



GOVERNING BOARD AGENDA
REGULAR MEETING, GOVERNING BOARD
PALOMAR COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD ROOM, STUDENT SERVICES CENTER
COLLEGE CAMPUS
SAN MARCOS, CALIFORNIA
TUESDAY, FEBRUARY 13, 2001, 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

AA. ADMINISTRATION OF OATH OF OFFICE TO SILVERIO HARO

B. ROLL CALL

Establishment of a Quorum

C. RECOMMENDATION: ACTION - APPROVAL OF MINUTES

1. **BE IT RESOLVED, That** the Minutes of the Regular Meeting held January 9, 2001, be approved.
2. **BE IT RESOLVED, That** the Minutes of the Special Meeting held February 3, 2001, 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.

GIFTS

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

BE IT RESOLVED, That the following gifts donated during 2000 be accepted and that an appropriate letter of appreciation be sent:

- a. Forty one-gallon agapanthus and seventy one-gallon clivias to be planted on campus, donated by **Dennis Martinek**, 1537 Sleeping Indian Road, Fallbrook, California 92028. No cash value estimated by donor.
- b. An Eiki 16mm projector to show 16mm film projects by Cin125 and Cin225 students, donated by **Patrick Hughes**, 18644 Caminito Cantilena, #265, San Diego, California 92128. Cash value as estimated by donor is \$375.00.
- c. Six five-gallon chorisia speciosa and two five-gallon chorisia insignis to be planted on campus, donated by **Richard Borevitz, Gourmet Gardens**, 2050 Sycamore, San Marcos, California 92069. Cash value as estimated by donor is \$338.00.
- d. A Gateway computer to be used in the R.O.P. Computer Repair classroom, donated by **Dr. Michele Nelson**, 12922 Camino Del Valle, Poway, California 92064. Cash value as estimated by donor is \$200.00.
- e. A 133MHZ clone, 486 DX clone, and five various hard drives to be used in the R.O.P. Computer Repair classroom, donated by **J & B Computers**, 439 W. San Marcos Boulevard, San Marcos, California 92069. Cash value as estimated by donor is \$200.00.

PAYROLL

2. **RECOMMENDATION: ACTION – APPROVE DRAWING NEW PAYROLL WARRANT**

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

Warrant # 77-007897, dated July 9, 1999, in the amount of \$ 219.18, to Robert E. Jacobson Jr., 8485 Pathos Court, San Diego, California 92129. Voided due to stale dating.

3. **RECOMMENDATION: ACTION – APPROVE PERSONNEL ACTIONS REPORT**

BE IT RESOLVED, That the Governing Board hereby approves the **Personnel Actions Report for the month of January, 2000**, which includes hires and pay rate changes for students and temporary employees. **Exhibit D-3**

PERSONNEL

4. **RECOMMENDATION: ACTION – APPROVE HOLIDAY SCHEDULE**

BE IT RESOLVED, That the Governing Board of the Palomar Community College District approve the holiday schedule for the second half of fiscal year 2000-2001:

Monday	January 15, 2001	Martin Luther King's Day	
Friday	February 16, 2001	Lincoln's Birthday	
Monday	February 19, 2001	Washington's Birthday	
Friday	March 16, 2001	Spring Holiday	
Monday	May 28, 2001	Memorial Day	Exhibit D-4

5. **INFORMATION: CLASSIFIED PROFESSIONAL GROWTH AWARDS**

In accordance with the Professional Growth Program for classified employees, the following employees are granted a \$500 annual stipend, prorated on a monthly basis, effective February 1, 2001:

<u>Name</u>	<u>Position</u>	<u>Course of Study</u>
S. Paige Barrett	Career Center Advisor	AA Degree in Liberal Arts
Rick Kratcoski	Grounds Supervisor	Job-related classes
Janien Lau-Thompson	Payroll Assistant	AA Degree in Business Education
Peggy J. Nimmo	Public Services Supervisor	Job-related classes
Mary A. Tuttle	Disabled Student Assistant	Job-related classes

In accordance with the Professional Growth Program for Classified Unit Employees, the following employees are granted a one-time lump sum stipend of \$2,000 effective February 1, 2001, with the understanding that there is a waiting period of three years before beginning another Professional Growth Program:

<u>Name</u>	<u>Position</u>	<u>Course of Study</u>
Marcellus Jones	Storekeeper	Degree in Hospitality Management
Wes Luther	Financial Aid Specialist	BA Degree in Computer Science

6. **INFORMATION: RESIGNATION**

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

- a. **JOHANNA SEARS**, Administrative Secretary, Health Services, effective January 15, 2001 (last day worked 1/12/01).

