



GOVERNING BOARD MINUTES
REGULAR MEETING, GOVERNING BOARD
PALOMAR COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD ROOM, STUDENT SERVICES CENTER
COLLEGE CAMPUS
SAN MARCOS, CALIFORNIA
TUESDAY, MARCH 13, 2001, 7:00 P.M.

A. CALL TO ORDER

The regular meeting of the Palomar Community College District Governing Board was called to order by Dr. Michele T. Nelson, President, at 7:00 p.m.

B. ROLL CALL

TRUSTEES PRESENT:

MICHELE T. NELSON, PH.D., PRESIDENT
ROBERT L. DOUGHERTY, JR., M.D., VICE PRESIDENT
DARRELL L. McMULLEN, M.B.A., SECRETARY
SILVERIO HARO, ED.M., TRUSTEE

TRUSTEES ABSENT:

RALPH G. JENSEN, TRUSTEE
SHANNON GYDE, STUDENT TRUSTEE

EXECUTIVE AND SENIOR ADMINISTRATORS PRESENT:

Dr. John D. Randall, Interim Superintendent/President
Diane Michael, Assistant Superintendent/Vice President, Instruction
Joseph Madrigal, Assistant Superintendent/Vice President, Student Services
Jerry Patton, Assistant Superintendent/Vice President, Finance and Administrative Services
Dr. Jack Miyamoto, Assistant Superintendent/Vice President, Human Resources and Affirmative Action
Lynda Halttunen, Interim Dean, Counseling, Guidance, and Career Development
Gene Jackson, Dean, Arts and Languages
Dr. Mark Vernoy, Interim Dean, Human Arts and Sciences
Lise Telson, Dean, Student Support Programs

STAFF PRESENT:

Barbara Baldrige, Executive Assistant, President's Office
Chris Barkley, President, Faculty Senate; Associate Professor, English
Norma Bean, Past President, Administrative Association; Director, Escondido Education Center/Extended Education

Bruce Bishop, Director, Student Affairs

Ernie Carson, President, CCE/AFT; Senior Programmer Analyst, Information Services

Mike Dimmick, Information Systems Specialist, Information Services
Ben Echeverria, Counsel, Contracts, and Special Projects
JoAnn Ellis, Information Systems Support Specialist, Information Services
Mike Ellis, Director, Facilities
Judy Fish, Director, Regional Occupational Programs
Dr. Lee Kerckhove, President, The Faculty; Assistant Professor, Behavioral Sciences
Larry Koziarz, Assistant Director, Extended Education/Escondido Center
Stan Malley, Director, Information Services
Lois Meyer, Director, Fiscal Services
Mary Millet, Palomar Faculty Federation
Dr. George Mozes, Director, Library and Educational Television
Dr. Michael Norton, Director, Public Information
Thomas Plotts, Director, Public Safety Programs/Campus Police Department

GUESTS:

Lee Baldrige
Anders Egense, Boyle Engineering
Bruce Kauffman, *North County Times*
Stephen Keller, *The Telescope*
Dan Mac Farlane, Boyle Engineering
Sean O'Conner, *The Telescope*

QUORUM ESTABLISHED

Following the pledge of allegiance to the flag, Dr. Nelson declared a quorum present, and the meeting proceeded with the order of business.

MOMENT OF SILENCE

In memory of Dr. Cynthia Watson, Dr. Nelson asked that everyone observe a moment of silence.

A TAPED RECORD OF THE PROCEEDINGS OF THIS MEETING IS ON FILE IN THE PRESIDENT'S OFFICE FOR THIRTY DAYS OR UNTIL THE MINUTES OF THE MEETING HAVE BEEN APPROVED BY THE GOVERNING BOARD, WHICHEVER IS LONGER.

C. APPROVAL OF MINUTES

MSC Dougherty, McMullen

RESOLUTION 00-20522

BE IT RESOLVED, That the Minutes of the Regular Meeting held on February 13, 2001, be approved.

The Vote was unanimous.

CONSENT CALENDAR

D.

PAYROLL

1. **APPROVE PERSONNEL ACTIONS REPORT**

MSC Dougherty, McMullen

RESOLUTION 00-20523

BE IT RESOLVED, That the Governing Board hereby approves the **Personnel Actions Report for the month of February, 2001**, which includes hires and pay rate changes for students and temporary employees. **Exhibit D-1**

The Vote was unanimous.

