



GOVERNING BOARD AGENDA
REGULAR MEETING, GOVERNING BOARD
PALOMAR COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD ROOM, STUDENT SERVICES CENTER
COLLEGE CAMPUS
SAN MARCOS, CALIFORNIA
TUESDAY, OCTOBER 24, 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 October 10, 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.

PAYROLL

1. **RECOMMENDATION: ACTION – APPROVE PERSONNEL ACTIONS HISTORY**

BE IT RESOLVED, That the Governing Board hereby approves the **Personnel Actions History Report for September, 2000. Exhibit D-1**

GIFTS

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

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

- a. Refrigerator, oven, dessicator, laboratory glassware, stainless steel buckets, glass tubes, electric lab stirrer, lab stands, crucibles, and centrifuge to be used as replacements for standard chemistry laboratory glassware and equipment, donated by **Northrup Grumman, Ryan Aeronautical Center**, 2701 N. Harbor Drive, San Diego, California 92101. Total value estimated by donor is \$760.00.
- b. Wheelchair for use in the adaptive aquatic program, donated by **Jim Huff**, 1606 Idaho, Escondido, California 92027. Total value estimated by donor is \$50.00.
- c. ATC-610J Flight Simulator, serial number 9591, to be used as a back-up simulator for Aero 125 lab, donated by **John T. Alexander, M.D.**, Nine St. Malo Beach, Oceanside, California 92054. Total value estimated by donor is \$5,000.00
- d. Xerox poster printer, model number XL50, serial number 30712946X, to be used in Graphics classes, donated by **Xerox Corporation**, Attn: Mr. Loren Winckler, 5853 Rue Ferrari, San Jose, California 95138. Total value estimated by donor is \$9,000.00
- e. Manual wheelchair for use in the adaptive aquatic program, donated by **Faith Lutheran Thrift Shop**, 222 E. Broadway, Vista, California 92084. Total value estimated by donor is \$50.00.

- f. Miscellaneous equipment for use in the RTV Department donated by **Spector Entertainment Group, Inc.**, Attn: Evan Spector, 6349 Palomar Oaks Court, Carlsbad, California 92009. Total value estimated by donor is \$3,075.00.

FISCAL SERVICES

3. Item removed from agenda.
4. **INFORMATION: FINANCIAL REPORTS**

Financial reports from all funds are presented in **Exhibit D-4** for Governing Board review.

NEW WARRANTS

5. **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 #76-203964, dated May 15, 1999, in the amount of \$15.00, to Owen Tunnell, 211 Orleans Street, Escondido, CA 92027. Voided due to stale dating.
- b. Warrant #76-009683, dated October 29, 1999, in the amount of \$73.15, to Judith K. Duncan, Veterans' Services, Palomar College. Voided due to stale dating.

PERSONNEL

6. **RECOMMENDATION: ACTION - APPROVE CLASSIFIED POSITION DECREASE**

BE IT RESOLVED, That the decrease of the following classified position(s) be approved:

- a. Position: **SENIOR OFFICE SPECIALIST**
Department: College Health Services
Name: Vacant
Position #: 005707 New?: No
Remarks: Decrease position from 100% 11 months
Effective: November 1, 2000
% of position: 45% # of Mos: 10
Sal Rng/Stp: 14/1 Salary: **\$891.36/month**
Acct #: K-212200-474100-64400-1812090/100%
NOTE: This position is specially funded; continuation depends upon availability of funds. Hours: 3:30 p.m. - 8:00 p.m., Monday-Thursday; 3% added to base salary for hours worked between 6 p.m. and 10 p.m.

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

- a. **BE IT RESOLVED, That ALEJANDRO CUATOK**, Supervisor, Student Support Services, Student Support Services/TRIO, be granted a 12.5% personal Leave of Absence **without pay and with no effect on benefits**, effective January 16, 2001, through May 18, 2001 (to teach).
- b. **BE IT RESOLVED, That CARLOS GOMEZ**, Professor, Foreign Languages, be granted a 100% medical Leave of Absence **without pay and with benefits**, effective November 4, 2000, through December 16, 2000.

8. **INFORMATION: RESCIND CLASSIFIED EMPLOYMENT**

Rescind the Classified Employment for Estela Gibson, Academic Department Assistant, Nursing Education, approved by the Governing Board on October 10, 2000 (declined to accept the position).