7. **INFORMATION: RETIREMENT**

On behalf of the Governing Board of the Palomar Community College District, the following **retirement** has been accepted by Dr. John D. Randall, Interim Superintendent/President, as authorized by the Governing Board, under Group II (receives the fully employer-paid health benefits as provided to active employees and eligible dependents until the retiree has reached the age of 65) of the Retirement Health and Dental Plan approved by the Governing Board December 8, 1987:

- a. **NORMA J. SKIFIC**, Off-Site Operations Specialist, Media, Business, and Community Services, effective February 20, 2001 (last day in paid status 2/18/01).

8. **INFORMATION: RETIREMENT**

On behalf of the Governing Board of the Palomar Community College District, the following **retirement** has been accepted by Dr. John D. Randall, Interim Superintendent/President, as authorized by the Governing Board, under Group I (receives 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. **BARBARA W. SCHNELKER**, Professor, Behavioral Sciences, effective May 19, 2001. (last day worked 5/18/01)

9. **RECOMMENDATION: ACTION – APPROVE STIPEND FOR DESIGNATED BILINGUAL INTERPRETER**

BE IT RESOLVED, That the following employee be granted a \$50.00 per month stipend, effective March 1, 2001, as a designated bilingual interpreter for the District:

- a. **EVA VIVEROS**, Admissions Assistant, Admissions and Records.

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

- a. **BE IT RESOLVED, That KELLY PATRICK**, Library Media Technician I, be granted a 15.6% 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 GLENNA R. MITCHELL**, Senior Library Media Technician, be granted a 6.67% personal Leave of Absence **without pay, and with no effect on benefits**, effective January 18, 2001, through May 18, 2001 (to teach).

11. **RECOMMENDATION: ACTION - APPROVE CLASSIFIED RECLASSIFICATION**

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

- a. **Position: INFORMATION SERVICES SPECIALIST**
Department: Information Services
Name: Vacant
Position #: 005091 New?: No
Remarks: Position was Instructional Support Assistant II for the Art Department, range 22
Effective: February 14, 2001
% of position: 100% # of Mos: 12
Sal Rng/Stp: 28/1
Note: 14% of this position is funded through State TTIP (Technology Training and Implementation Program) Grant

12. **RECOMMENDATION: ACTION - APPROVE CHANGES TO CLASSIFIED POSITIONS**

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

- a. **Position: CAREER CENTER ADVISOR**
Name: Eddie J. Tubbs
Department: Career Center
Position #: 005769 New?: No
Remarks: Increase position from 45%; will now include benefits
Sal Rng/Stp: 20/1
% of position: 100% No Mos: 12
Effective: February 14, 2001
Note: 55% of position is funded through CalWORKs.
- b. **Position: EDUCATION CENTER ASSISTANT**
Name: Vacant
Department: Camp Pendleton Education Center
Position #: 005859 New?: No
Remarks: Decrease position from 45%; replacement
Sal Rng/Stp: 13/1
% of position: 25% No Mos: 12
Effective: February 14, 2001
Note: 45% position is being split into two 25% positions for scheduling flexibility.

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

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

- a. **Position:** **EDUCATION CENTER ASSISTANT**
Department: Camp Pendleton Education Center
Division: Media, Business, & Community Services
Position #: 006189 New?: Yes
Sal Rng/Stp: 13/1
% of position: 25% # of Mos: 12
Effective: February 14, 2001
Note: 45% position is being split into two 25% positions for scheduling flexibility.
- b. **Position:** **INFORMATION SERVICES SPECIALIST**
Department: Information Services
Division: Administrative Services
Position #: 006190 New?: Yes
Sal Rng/Stp: 28/1
% of position: 100% # of Mos: 12
Effective: February 14, 2001
Note: Position is funded through State TTIP Grant.

