



GOVERNING BOARD AGENDA
REGULAR MEETING, GOVERNING BOARD
PALOMAR COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD ROOM, STUDENT SERVICES CENTER
COLLEGE CAMPUS
SAN MARCOS, CALIFORNIA
TUESDAY, NOVEMBER 14, 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..... | 2-10 |
| E. | Items Removed from Consent Calendar | 10 |
| F. | Hearings | 10 |
| G. | Communications..... | 10 |
| H. | Unfinished Business | 10 |
| I. | New Business..... | 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 Regular Meeting held October 24, 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.

COMMUNITY SERVICES

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

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

- | | | |
|----|----------------|---|
| a. | Presenter: | Dexter, Steve |
| | Name of Class: | Taking the Mystery Out of Buying Your First Home or Investment Property |
| | Effective: | February 24, 2001 |
| | Rate: | 30% of fees collected |
| | Terms: | Minimum of 10 students |
| b. | Presenter: | Reddick, Marshall |
| | Name of Class: | How I Turned \$44,000 Into Millions in Real Estate |
| | Effective: | May 19, 2001 |
| | Rate: | 30% of fees collected |
| | Terms: | Minimum of 10 students |

PAYROLL

2. **RECOMMENDATION: ACTION – APPROVE PERSONNEL ACTIONS HISTORY REPORT**

BE IT RESOLVED, That the Governing Board hereby approves the **Personnel Actions History Report for October, 2000. Exhibit D-2**

BUSINESS SERVICES

3. **RECOMMENDATION: ACTION – REVIEW AND APPROVE PURCHASES MADE FOR PRIOR SIXTY DAYS**

BE IT RESOLVED, That all purchase transactions and contracts entered into on behalf of the Palomar Community College District, pursuant to resolutions numbered 96-18423 and 96-18424, adopted June 24, 1997, as detailed on the information spreadsheet logged herewith as **Exhibit D-3**, be and are hereby reviewed and approved for the following. All purchases listed herein are made against the 2000-2001 fiscal year budget.

| | | | | |
|-----------------------|---------|---------|---------|------------------------|
| Purchase Orders | 0140294 | through | 0140644 | \$ 602,755.04 |
| Travel | 0150003 | through | 0150022 | \$ 69,085.64 |
| Advertising/Increases | 0160002 | through | 0160067 | \$ 117,856.97 |
| Employment Ads | 0165002 | through | 0165002 | \$ 20,000.00 |
| Agreement/Services | 0170010 | through | 0170151 | \$ 1,124,418.97 |
| Repairs | 0175005 | through | 0175029 | \$ 8,618.00 |
| Agreement/Annual | 0180001 | through | 0180059 | \$ 128,428.17 |
| Utilities | 0195003 | through | 0195037 | \$ 1,133,233.84 |
| Film Bookings | 0120001 | through | 0120003 | \$ 81.96 |
| Library Orders | 0125005 | through | 0125009 | \$ 635.88 |
| Total | | | | <u>\$ 3,205,114.47</u> |

FINANCIAL REPORTS

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

Memo from Lois Meyer, Director, Fiscal Services. Exhibit D-4

5. **RECOMMENDATION: ACTION – APPROVE QUARTERLY FINANCIAL STATUS REPORT**

BE IT RESOLVED, That the California Community Colleges Quarterly Financial Status Report (CCFS-311Q) for the quarter ended September 30, 2000, be approved. **Exhibit D-5**

6. **RECOMMENDATION: ACTION – APPROVE QUARTERLY REPORT OF CFO REGARDING DISCLOSURE OF DISTRICT INVESTMENTS**

BE IT RESOLVED, That the Quarterly Report of Chief Financial Officer Regarding Disclosure of District Investments as of September 30, 2000, be approved. **Exhibit D-6**

7. **RECOMMENDATION: ACTION – APPROVE PERSONS AUTHORIZED TO DEPOSIT/WITHDRAW FUNDS DEPOSITED TO ASG**

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

- 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
- Renita Pitts, Executive Vice President, Associated Student Government

8. **RECOMMENDATION: ACTION – APPROVE REVISED ANNUAL FINANCIAL AND BUDGET REPORT (CCFS-311)**

BE IT RESOLVED, That the Revised Palomar Community College District Annual Financial and Budget Report (CCFS-311) be approved. This is the Financial Report for Fiscal Year 1999-2000 and the Budget Report for Fiscal Year 2000-2001. **Exhibit D-8**

9. **INFORMATION: COMPREHENSIVE ANNUAL FINANCIAL REPORT FOR FISCAL YEAR ENDED 6/30/00, SAN DIEGO COUNTY INVESTMENT POOL**