9. **RECOMMENDATION: ACTION - APPROVE TRANSFER OF CLASSIFIED EMPLOYEE**

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

a. Name: **D. Diane Rabe**
Position: Inventory Control Technician
Department: Health and Safety
Position #: 005808 New?: No
Remarks: Administrative transfer back to Health and Safety Department and salary placement.
Sal Rng/Stp: 13/6 Salary: **\$1,082.26/month**
% of position: 45% # of Mos: 12
Effective: October 16, 2000
Acct #(s): A-212200-531100-67760-0000000/100%

10. **RECOMMENDATION: ACTION - APPROVE CLASSIFIED EMPLOYMENT**

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

a. Name: **YOLANDA M. FERNANDEZ**
Position: Administrative Secretary
Department: Counseling, Guidance, and Career Development
Position #: 006011 New?: No
Remarks: This is a replacement for Jean Rust-Lopez
Sal Rng/Stp: **19/3** Salary: **\$2,466.50/month**
% of Position: 100% # of Mos: 12
Effective: October 25, 2000
Acct #: A-212200-462100-63100-0000000/100%

b. Name: **DEA A. CRAIG**
Position: Senior Office Specialist
Department: Educational Television
Position #: 005068 New?: No
Remarks: This is a replacement for Cindi Kirland
Sal Rng/Stp: **14/1** Salary: **\$1,680.79/month**
% of Position: 100% # of Mos: 12
Effective: October 25, 2000
Acct #: A-212200-318100-61320-0000000/100%

c. Name: **LISA S. GALBREATH**
Position: Counseling Support Specialist
Department: Counseling, Guidance, and Career Development
Position #: 005832 New?: No
Remarks: This is a replacement for Lasea Usini
Sal Rng/Stp: **16/1** Salary: **\$935.92/month**
% of Position: 45% # of Mos: 12
Effective: October 25, 2000
Acct #: A-212200-462100-632100-63100-0000000/100%

Hill, Jay	Apprenticeship – Electrical A.A., Electronics Engineering Technology 6+ Years of Experience	Paid by sponsor, San Diego Electrical Training Trust
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SPRING, 2001

BUSINESS EDUCATION

Owens, Reginald	Business Management B.A., Psychology M.A., Management	\$36.09
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COMPUTER SCIENCE & INFORMATION SYSTEMS

Cortez-Karimi, Patsy	Computer Science and Information Systems B.A., Interdisciplinary Studies M.S., Educational Technology	\$36.09
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Mathson, Daniel	Computer Science and Information Systems B.S., Chemistry 6+ Years of Experience	\$34.93
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MULTICULTURAL STUDIES

Nunez-Alvarez, Arcela	Ethnic Studies B.A., Social Science M.A., History	\$36.09
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14. **RECOMMENDATION: ACTION – CHANGE TITLE OF DIRECTOR OF STUDENT
ACTIVITIES TO DIRECTOR OF STUDENT AFFAIRS**

BE IT RESOLVED, That the title of the **Director of Student Activities** be changed to **Director of Student Affairs**. There is no change in compensation included with this title change.

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.

a. **Michael Paisner**

G. COMMUNICATIONS

H. UNFINISHED BUSINESS

1. **RECOMMENDATION: ACTION – APPROVE BOARD GOALS FOR 2000-2001**

BE IT RESOLVED, That the Governing Board hereby adopts the following goals for the 2000-2001 year:

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

Developed at Special Meeting, September 23, 2000

Revised at Regular Meeting, October 10, 2000

- 1. Student Learning and Success**
- a. Partner 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.
- e. Provide a competitive compensation package for all employees.

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.

I. NEW BUSINESS

- 1. Item removed from agenda.

2. RECOMMENDATION: ACTION - APPROVE AGREEMENT WITH FORESTER INSTITUTO INTERNACIONAL TO OFFER SPANISH CLASSES IN SAN JOSE, COSTA RICA

BE IT RESOLVED, That an agreement be approved between the Palomar Community College District and **Forester Instituto Internacional**, San Jose, Costa Rica, for the purpose of allowing the District's Foreign Languages department to conduct Spanish classes as follows: Spanish 50, 105, 115, 106, 116, 205, 206 (3 units); Spanish 235, 236 (2 units), which permit the students to experience Spanish language and culture while living with a Spanish family during the period of January 2 – January 12, 2001.