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

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

- a. Name: **EDWARD J. BENES**
Position: Custodian I
Department: Custodial Services
Position #: 006185 New?: Yes
Remarks: Position approved 1/9/01
Sal Rng/Stp: 8/1
% of Position: 100% # of Mos: 12
Effective: February 14, 2001
Note: 3% added to base salary for hours worked between 6 p.m. - 10 p.m.; 5% added to base salary for hours worked between 10 p.m. - 6 a.m. Hours: Mon. – Thurs., 10 p.m. - 6:30 a.m.; Fri., 5 p.m. - 1:30 a.m.
- b. Name: **LINDA R. CORREA**
Position: Senior Office Specialist
Department: Public Safety Programs
Position #: 006136 New?: Yes
Remarks: Position approved 8/22/00
Sal Rng/Stp: 14/1
% of Position: 100% # of Mos: 12
Effective: February 14, 2001
Note: 50% of position is funded through parking lot fees

- c. Name: **VICTORIE D. DARNLEY**
 Position: Instructional Support Assistant II
 Department: Nursing Education
 Position #: 006007 New?: Yes
 Remarks: Position approved 6/22/99; PFE funded.
 Sal Rng/Stp: 22/1
 % of Position: 16% # of Mos: 10
 Effective: February 16, 2001
- d. Name: **DONNA L. DEYARMAN**
 Position: Senior Administrative Secretary
 Department: Vocational Technology
 Position #: 005182 New?: No
 Remarks: Replacement
 Sal Rng/Stp: 23/6
 % of Position: 100% # of Mos: 12
 Effective: January 17, 2001
- e. Name: **CAROL L. JACKSON**
 Position: Accountant
 Department: Fiscal Services
 Position #: 006187 New?: Yes
 Remarks: Position approved 1/9/01
 Sal Rng/Stp: 32/1
 % of Position: 100% # of Mos: 12
 Effective: March 5, 2001
- f. Name: **CHRISTOPHER M. NORCROSS**
 Position: Academic Technology Support Specialist
 Department: Academic Technology Resource Center
 Position #: 005058 New?: No
 Remarks: Replacement
 Sal Rng/Stp: 28/1
 % of Position: 100% # of Mos: 12
 Effective: February 14, 2001
- g. Name: **ROSEMARIE SANCHEZ**
 Position: Career Center Advisor
 Department: Career Center
 Position #: 005531 New?: No
 Remarks: Replacement
 Sal Rng/Stp: 20/2
 % of Position: 100% # of Mos: 12
 Effective: January 31, 2001
- h. Name: **SILVIA VOSBURG**
 Position: Education Center Assistant
 Department: Camp Pendleton Education Center
 Position #: 005860 New?: No
 Remarks: Replacement; position increase approved 12/12/00
 Sal Rng/Stp: 13/1
 % of Position: 100% # of Mos: 12
 Effective: February 14, 2001
 Note: 3% added to base salary for hours worked between 6 p.m. - 10
 p.m. Hours: Mon.-Thurs., 12:30 p.m. - 9 p.m.; Fri., 8 a.m. - 4:30
 p.m.

- i. Name: **JAMES S. WILLIAMSON**
 Position: Supervisor
 Department: Building Services
 Position #: 005643 New?: No
 Remarks: Replacement
 Sal Rng/Stp: 50/5
 % of Position: 100% # of Mos: 12
 Effective: February 14, 2001

- j. Name: **LARISSA K. BAUMANN**
 Position: Telephone Operator
 Department: Telephone Services
 Position #: 005612 New?: No
 Remarks: Replacement
 Sal Rng/Stp: 10/1
 % of Position: 100% # of Mos: 12
 Effective: February 14, 2001

- k. Name: **SUSAN E. LORENZ**
 Position: Office Specialist
 Department: Graphic Communications
 Position #: 006160 New?: Yes
 Remarks: Position approved 12/12/00
 Sal Rng/Stp: 10/1
 % of Position: 100% # of Mos: 12
 Effective: February 14, 2001

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

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

- a. **Name:** **CATHERINE M. JAIN**
 Position: Assistant Professor
 Department: Earth Sciences
 Position #: 005792 New?: No
 Remarks: Increase grade/step due to verification of transcripts
 Sal Grade/Stp: C/1
 % of position: 100% # of Mos: 10
 Effective: August 18, 2000

- b. **Name:** **JON S. PANISH**
 Position: Assistant Professor
 Department: English
 Position #: 006098 New?: No
 Remarks: Increase grade/step due to verification of work experience
 Sal Grade/Stp: G/4
 % of position: 100% # of Mos: 10
 Effective: August 18, 2000

16. **RECOMMENDATION: ACTION - APPROVE AMENDMENT TO ADMINISTRATIVE EMPLOYMENT CONTRACT**

BE IT RESOLVED, That the employment contract of Dr. John D. Randall as Interim Superintendent/President be amended as follows:

- a. Term of employment is *extended* to August 21, 2001, or until the permanent Superintendent/President commences employment with the District, whichever occurs first.
- b. Salary of position is *amended* and calculated on a monthly basis commencing on January 1, 2001, to be \$12,825.00.