Exhibit D-9

PERSONNEL

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

BE IT RESOLVED, That the employment of the following adjunct faculty, at the rate indicated for the Fall, 2000, and Spring, 2001, (day and /or evening), be approved; said adjunct faculty are not scheduled to teach more than a 60-percent load:

FALL, 2000

COOPERATIVE EDUCATION

| | | |
|-------------------------|---|---------|
| Signorelli-Brown, Lydia | Cooperative Education A.A., Psychology B.A., Behavioral Science M.S., Education Technology | \$36.09 |
|-------------------------|---|---------|

COUNSELING

| | | |
|--------------------|--|---------|
| Finnerty, Annedrea | Counseling B.A., American Studies M.S., Counseling | \$37.26 |
|--------------------|--|---------|

LIBRARY TECHNOLOGY

| | | |
|--------------------|--|---------|
| Wininger, Margaret | Library Technology B.A., Art M.S., Library Science | \$36.09 |
|--------------------|--|---------|

TRADES AND INDUSTRY

| | | |
|-----------------|---|---------|
| Johnson, Muriel | Drafting B.S., Education 6+ Years of Experience | \$34.93 |
|-----------------|---|---------|

VOCATIONAL PROGRAMS

| | | |
|----------------|--|---|
| McManus, Brian | Apprenticeship – Electrical Apprenticeship Certificate 6+ Years Experience | Paid by sponsor, San Diego Electrical Training Trust |
|----------------|--|---|

SPRING, 2001

BEHAVIORAL SCIENCES

| | | |
|---------------|--|---------|
| Hall, Joel B. | Sociology B.A., Sociology M.A., Human Behavior | \$36.09 |
|---------------|--|---------|

- c. Position: **ASSISTANT PROFESSOR**
 Department: Speech Communication/Forensics/ASL (American Sign
 Language)
 Division: Arts & Languages
 Position #: 006140 New?: Yes
 Remarks: PFE funded
 Full-time?: 100% No Mos: 10
 Effective: December 1, 2000
 Acct # (s): A-111000-329200-15060-0611400/100%
- d. Position: **ASSISTANT PROFESSOR**
 Department: Speech Communication/Forensics/ASL (Speech
 Communications)
 Division: Arts & Languages
 Position #: 006153 New?: Yes
 Remarks: PFE funded
 Full-time?: 100% No Mos: 10
 Effective: December 1, 2000
 Acct # (s): A-111000-329300-15060-0611400/100%
- e. Position: **ASSISTANT PROFESSOR**
 Department: Behavioral Sciences (Anthropology)
 Division: Human Arts & Sciences
 Position #: 006141 New?: Yes
 Remarks: PFE funded
 Full-time?: 100% No Mos: 10
 Effective: December 1, 2000
 Acct # (s): A-111000-363200-22020-0611400/100%
- f. Position: **ASSISTANT PROFESSOR**
 Department: Behavioral Sciences (Psychology)
 Division: Human Arts & Sciences
 Position #: 006142 New?: Yes
 Remarks: PFE funded
 Full-time?: 100% No Mos: 10
 Effective: December 1, 2000
 Acct # (s): A-111000-363500-22010-0611400/100%
- g. Position: **ASSISTANT PROFESSOR**
 Department: Computer Science/Information Systems
 Division: Media, Business, & Community Services
 Position #: 006157 New?: Yes
 Remarks: PFE funded
 Full-time?: 100% No Mos: 10
 Effective: December 1, 2000
 Acct # (s): A-111000-358100-07040-0611400/100%
- h. Position: **ASSISTANT PROFESSOR**
 Department: Computer Science/Information Systems
 Division: Media, Business, & Community Services
 Position #: 006146 New?: Yes
 Remarks: PFE funded
 Full-time?: 100% No Mos: 10
 Effective: December 1, 2000
 Acct # (s): A-111000-358100-07040-0611400/100%