BE IT FURTHER RESOLVED, That the cost of the program is \$950, plus airfare. This includes all academic program fees, mid-week excursions, daily room and board, and books. Not included are transportation costs to and from Costa Rica and Palomar College registration fees (\$11 per unit for California residents). **Exhibit I-2**

3. **RECOMMENDATION: ACTION - REVIEW AND APPROVE CASH ACCOUNT EXPENDITURES FROM THE PALOMAR COLLEGE CAFE FOR THE PERIOD JULY, 2000, THROUGH SEPTEMBER, 2000**

BE IT RESOLVED, That pursuant to the resolution of the Governing Board of the Palomar Community College District providing for review and approval on a sixty-day (60) basis, the purchase transactions of the District **food service** operations for the period July 1, 2000, through September 30, 2000, and as detailed in the Check Register that is filed in support hereof, be and are hereby reviewed, ratified and approved. **Exhibit I-3**

4. **RECOMMENDATION: ACTION - AUTHORIZE ASSISTANT SUPERINTENDENT OF FINANCE AND ADMINISTRATIVE SERVICES TO OBTAIN FUNDS FOR TECHNOLOGY**

BE IT RESOLVED, That the Governing Board of the Palomar Community College District hereby authorizes the Assistant Superintendent of Finance and Administrative Services to negotiate a loan of One Million Two Hundred Thousand Dollars (\$1,200,000.00), at the most competitive interest rate now available to the District, which funds are required to maintain, upgrade, and train District personnel, in the software and hardware computer and telecommunications networking technologies currently in use at the District.

BE IT FURTHER RESOLVED, That the Assistant Superintendent of Finance and Administrative Services be and is hereby directed to enter into agreements, financing agreements, including, but not limited to lease-purchase agreements, on behalf of the District for a term of years, not to exceed five (5) years, pursuant to which the aforesaid funds shall be repaid, together with all interest and finance charges applicable thereto; and with the further stipulation that the permissible legal debt limit of the District shall not be exceeded.

5. **RECOMMENDATION: ACTION - ACCEPT STATE OF CALIFORNIA, DEPARTMENT OF TRANSPORTATION, ENCROACHMENT PERMIT AND RATIFY THE ADOPT-A-HIGHWAY SERVICE AGREEMENT**

BE IT RESOLVED, That the Palomar Community College District hereby ratifies the agreement with "**Adopt-A-Highway Service of San Diego**" (the "Service") entered into effective September 9, 2000, on behalf of the District, pursuant to which the District shall remit to the Service the sum of Three-Hundred and Forty Dollars (\$340.00) per month, (\$4,080.00 per year) for the removal of trash and debris on State Route 78, west bound from Post Miles 9.8-12.1, and east bound from Post Miles 12.1-13.8, in exchange for which two signs, one in each direction, shall be erected at no charge to the District, indicating to all passers-by that Palomar College has "Adopted-A-Highway"; the payment of monthly fees shall be from Account No. _____.

BE IT FURTHER RESOLVED, That the Palomar Community College District ("District") hereby acknowledges and accepts the terms and conditions of the Encroachment Permit, Permit No. 11-00-NAH0736, dated September 25, 2000, a true copy of which is lodged herewith as backup information and incorporated in full herein, and pursuant to which permit the District agrees to pick up litter two (2) times a month, or contract for the Service to do so, and the District further agrees to indemnify and defend the State of California and its officers and employees as to any claim that arises out of the permit. **Exhibit I-5**

6. **RECOMMENDATION: ACTION - APPROVE AGREEMENT WITH EAGLE PATROL SERVICES FOR HOURLY SECURITY OFFICERS AT EDUCATION CENTERS AND OTHER DISTRICT LOCATIONS**

BE IT RESOLVED, That the Palomar Community College District hereby ratifies and approves an agreement with **Eagle Patrol Services**, a licensed California security service, (hereinafter "Service") effective October 10, 2000, and terminating June 30, 2001, subject to renewal on the same terms and conditions by mutual agreement of the parties, on a year-to-year basis, for a total period not to exceed five (5) years; said agreement subject to termination by the District at any time for any reason upon thirty-(30) days' written notice to Service; the location and hours of service are specified in the proposal by Service, a copy of which is lodged as back-up hereto; the total amount of the contract shall not exceed Forty-Five Thousand Dollars (\$45,000) paid through Account No. 500010-11-543100-67720-10-2001-000000. **Exhibit I-6**

J. **INSTRUCTIONAL/OPERATIONAL REPORTS**

1. **Archaeology Program Report** – Philip de Barros

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.
5. Conference with Legal Counsel - Anticipated Litigation, pursuant to Government Code 54956.9.

N. **RECONVENE TO OPEN SESSION**

O. **ADJOURNMENT**