Note: On an emergency basis, Assembly Bill 948, Exemption from the Post-Retirement Earning Limitation, allows for this appointment extension. This action is necessary because a permanent superintendent/president will not be appointed prior to the expiration of Dr. Randall's original contract.

17. **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:

Vera Donnelly – English as a Second Language
Leonard Small – Community Education

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

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

SPRING 2001

BEHAVIORAL SCIENCES

Atherton, Matthew	Sociology	\$36.09
	B.A., Sociology	
	M.A., Sociology	

BUSINESS EDUCATION

Echeverria, Ben	Law	\$38.42
	B.S., Education	
	M.A., Psychology	
	J.D., Law	

Weedman, Clifford	Psychology	\$38.42
	A.B., Mathematics and Psychology	
	Ph.D., Human Behavior	

COMMUNICATIONS

King, Noel	Photography	\$34.93
	B.S., Law	
	2+ Years	

PERFORMING ARTS

Poche, William	Music B.A., Music M.A., Music	\$36.09
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Pupping, Peter	Music A.A., Music B.M., Music M.M., Music	\$36.09
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PUBLIC SAFETY PROGRAMS

Craig, Howard	Administration of Justice B.A., Criminal Justice Administration 2+ Years Experience	\$34.93
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Wilkerson, Albert	Administration of Justice B.P.A., Criminal Justice Administration 2+ years Experience	\$34.93
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VOCATIONAL PROGRAMS

Johns, Dixie	Travel Services A.A., General Studies 6 + Years Experience	\$34.93
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Payne, Walter	Water Technology B.S., Chemistry 2 + Years Experience	\$34.93
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19. **RECOMMENDATION: ACTION – APPROVE CHILD DEVELOPMENT CENTER TEACHER EMPLOYMENT**

BE IT RESOLVED, That the employment of the following Child Development Center Teacher, at the rate indicated for the Spring, 2001, semester be approved:

Kaufman, Sia	Teacher Child Development Center Permit (pending)	\$7.85
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FINANCIAL AID

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

BE IT RESOLVED, That the Governing Board of the Palomar Community College hereby authorizes the following business procedures, effective February 14, 2001:

The following additional members of the Financial Aid Office staff are designated to ascertain and certify that each student employee of the District meets I-9 (citizenship status) regulations:

- Melissa Kloz
- Wes Luther
- Maureen Holden
- Irene Tate
- Lenore Magsulit
- April Bullock

FISCAL SERVICES

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

Memo from Lois Meyer, Director, Fiscal Services. Exhibit D-21

22. **RECOMMENDATION: ACTION – ADOPT STATEWIDE AVERAGE RATE OF \$134 PER UNIT NON-RESIDENT TUITION FEE FOR 2001-2002 AND ADDITIONAL FEE OF \$26 PER UNIT FOR CAPITAL OUTLAY, MAINTENANCE, AND EQUIPMENT EXPENDITURES**

BE IT RESOLVED, That the Palomar Community College District shall adopt the Statewide Average Rate of \$134 per unit of credit for the 2001-2002 Non-resident Tuition Fee for all non-resident students.

BE IT FURTHER RESOLVED, That the Palomar Community College District charge non-resident students, who are both citizens and residents of a foreign country, \$26 per unit of credit for the 2001-2002 Fiscal Year. This \$26 fee is for the purposes of capital outlay, maintenance, and equipment expenditures which are not covered in the above-calculated Non-resident Tuition Fee and is authorized under Education Code 76141.

BE IT FURTHER RESOLVED, That both fees be effective beginning with the Summer, 2001, session. **Exhibit D-22**

23. **RECOMMENDATION: ACTION – APPROVE DRAWING NEW WARRANT**

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

Warrant #76-198413, dated March 18, 1999, in the amount of \$142.50 to Patricia Valadez, 1763 Via Capri, Chula Vista, California 91913. Voided due to stale dating.