- i. Position: **ASSISTANT PROFESSOR**
 Department: English
 Division: Arts & Languages
 Position #: 006147 New?: Yes
 Remarks: PFE funded
 Full-time?: 100% No Mos: 10
 Effective: December 1, 2000
 Acct # (s): A-111000-324200-15010-0611400/%
- j. Position: **ASSISTANT PROFESSOR**
 Department: English
 Division: Arts & Languages
 Position #: 006148 New?: Yes
 Remarks: PFE funded
 Full-time?: 100% No Mos: 10
 Effective: December 1, 2000
 Acct # (s): A-111000-324200-15010-0611400/100%
- k. Position: **ASSISTANT PROFESSOR**
 Department: Foreign Languages (French)
 Division: Arts & Languages
 Position #: 005136 New?: Yes
 Remarks: PFE funded
 Full-time?: 100% No Mos: 10
 Effective: December 1, 2000
 Acct # (s): A-111000-326300-11020-0611400/100%
- l. Position: **ASSISTANT PROFESSOR**
 Department: Foreign Languages (Spanish)
 Division: Arts & Languages
 Position #: 006150 New?: Yes
 Remarks: PFE funded
 Full-time?: 100% No Mos: 10
 Effective: December 1, 2000
 Acct # (s): A-111000-32900-11050-0611400/100%
- m. Position: **ASSISTANT PROFESSOR-75%/COACH-25%**
 Department: Physical Education-75%/Athletics-25%
 Division: Human Arts & Sciences-75%/Student Services-25%
 Position #: 006152 New?: Yes
 Remarks: PFE funded
 Full-time?: 100% No Mos: 10
 Effective: December 1, 2000
 Acct # (s): A-111000-367300-08350-0611400/75%
 A-111000-431200-08355-0611400/25%
- n. Position: **ASSISTANT PROFESSOR**
 Department: Economics, History, & Political Science (History)
 Division: Human Arts & Sciences
 Position #: 005445 New?: Yes
 Remarks: PFE funded
 Full-time?: 100% No Mos: 10
 Effective: December 1, 2000
 Acct # (s): A-111000-365300-22050-0611400/100%

- o. Position: **ASSISTANT PROFESSOR**
Department: Life Sciences (General Biology & Biotechnology)
Division: Mathematics and the Natural & Health Sciences
Position #: 005262 New?: Yes
Remarks: PFE funded
Full-time?: 100% No Mos: 10
Effective: December 1, 2000
Acct # (s): A-111000-346200-04010-0611400/100%

- p. Position: **ASSISTANT PROFESSOR**
Department: Mathematics
Division: Mathematics and the Natural & Health Sciences
Position #: 006151 New?: Yes
Remarks: PFE funded
Full-time?: 100% No Mos: 10
Effective: December 1, 2000
Acct # (s): A-111000-347200-17010-0611400/100%

- q. Position: **ASSISTANT PROFESSOR**
Department: Multicultural Studies (Africana Studies)
Division: Human Arts & Sciences
Position #: 006154 New?: Yes
Remarks: PFE funded
Full-time?: 100% No Mos: 10
Effective: December 1, 2000
Acct # (s): A-111000-366200-22020-0611400/100%

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

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

- a. **Position:** **SENIOR OFFICE SPECIALIST**
Department: Student Support Services/TRIO & Upward Bound
Division: Student Support Programs
Position #: 006155 New?: Yes
Sal Rng/Stp: **14/1** Salary: **\$891.36/month**
% of position: 45% # of Mos: 12
Effective: November 15, 2000
Acct #(s): K-212200-471400-64300-1112310/100%
NOTE: This is a specially funded position; continuation depends upon the availability of funds.

- b. **Position:** **ADMINISTRATIVE SECRETARY**
Department: Mathematics and the Natural & Health Sciences (Institutional Review Committee)
Division: Mathematics and the Natural & Health Sciences
Position #: 006156 New?: Yes
Remarks: This position will follow the Chair of the Institutional Review Committee.
Sal Rng/Stp: **19/1** Salary: **\$891.36/month**
% of position: 20% # of Mos: 12
Effective: November 15, 2000
Acct #(s): A-212200-711100-60910-0000000/100%

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

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

- a. Name: **TERESA AMAVISCA**
 Position: Buyer
 Department: Purchasing Services
 Position #: 005882 New?: No
 Remarks: This is a replacement for D. Diane Rabe
 Sal Rng/Stp: **22/1** Salary: **\$2,408.55/month**
 % of Position: 100% # of Mos: 12
 Effective: November 6, 2000
 Acct #: A-212200-531100-67760-0000000/100%
- b. Name: **BRENDA J. MORRIS**
 Position: Academic Department Assistant
 Department: Earth Sciences
 Position #: 005255 New?: No
 Remarks: This is a replacement for Cheryl Huettl
 Sal Rng/Stp: **19/1** Salary: **\$2,237.87/month**
 % of Position: 100% # of Mos: 12
 Effective: November 15, 2000
 Acct #: A-212200-345100-60190-0000000/100%
- c. Name: **GENEVIEVE R. AL-SHAFIE**
 Position: Academic Department Assistant
 Department: Business Education
 Position #: 005341 New?: No
 Remarks: This is a replacement for Roberta Posner
 Sal Rng/Stp: **19/1** Salary: **\$2,237.87/month**
 % of Position: 100% # of Mos: 12
 Effective: November 15, 2000
 Acct #: A-212200-3312100-60190-0000000/100%
- d. Name: **MIGUEL PADILLA**
 Position: Tutor
 Department: Tutoring Services
 Position #: 006058 New?: Yes
 Remarks: New position approved 9/28/99. PFE funded
 Sal Rng/Stp: **15/1** Salary: **\$913.16/month**
 % of Position: 45% # of Mos: 10
 Effective: November 15, 2000
 Acct #: A-222000-477100-4930A-0611400/100%