TRAVEL

2. **APPROVE TRAVEL EXPENSES**

MSC Dougherty, McMullen

RESOLUTION 00-20524

BE IT RESOLVED, That travel expenses for the following person be approved/ratified:

- a. **Robert L. Dougherty, Jr., M.D.**
- | | |
|-----------------|--|
| Advanced Funds? | Yes |
| For: | Mileage, meals, lodging, miscellaneous |
| To attend: | Inland Valleys Community College Trustee and CEO Association |
| Location: | Victorville, California |
| Date: | March 16, 2001 |
| Amount: | \$230.00 |

The Vote was unanimous.

BUSINESS SERVICES

3. **REVIEW AND APPROVE PURCHASES MADE FOR PRIOR SIXTY DAYS**

MSC Dougherty, McMullen

RESOLUTION 00-20525

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 | 0141026 | through | 0141525 | \$ |
|-----------------------|---------|---------|---------|------------------------|
| 1,719,573.05 | | | | |
| Travel | 0150067 | through | 0150100 | \$ 15,349.84 |
| Advertising/Increases | 0160106 | through | 0160131 | \$ 333,687.40 |
| Employment Ads | 0165003 | through | 0165007 | \$ 40,448.00 |
| Agreement/Services | 0170350 | through | 0170515 | \$ 961,195.94 |
| Repairs | 0175043 | through | 0175062 | \$ 14,461.13 |
| Agreement/Annual | 0180105 | through | 0180169 | \$ 133,022.98 |
| Utilities | 0195042 | through | 0195047 | \$ 6,424.27 |
| Film Bookings | 0120004 | through | 0120006 | \$ 88.71 |
| Library Orders | 0125019 | through | 0125019 | \$ 53.52 |
| TOTAL | | | | <u>\$ 3,224,304.84</u> |

The Vote was unanimous.

FISCAL SERVICES

4. **APPROVE REVISED BUDGETS**

MSC Dougherty, McMullen

RESOLUTION 00-20526

BE IT RESOLVED, That the Governing Board of the Palomar Community College District approve the following **Revised Budgets** as of February 28, 2001:

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); Escondido Center Tenancies (59); 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-4**

The Vote was unanimous.

5. **APPROVE DRAWING NEW WARRANTS**

MSC Dougherty, McMullen

RESOLUTION 00-20527

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 #76-209178, dated May 20, 1999, in the amount of \$39.00 to **Holly C. Harris**, 2342 Pickwick Drive, Henderson, NV 89014. Voided due to stale dating.
- b. Warrant #76-021932, dated June 21, 2000, in the amount of \$200.02 to **Tom Plotts**, Public Safety Programs, Palomar Community College District. Voided due to stale dating.

Exhibit D-5

The Vote was unanimous.

PERSONNEL

6. **APPROVE CHANGE IN DATE OF SABBATICAL LEAVE**

MSC Dougherty, McMullen

RESOLUTION 00-20528

BE IT RESOLVED, That the Governing Board of the Palomar Community College District approve the **change to Sabbatical Leave**:

Phil de Barros, Behavioral Sciences Department, change **from Spring 2001 to Spring 2002**.

The Vote was unanimous.

7. **INFORMATION: SABBATICAL LEAVES**

BE IT RESOLVED, That the Governing Board of the Palomar Community College District approve the **2001-2002 sabbatical leaves** as outlined on **Exhibit D-7** as follows:

Full Year, 2001-2002

Marilee Nebelsick-Tagg, Nursing Education Department
Gene Sager, Behavioral Sciences Department
John Tagg, English Department
John Valdez, Multicultural Studies Department

Fall, 2001

Dan Arnsan, Library, Media Center
Dan Clegg, Mathematics Department
Kathleen Clyne, Nursing Education Department
Haydn Davis, Behavioral Sciences Department
David Forsyth, Business Education Department
Mary Ann Giardina-Rodgers, Child Development Department
Teresa Laughlin, Economics, History and Political Science Department
Fred Levine, Art Department
James McAdams, Physical Education/Athletics Departments
Sara Thompson, Life Sciences Department
Mark Walker, Mathematics Department

Spring, 2002

Neil Bruington, Graphic Communications Department
Judy Crowe, Nursing Education Department
Phil de Barros, Behavioral Sciences Department
Theresa Egkan, Counseling Department
Chris Feddersohn, Trades and Industry Department
Maura Gage, Life Sciences Department
Douglas Key, Earth Sciences Department
Linda Locklear, American Indian Studies Department
Wendy Metzger, Mathematics Department

8. **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:

| Name | Position | Course of Study |
|----------------|---|---|
| Theo Brockett | Manager Community Services | Master of Arts Organizational Management |
| Ellie Masiello | Administrative Secretary Admissions, Records, and Veterans Services | Associate in Arts Computer Science |