24. **RECOMMENDATION: ACTION – APPROVE QUARTERLY FINANCIAL STATUS REPORT (CCFS-311Q)**

BE IT RESOLVED, That the **California Community Colleges Quarterly Financial Status Report (CCFS-311Q)** for quarter ended December 31, 2000, be approved. **Exhibit D-24**

25. **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 December 31, 2000 be approved. **Exhibit D-25**

26. **RECOMMENDATION: ACTION – APPROVE REVISED BUDGETS**

BE IT RESOLVED, That the Governing Board of Palomar Community College District approve the following **Revised Budgets** as of December 31, 2000:

General Fund Palomar Unrestricted (11); General Fund Unrestricted (11); General Fund Restricted (12); Child Development Fund (33); Capital Outlay Projects Fund (41); Energy Conservation Fund (43); Post Retiree Benefit Fund (69); Associated Student Fund (71); Student Representation Fee Fund (72); Student Body Center Fee Fund (73); Student Financial Aid Fund (74); Scholarship and Loan Trust Fund (75). **Exhibit D-26**

**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

1. **RECOMMENDATION: ACTION – APPROVE REVISION OF STUDENT CODE OF CONDUCT**

BE IT RESOLVED, That the Governing Board has reviewed and hereby approves the revision of the **Student Code of Conduct** as outlined on the attached **Exhibit H-1**.

I. NEW BUSINESS

1. **RECOMMENDATION: ACTION – REVISE BOARD PROCEDURE 12.3 – REGULAR MEETINGS**

BE IT RESOLVED, That the Governing Board hereby revises Board Procedure 12.3, which currently reads as follows:

12.3

Regular Meetings

The Governing Board meets on the second and fourth Tuesdays of each month at 7:00 p.m. Any item for the agenda must be in the President's Office by 5 p.m., on the Monday eight days prior to each Tuesday meeting.

to read as follows:

12.3

Regular Meetings

The Governing Board meets on the second Tuesday of each month at 7:00 p.m. Any item for the agenda must be in the President's Office by 5 p.m., on the Monday eight days prior to each Tuesday meeting. The fourth Tuesday of the month will be kept open for special meetings, orientations, workshops, or training sessions, should they be needed.

2. **RECOMMENDATION: ACTION – APPROVE OFFICE HOURS’ PAY FOR ADJUNCT FACULTY MEMBERS**

BE IT RESOLVED, That the Governing Board hereby approves the following guidelines for office hours’ pay for adjunct faculty members for Spring semester, 2001, only:

- a. That the hourly office hour rate be established at \$25.00/hour;
- b. That office hours be granted to adjunct faculty as follows:
 - 1½ hours per semester for each credit unit taught
 - 1½ hours per semester for each R.O.P. or non-credit class taught
 - Classes that enroll both credit and non-credit students or credit and R.O.P. students would fall into the category of that of the majority of the students enrolled.

Exhibit I-2

3. **RECOMMENDATION: ACTION - ACCEPT E-CONFERENCING GRANT, RFA 00-0079**

BE IT RESOLVED, That the Palomar Community College District hereby **accepts the E-Conferencing Grant**, RFA 00-0079, in the amount of \$2.3 million per year, for five (5) years, for a total amount of \$11.5 million, subject to a ten percent (10%) District-funded match, to provide E-Conferencing services to the California Community Colleges and to the Chancellor’s Office of the California Community Colleges, effective February 14, 2001, and for five (5) years thereafter, with the District matching funds to be paid from ETV’s unrestricted budget accounts: classified salaries, benefits, supplies, materials, and other operating expenses. **Exhibit I-3**

4. **INFORMATION: REVISE POLICY – HEALTH SERVICES FEE**

This information item includes a proposal to revise the present policy for fees charged for student health services. The policy is presently going through final review through the shared governance process. It will be presented for approval at the March Board meeting. If any changes are recommended through the shared governance process, they will be so noted at the March meeting. **Exhibit I-4**

5. **RECOMMENDATION: ACTION – APPROVE AND CERTIFY PARTNERSHIP FOR EXCELLENCE SURVEY**

BE IT RESOLVED, That the **Partnership for Excellence Survey** be hereby approved and certified as required by the California Community Colleges Chancellor’s Office.

Instructions for completing the Survey require reporting of information on Partnership for Excellence expenditures that are actual or planned for the 2000-2001 fiscal year. For each of the three years of Partnership for Excellence funding, the process for allocation of expenditures has been initiated by the Partnership for Excellence Task Force, a shared governance body, and approved by the Educational Master Planning Committee.