16. **RECOMMENDATION: ACTION - APPROVE TEMPORARY ACADEMIC EMPLOYMENT**

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

- a. Name: **MARY HERMS**
Position: Assistant Professor
Department: Foreign Languages
Position #: 005135 New?: No
Remarks: Extend temporary replacement for Carlos Gomez.
Sal Rng/Stp: C/4 Salary: **\$4,370.08/month**
% of Position: 100% # of Mos: 5
Effective: January 16, 2001 through May 18, 2001
Acct #: A-111000-326900-11050-0000000/100%
NOTE: Temporary contract position. Hired in accordance with Education Code Section 87481.

CONTRACTS

17. **RECOMMENDATION: ACTION - ADOPT RESOLUTION REVIEWING AND APPROVING CONTRACTS AND AGREEMENTS MADE FOR PRIOR SIXTY DAYS**

BE IT RESOLVED, That all contracts and agreements for the period September 1, 2000, through October 31, 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-17**

| |
|---|
| 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

H. UNFINISHED BUSINESS

I. NEW BUSINESS

1. **INFORMATION/DISCUSSION: PROCESS FOR ELECTION OF BOARD OFFICERS**

2. **INFORMATION: STUDENT CENTER BUILDING**

Information on the design, construction, and operation of the Student Center Building addition will be presented for review. In addition, information on funding proposals will be presented for review and consideration. An action item will follow on the November 28 agenda.

3. **RECOMMENDATION: ACTION - APPROVE PLAN FOR EXPENDITURE OF TECHNOLOGY FUNDS ALLOCATED FOR THE 2000-2001 FISCAL YEAR FOR INFORMATION SERVICES**

BE IT RESOLVED, That the application of the Palomar Community College District, Information Services, for the 2000-2001 TTIP (Telecommunication and Technology Infrastructure Program) Certification for Expenditures be approved, as detailed on the information lodged in support hereof, and approval be granted to the execution of certification for these expenditures by Dr. John D. Randall, Interim Superintendent/President on behalf of the District. **Exhibit I-3**

4. **RECOMMENDATION: ACTION – ACCEPT INCREASE IN FINAL ALLOCATION OF PERKINS 132 FUNDS FOR 2000-2001 FOR R.O.P. PROGRAMS**

BE IT RESOLVED, That the allocation from the Perkins 132 funds for 2000-2001 for R.O.P. programs has been increased to \$82,838.00. This is an increase of \$4,332.00 from our initial funding of \$78,506.00. **Exhibit I-4**

5. **RECOMMENDATION: ACTION – APPROVE FINAL ACCEPTANCE OF WORK COMPLETED ON WELDING SHOP FUME-CONTROL SYSTEM; AUTHORIZE RELEASE OF BID SECURITY; IN THIRTY-FIVE DAYS, RELEASE THE BONDS; AND RECORD NOTICE OF COMPLETION**

BE IT RESOLVED That the welding shop fume-control system project on the San Marcos campus in accordance with the bid awarded by the Palomar Community College District, on July 27, 1999, to **Reinhart Corporation dba AAIR Purification Systems**, (the "Contractor"), 9040 Kenamar Drive, Suite 402, San Diego, CA 92121, be accepted; and the project is hereby found to be completed;

That the Superintendent/President be authorized to execute and file the Notice of Completion including execution of the verification as Secretary to the Governing Board;

That the total amount of this contract is \$139,361.00;

That all money due and owing to the Contractor, with the exception of the ten percent (10%) retention of \$13,936.10, (the "Retention") be paid, and that following the expiration of thirty-five (35) calendar days from the date of this resolution, the Retention be paid to the Contractor, providing no liens are filed within this period; and

That the bid security posted by Reinhart Corporation, dba AAIR Purification Systems be returned to this Contractor, and all other bonds be released within the time and in the manner as provided by law.

6. **RECOMMENDATION: ACTION – APPROVE DRAFT OF BROCHURE FOR SUPERINTENDENT/PRESIDENT SEARCH**

Exhibit I-6

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