9. **APPROVE LEAVES OF ABSENCE**

MSC Dougherty, McMullen

RESOLUTION 00-20529

- a. **BE IT RESOLVED, That MICHELLE BARTON**, Research Analyst/Weekend Manager, Research and Planning, be granted a 10% personal Leave of Absence **without pay, with no effect on benefits**, effective February 5, 2001, through May 6, 2001.
- b. **BE IT RESOLVED, That DONNA GOYER**, Institutional Research Analyst, Research and Planning, be granted a 100% personal Leave of Absence **without pay and without benefits**, effective March 1, 2001, through July 31, 2001.
- c. **BE IT RESOLVED, That CORAZON P. CORDOVA**, Instructional Support Assistant IV, Chemistry, be granted a 100% personal Leave of Absence **without pay, with no effect on benefits**, effective March 19, 2001, through March 30, 2001.
- d. **BE IT RESOLVED, That PATRICK HAHN**, Instructional Support Assistant IV, Communications, be granted a 6.6% personal Leave of Absence **without pay, with no effect on benefits**, effective March 30, 2001, through May 4, 2001 (to teach).
- e. **BE IT RESOLVED, That RICHARD NATION**, Professor, Mathematics, be granted a 40% personal Leave of Absence **without pay, with no effect on benefits**, effective August 24, 2001, through May 24, 2002 (to write textbook).

The Vote was unanimous.

10. **INFORMATION: RESIGNATIONS**

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

- a. **STACY ADAME**, Administrative Secretary, ROP, effective March 26, 2001 (last day in paid status 3/23/01)
- b. **JILL JONES**, Buyer, Purchasing Services, effective February 27, 2001 (last day worked 2/26/01)

11. **APPROVE CLASSIFIED POSITIONS**

MSC Dougherty, McMullen

RESOLUTION 00-20530

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

- a. **Position:** **PIPEFITTER**
Department: Grounds Services
Division: Administrative Services
New?: Yes
Sal Rng/Stp: **23/1**
% of position: 100% # of Mos: 12
Effective: March 14, 2001
Note: Funded from department reorganization and resignations.
- b. **Position:** **MAINTENANCE CARPENTER**
Department: Building Services
Division: Administrative Services
New?: Yes
Sal Rng/Stp: **24/1**
% of position: 100% # of Mos: 12
Effective: March 14, 2001
Note: Funded from department reorganization and resignations.

The Vote was unanimous.

- c. Item removed from consent calendar by Dr. Dougherty.
d. Item removed from consent calendar by Dr. Dougherty.
e. Item removed from consent calendar by Dr. Dougherty.
f. Item removed from consent calendar by Dr. Dougherty.
g. Item removed from consent calendar by Dr. Dougherty.

12. **APPROVE CHANGE TO CLASSIFIED POSITIONS**

MSC Dougherty, McMullen

RESOLUTION 00-20531

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

- a. **Position:** **FINANCIAL AID SPECIALIST**
Name: Melissa E. Kloz
Department: Financial Aid/Scholarships
New?: No
Remarks: Increase from 50%
Sal Rng/Stp: 20/1
% of position: 100% No Mos: 12
Effective: March 14, 2001
Note: Funded from department reorganization and staff vacancies.

- b. **Position:** **CUSTODIAN I**
Name: Vacant
Department: Custodial Services
New?: No
Remarks: Replacement. Increase from 40% to 100%; position will now include benefits.
Sal Rng/Stp: 8/1
% of position: 100% No Mos: 12
Effective: March 14, 2001
Note: Funded from department reorganization and resignations.
- c. **Position:** **DELIVERY WORKER**
Name: Vacant
Department: Warehouse
New?: No
Remarks: Replacement. Increase from 45% to 100%; position will now include benefits.
Sal Rng/Stp: 10/1
% of position: 100% No Mos: 12
Effective: March 14, 2001
Note: Funded from department reorganization and resignations.

The Vote was unanimous.

13. **APPROVE CLASSIFIED RECLASSIFICATION**

MSC Dougherty, McMullen

RESOLUTION 00-20532

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

- a. **Position:** **MAINTENANCE PAINTER**
Department: Building Services
Name: Herculano Ruiz Garcia
New?: No
Sal Rng/Stp: **24/3**
Remarks: Increase from 45% to 100%; position will now include benefits.
Position was Maintenance Technician, range 13.
Effective: March 14, 2001
% of position: 100% # of Mos: 12
Note: Funded from department reorganization and resignations.

The Vote was unanimous.