This mid-year report is designed to provide the Chancellor’s Office with statewide information on Partnership for Excellence activities, expenditures, and progress on outcomes. **Exhibit I-5**

6. **RECOMMENDATION: ACTION - RECEIVE BIDS ON LL-BUILDING - LIBRARY CENTER TELECOMMUNICATIONS - DATA SYSTEMS, DESIGNATE ATEL COMMUNICATIONS LOWEST RESPONSIVE BIDDER, APPROVE CONTRACT SUBJECT TO RECEIPT OF BONDING AND INSURANCE CERTIFICATION, SUBJECT TO SATISFACTORY REFERENCE CHECK**

BE IT RESOLVED, That the Palomar Community College District hereby receives the bids on the **LL-Building, Library Center Telecommunications - Data System** as detailed in the back-up to this Resolution; finds that Tri-City Data Tel's bid is non-responsive to the bid specifications on the grounds that it gave a "no bid" on Item II (telephone instruments); declares that the lowest responsive bid is that of **ATEL Communications** of San Diego (hereinafter "ATEL") in the amount of Seventy-Six Thousand, Four Hundred Twenty-Six Dollars and Eighty-Six Cents (\$76,426.86) and hereby awards the contract to ATEL, subject to receipt of all required bonds and insurance certificates, and on condition that all ATEL references checks are positive; funding of this contract shall be from state scheduled maintenance accounts. **Exhibit I-6**

7. **RECOMMENDATION: ACTION - APPROVE ADVANCE PAYMENTS ON RENTAL AGREEMENT WITH ESCONDIDO UNION SCHOOL DISTRICT**

BE IT RESOLVED, That, effective February 14, 2001, and thereafter, until further action is taken by the Governing Board, the Governing Board of the Palomar Community College District hereby approves advance rental payments to the **Escondido Union School District** in an amount estimated to be \$11,368.00, for rental spaces at Grant Middle School, Glen View School, and Lincoln Elementary School for Spring Semester, 2001, and thereafter in amounts as may be required in order to meet the facilities requirements of the District for off-site instructional space. These payments are required as a result of a change in the policy of the Escondido Union School District requiring pre-payment of rent by all who rent their facilities, including the District. These payments shall be made from rents and leases, land/buildings account. **Exhibit I-7**

8. **RECOMMENDATION: ACTION - APPROVE INCREASE IN LEASED SPACE AT 365 SOUTH SANTA FE, BUSINESS OFFICE OF CCCSAT, FOR OFFICES OF E-CONFERRING GRANT ADMINISTRATION STAFF**

BE IT RESOLVED, That, in order to accommodate staff to administer the E-Conferencing Grant (RFA No. 00-0079) the Governing Board of the Palomar Community College District hereby approves an **increase** in the leased **space at 365 South Santa Fe, San Marcos**, California, currently used by the California Community Colleges Satellite Network by an additional 2,259 sq. ft., and at an additional monthly rental of \$3,812.91, for a term commencing on or about March 1, 2001, and terminating on June 30, 2003, with all of the terms and conditions of the existing lease remaining the same; an increase in security deposit is hereby authorized commensurate with the additional square footage. All rent and deposits shall be paid from rents and leases, land/buildings account of the E-Conferencing Grant.

9. **RECOMMENDATION: ACTION - EXTEND ATM LICENSE AGREEMENT WITH MISSION FEDERAL CREDIT UNION PURSUANT TO TWO-YEAR OPTION**

BE IT RESOLVED, That, effective January 2, 2001, the Palomar Community College District hereby extends the **ATM License Agreement** with **Mission Federal Credit Union** (hereinafter "Mission") for an additional two (2) years, pursuant to the option to extend exercised by Mission. The term of the extended agreement shall be from the effective date hereof and to January 2, 2003, with increases in the monthly fee for year one (1) from \$330.00 to \$345.00, and for year two (2) of the option from \$345.00 to \$360.00, with all other terms and conditions of the Agreement remaining in full force and effect.

