus equipment shall be disposed of by sale at the auction to be held by the County of San Diego on or about December 9, 2000, in accordance with California Education Code Section 81451 and the Palomar Community College District, Board Procedure 552. **Exhibit I-9**

10. **RECOMMENDATION: ACTION - APPROVE RELEASE OF RETENTION TO HELIX ELECTRIC, INC., ON THE SAN MARCOS CAMPUS INFRASTRUCTURE PROJECT**

BE IT RESOLVED, That the remaining retention being withheld by the Palomar Community College District from the contract with **Helix Electric, Inc.**, which is on deposit in an escrow account (No. 105-9768) with Union Bank of California, be and is hereby authorized for release to Helix Electric, Inc., together with all accrued interest thereon, and subject to the conditions agreed to by Helix Electric, Inc., in their letter to the District's Counsel dated September 19, 2000, a true copy of which is attached and incorporated by this reference. **Exhibit I-10**

11. **INFORMATION: SAN DIEGO GAS & ELECTRIC WILL FENCE ITS PROPERTY, KNOWN AS DIABLO SUBSTATION, AT THE ESCONDIDO CENTER**

SAN DIEGO GAS & ELECTRIC has given written notification to the Palomar Community College District dated September 14, 2000, of its intention to fence its entire fee interest in the real property located adjacent to the District's Escondido Center, commonly referred to as the Diablo Substation. **Exhibit I-11**

12. **RECOMMENDATION: ACTION - RECEIVE REPORT FROM RICK BYRD, STRUCTURAL ENGINEER, ON THE CITY OF SAN MARCOS PUBLIC SAFETY CENTER, AND FORWARD TO THE DEPARTMENT OF GENERAL SERVICES, STATE OF CALIFORNIA, IN COMPLIANCE WITH CALIFORNIA EDUCATION CODE SECTION 81530.5**

BE IT RESOLVED, That the Palomar Community College District hereby receives the written report dated August 30, 2000 from **Rick Byrd, licensed California Structural Engineer** of record on the City of San Marcos Public Safety Center, and directs that said report be transmitted to the State of California, Department of General Services, in accordance with California Education Code § 81530.5 (b) for review and comment within forty (45) working days. **Exhibit I-12**

13. **RECOMMENDATION: ACTION - REAFFIRM EXISTING AGREEMENT WITH HELIX ENVIRONMENTAL PLANNING, INC., APPROVE ADDITIONAL SERVICES & FUNDING, AND AUTHORIZE CEQA BIOLOGICAL INVESTIGATION FOR DISTRICT ATHLETIC FIELDS AND AMPHITHEATER PROJECT**

BE IT RESOLVED, That the Palomar Community College District hereby reaffirms its existing agreement with Helix Environmental Planning, Inc., as environmental consultant and authorizes Helix to conduct a biological investigation of the proposed District Athletic Fields and Amphitheater Project, with an additional \$24,630.00 added to the agreement to cover the biological investigation and preparation of a CEQA investigation report, including recommendations for mitigation measures leading to an anticipated mitigated negative declaration on the proposed project. The additional funding shall be made through Account No. 41-541100-65110-10-1841000-600010. **Exhibit I-13**

14. **RECOMMENDATION: ACTION – CANCEL REGULARLY SCHEDULED MEETING OF DECEMBER 26, 2000**

BE IT RESOLVED, That the Governing Board hereby **cancel**s its regularly scheduled meeting of **December 26, 2000**.

J. INSTRUCTIONAL/OPERATIONAL REPORTS

K. ITEMS PENDING

L. COMMENTS FROM BOARD MEMBERS

M. 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.

N. RECONVENE TO OPEN SESSION

O. ADJOURNMENT