14. **APPROVE CLASSIFIED EMPLOYMENT**

MSC Dougherty, McMullen

RESOLUTION 00-20533

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

- a. Name: **ELOISA CASTRO**
Position: Employment Specialist
Department: Human Resource Services
New?: Yes
Remarks: Position approved 12/12/00; PFE funded.
Sal Rng/Stp: **20/1**
% of Position: 100% # of Mos: 12
Effective: March 27, 2001
- b. Name: **GLYNDA S. KNIGHTEN**
Position: Administrative Secretary
Department: Escondido Education Center
New?: No
Remarks: Replacement
Sal Rng/Stp: **19/1**
% of Position: 100% # of Mos: 12
Effective: March 14, 2001
- c. Name: **GLORIA SALTZ**
Position: Admissions Assistant
Department: Admissions and Records at Escondido
New?: No
Remarks: Replacement; transfer for Ms. Saltz
Sal Rng/Stp: **16/10**
% of Position: 45% # of Mos: 12
Effective: March 14, 2001
- d. Name: **JAMES L. FLANAGAN, IV**
Position: Instructional Computer Lab Technician
Department: Camp Pendleton Education Center
New?: Yes
Remarks: Position approved 12/12/00; PFE funded.
Sal Rng/Stp: **25/1**
% of Position: 100% # of Mos: 12
Effective: March 19, 2001
Note: Work Schedule: Mon-Thurs, 11 am-10 pm; 3% added to base salary for hours 6 pm to 10 pm

- e. Name: **HONG WANG**
Position: Instructional Computer Lab Technician
Department: Foreign Languages
Position #: 005143 New?: No
Remarks: Replacement
Sal Rng/Stp: **25/1**
% of Position: 100% # of Mos: 12
Effective: March 19, 2001
- f. Name: **JUDITH MARTINEZ**
Position: Instructional Support Assistant II
Department: English as a Second Language
New?: No
Remarks: Replacement
Sal Rng/Stp: **16/1**
% of Position: 45% # of Mos: 10
Effective: March 19, 2001
Note: Normal work schedule: Mon-Thurs, 5:30 pm-10 pm, 3% added to base salary for hours Mon-Thurs, 6 pm-10 pm
- g. Name: **DALIA LOPEZ**
Position: Office Specialist
Department: Human Resource Services
New?: Yes
Remarks: Position approved 1/9/01; PFE funded.
Sal Rng/Stp: **10/1**
% of Position: 100% # of Mos: 12
Effective: March 14, 2001
- h. Name: **KELLI L. MILLER**
Position: Office Specialist
Department: Mathematics
New?: Yes
Remarks: Position approved 12/12/00; PFE funded.
Sal Rng/Stp: **10/1**
% of Position: 75% # of Mos: 12
Effective: March 19, 2001

The Vote was unanimous.

15. **GRANT EQUIVALENCY FOR DISCIPLINES**

MSC Dougherty, McMullen

RESOLUTION 00-20534

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:

Ken Beauregard – Administration of Justice
Roy Moton – Administration of Justice

The Vote was unanimous.

16. **ACTION - APPROVE ADJUNCT FACULTY EMPLOYMENT**

MSC Dougherty, McMullen

RESOLUTION 00-20535

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

BUSINESS EDUCATION

| | | |
|---------------|---|---------|
| Perez, Dilcie | Business B.A., Political Science M.S., Administration | \$36.09 |
|---------------|---|---------|

| | | |
|-----------------|---|---------|
| Walker, Darlene | Business B.A., Business Administration M.A., Education Credential Office Services and Related Technologies | \$37.26 |
|-----------------|---|---------|

COMMUNICATIONS

| | | |
|-----------------------|--|---------|
| Saunders, Christopher | Radio & Television B.A., Mass Communications 2+ Years Experience | \$34.93 |
|-----------------------|--|---------|

COMMUNITY EDUCATION

| | | |
|--------------|--|---------|
| Miller, Erin | Community Education (Non-Credit) B.A., Latin American Studies M.I.B., International Business | \$36.09 |
|--------------|--|---------|

COUNSELING

| | | |
|---------------------|---|---------|
| Minor-Flores, Karmi | Counseling B.S., Criminal Justice Faculty Intern - Will meet minimum qualifications within 1 year | \$34.93 |
|---------------------|---|---------|

| | | |
|----------------|--|---------|
| Swaniker, Kafi | Counseling B.A., Psychology M.S., Counseling | \$36.09 |
|----------------|--|---------|

ENGLISH AS A SECOND LANGUAGE

| | | |
|---------------------|--|---------|
| Kirkland, Josephine | English as a Second Language A.B., Education M.A., Education Ed.D., Education Certificate, Teaching English as a Second Language | \$38.42 |
|---------------------|--|---------|

| | | |
|----------------------|--|---------|
| Petersen-McKay, Jane | Community Education (Non-Credit) B.A., History B.A., French M.A., History | \$36.09 |
|----------------------|--|---------|