10. **RECOMMENDATION: ACTION - APPROVE EXERCISE OF OPTION TO EXTEND LEASE BY R.O.P. AT SHADOWRIDGE BUSINESS CENTER**

BE IT RESOLVED, That the Palomar Community College District hereby exercises its option to extend the lease of space for its **Regional Occupational Programs** at the **Shadowridge Business Center**, 2055 Thibodo Road, Vista, California, for an additional five (5) years, commencing July 1, 2001, and terminating June 30, 2006, with the first term of the option to be paid at the rate of Seventy Cents (\$ 0.70) per square foot of lease space, and an agreement to pay additional rent at the fixed rate increase of three and one-half percent (3.5%) on July 1 of each year commencing 2002 ; all other terms and conditions of the lease remaining the same; said rental payments to be made from the following accounts: R.O.P. Computer Repair - 24%; R.O.P. Air Conditioning, Heating, and Refrigeration - 28%; Optical Technology - 10%; R.O.P. Upholstery - 38%. **Exhibit I-10**

11. **RECOMMENDATION: ACTION - REVIEW AND APPROVE CASH ACCOUNT EXPENDITURES FROM THE PALOMAR COLLEGE FOOD SERVICES FOR THE PERIOD OCTOBER THROUGH DECEMBER, 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 October 1, 2000, through December 31, 2000, and as detailed in the Check Register that is filed in support hereof, be and are hereby reviewed, ratified, and approved. **Exhibit I-11**

12. **RECOMMENDATION: ACTION - ACCEPT AND APPROVE CHANGE ORDER #1 & #2 FOR PRE-FABRICATED METAL STORAGE BUILDING**

BE IT RESOLVED, That the Governing Board of the Palomar Community College District hereby approves Change Order #1 in the amount of \$3,905.67 and Change Order #2 in the amount of \$1,551.64, pertaining to the **Pre-fabricated Metal Storage Building**; original contract approved by the Governing Board on August 22, 2000, as detailed on the accompanying memorandum in support hereof. Funding for this change order is from repairs and maintenance, buildings account. **Exhibit I-12**

13. **RECOMMENDATION: ACTION - APPROVE ACCEPTANCE OF FUNDS FROM REGION TEN CONSORTIUM FOR VOCATIONAL FACULTY TRAVEL**

BE IT RESOLVED, That three thousand dollars (\$3,000.00) be accepted through the **Region Ten Consortium** located at the Cuyamaca Community College from VTEA (Vocational Technology Education Act) funds. A like amount is being distributed to each of the colleges in Region Ten. The funds will be used for **travel and conference expenses for vocational faculty** at Palomar College.

14. **RECOMMENDATION: ACTION - APPROVE ACCEPTANCE OF FUNDS FROM REGION TEN CONSORTIUM FOR COORDINATION OF VOCATIONAL PROGRAM**

BE IT RESOLVED, That three thousand dollars (\$3,000.00) be accepted from a mini-grant received by the **Region Ten Consortium** located at Cuyamaca Community College. The funds will be used to coordinate activities for colleges participating in development of a **Retail Management certificate program** for the Western Association of Food Chains (WAFC). This is part of a state-wide effort to provide training for grocery store employees. Palomar College is the lead college for this program in Region Ten.

15. **RECOMMENDATION: ACTION – APPROVE FINAL ACCEPTANCE OF WORK COMPLETED ON DOME BLEACHERS; AUTHORIZE RELEASE OF BID SECURITY; IN THIRTY-FIVE DAYS, RELEASE THE BONDS; AND RECORD NOTICE OF COMPLETION**

BE IT RESOLVED That the **Dome bleachers** project on the San Marcos campus, in accordance with the bid awarded by the Palomar Community College District, on June 22, 1999, to **Herk Edwards, Inc.** (the "Contractor"), 23822 Hawthorne Blvd., Torrance, California 90505, 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 \$116,000.00; **That** all money due and owing to the Contractor, with the exception of the ten percent (10%) retention of \$11,600.00, (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 Herk Edwards, Inc., be returned to this Contractor and all other bonds be released within the time and in the manner as provided by law. **Exhibit I-15**

16. **RECOMMENDATION: ACTION - FINAL ACCEPTANCE OF WORK COMPLETED ON ESCONDIDO CHILD-CARE CENTER SHADE STRUCTURE; AUTHORIZE RELEASE OF BID SECURITY; IN THIRTY-FIVE DAYS, RELEASE THE BONDS; AND RECORD NOTICE OF COMPLETION**

BE IT RESOLVED That the design, construction, and installation of three shade structures installed at the Palomar College **Escondido Center Child-Development Center** in accordance with the bid awarded by the Palomar Community College District, on May 9, 2000, to **Shade Structures**, 18001 Sky Park Circle, Suite F, Irvine, California 92614, 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 \$54,342.54; **That** all money due and owing to the Contractor, with the exception of the ten percent (10%) retention of \$5,434.26, (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 Shade Structures be returned to this Contractor and all other bonds be released within the time and in the manner as provided by law. **Exhibit I-16**

17. **RECOMMENDATION: ACTION - APPROVE APPLICATION FOR CONTINUED FUNDING FOR FISCAL YEAR 2001-02 FOR CHILD-DEVELOPMENT CENTER FROM CALIFORNIA DEPARTMENT OF EDUCATION CHILD-DEVELOPMENT DIVISION**

BE IT RESOLVED, That the Governing Board of the Palomar Community College District hereby approves the application for **continued funding** from the **California Department of Education**, Child Development Division for the **Child-Development Center** for fiscal year 2001-02 and that the Interim Superintendent/President be authorized to execute the application for continued funding with the California Department of Education.

J. INSTRUCTIONAL/OPERATIONAL REPORTS

K. PERSONNEL

1. **RECOMMENDATION: ACTION - APPROVE TENTATIVE AGREEMENT BETWEEN DISTRICT AND COUNCIL OF CLASSIFIED EMPLOYEES/AFT LOCAL 4522 FOR YEARS 1999-2000 AND 2000-2001**

BE IT RESOLVED, That the Governing Board of the Palomar Community College District approves the tentative collective bargaining agreement with the Council of Classified Employees/AFT Local 4522 for years 1999-2000 and 2000-2001. **Exhibit K-1**

The agreement includes the following:

- (1) Acceptance of five-year Salary Enhancement Plan as presented August 25, 2000
- (2) 4.17% (COLA) salary increase across the salary schedule for the employees in the bargaining unit represented by the CCE/AFT, retroactive to July 1, 2000
- (3) 2% salary increase across the salary schedule for the employees in the bargaining unit represented by the CCE/AFT, retroactive to July 1, 1999
- (4) Revise B.P. CCE/AFT-13 Vacation Plan Provision
- (5) Add language to B.P. CCE/AFT-12 December Holidays, declaring any remaining work day(s) that are not covered by Christmas Day and Christmas Eve and New Years Day and New Years Eve, and other applicable floating holidays as District paid holiday(s)

2. **RECOMMENDATION: ACTION - APPROVE ADMINISTRATIVE EMPLOYMENT**

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

- a. Name: **THOMAS MEDEL**
Position: Manager, Education Centers
Department: Mt Carmel and Poway Education Centers
Position #: 005322 New?: No
Remarks: Replacement
Sal Rng/Stp: 57/2
% of Position: 100% # of Mos: 12
Effective: February 26, 2001

- b. Name: **DARLA J. WILSON**
Position: Director
Department: Marketing Communications
Position #: 005025 New?: No
Remarks: Replacement
Sal Rng/Stp: 56/5
% of Position: 100% # of Mos: 12
Effective: February 14, 2001

- c. Name: **MOLLIE SMITH**
Position: Interim Director
Department: Vocational Programs
Position #: 005227 New?: No
Remarks: Replacement
Sal Rng/Stp: 68/1
% of Position: 100% # of Mos: 12
Effective: February 14, 2001

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

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

a. Name: **PATRICIA M. RICKS**
Position: Instructor/Learning Disability Specialist
Department: DSP&S
Position #: 005540 New?: No
Remarks: Sabbatical replacement
Sal Rng/Stp: D/7
% of Position: 80% # of Mos: 3
Effective: February 14, 2001
Note: Temporary contract position. Hired in accordance with Education Code Section 87481

L. **ITEMS PENDING**

M. **COMMENTS FROM BOARD MEMBERS**

N. **CLOSED SESSION**

1. Review of tort claim, pursuant to Government Code 54956.95.
2. Public Employee Discipline/Dismissal/Release, pursuant to Government Code 54957.6.
3. Conference with Designated Representatives regarding negotiations with CCE/AFT, pursuant to Government Code Section 54957.6.
4. Conference with Designated Representatives regarding negotiations with CFT/AFT, pursuant to Government Code 54957.6.
5. Conference with Designated Representatives regarding discussion with Unrepresented Employees, pursuant to Government Code 54957.6.
6. Consider granting honorary degree, pursuant to Ed. Code 72122.

O. **RECONVENE TO OPEN SESSION**

1. **RECOMMENDATION: ACTION – REJECT CLAIM**

BE IT RESOLVED, That the Governing Board of the Palomar Community College District rejects the claim for damages filed by **Ben W. Martin** and refers it to the District's Claim Administrator for handling.

P. **ADJOURNMENT**