FOREIGN LANGUAGES

| | | |
|----------------|---------------|---------|
| Lizano, Alvaro | Spanish | \$36.09 |
| | B.A., Spanish | |
| | M.A., Spanish | |

PERFORMING ARTS

| | | |
|----------------------|------------------|---------|
| Boskin-Mullen, Nancy | Dance | \$36.09 |
| | A.B., World Arts | |
| | M.A., Dance | |

| | | |
|----------------|-------------|---------|
| Golden, Arthur | Music | \$36.09 |
| | B.M., Music | |
| | M.M., Music | |

PUBLIC SAFETY PROGRAMS

| | | |
|---------------------|---|---------|
| Beauregard, Kenneth | Administration of Justice | \$34.93 |
| | Course work and experience in Administration of Justice | |
| | P.O.S.T., Intermediate Certificate | |
| | P.O.S.T., Field Evidence Certificate | |

| | | |
|--------------------|--|---------|
| Bowles, Emalee Ann | Administration of Justice | \$34.93 |
| | A.A., Administration of Justice, Law Enforcement | |
| | 6+ Years Experience | |

| | | |
|------------|---|---------|
| Moton, Roy | Administration of Justice | \$34.93 |
| | Course work and experience in Administration of Justice | |
| | P.O.S.T., Intermediate and Advanced Certificates | |

The Vote was unanimous.

17. **APPROVE REHIRING OF PROBATIONARY FACULTY**

MSC Dougherty, McMullen

RESOLUTION 00-20536

BE IT RESOLVED, That the Governing Board of the Palomar Community College District approve the **rehiring** for the 2001/2002 academic year as **second-year probationary faculty members:**

| | |
|------------------|--|
| John Aegerter II | Physical Education/Athletics |
| Madelyn Byrne | Performing Arts |
| Grace Fowler | Graphic Communications |
| Sherry Goldsmith | Disabled Student Programs and Services |
| Catherine Jain | Earth Sciences |
| Gloria Kerkhoff | Transfer Center |
| Jo-Anne Lesser | Counseling, Guidance, and Career Development |
| Wendy Nelson | Communications |
| Jon Panish | English |
| Jennifer Paris | Library Media Center |
| Mary Perry | Dental Assisting |
| Terrie Smith | Computer Science/Information Systems |
| Becky Stephens | Mathematics |
| Craig Thompson | English |
| Carla Thomson | Reading Services |
| Cynthia Torgison | Mathematics |
| Steven White | Athletics |
| Susan Zolliker | English |

BE IT RESOLVED, That the Governing Board of the Palomar Community College District approve the **rehiring** for the 2001/2002 and 2002/2003 academic years as **three/four-year probationary faculty members:**

| | |
|--------------------|--|
| Michael Finton | Emergency Medical Education |
| Carol Lowther | English as a Second Language |
| Karen McGurk | Nursing Education |
| Katharina Meek | Art |
| Larry Roberts | Public Safety Programs |
| Wade Rollins | Graphic Communications |
| Thomas Ventimiglia | Counseling, Guidance, & Career Development |
| Virgil Watson | Physical Education/Athletics |

The Vote was unanimous.

18. **APPROVE GRANTING OF TENURE**

MSC Dougherty, McMullen

RESOLUTION 00-20537

BE IT RESOLVED, That the Governing Board of the Palomar Community College District grants tenure effective for the 2001/2002 academic year to the following faculty members:

| | |
|-------------------------|--|
| A. Carey Carpenter | Life Sciences |
| Lihe Chen | English as a Second Language |
| Lisa Cox-Romain | Counseling, Guidance, and Career Development |
| Lisa DuBois | Earth Sciences |
| Jose Fernandez | Counseling, Guidance, and Career Development |
| Russell Filbeck | Trades and Industry |
| Daniel Finkenthal | Physics and Engineering |
| Carolyn Funes | Library Media Center |
| Hugh Gerhardt | Physical Education/Athletics |
| Hilary Harris | English |
| Timothy Hernandez | Counseling, Guidance, and Career Development |
| Shelton Hill | Speech Communication/Forensics/ASL |
| Mark Hudelson | Art |
| Robert Jones | Mathematics |
| Lee Kerckhove | Behavioral Sciences |
| Nimoli Khurana | English as a Second Language |
| Mark Lane | Earth Sciences |
| Patriceann Mead | Performing Arts |
| Ruben Murcia | Life Sciences |
| Fergal O'Doherty | English |
| Lillian Payn | Graphic Communications |
| Pearson Lowe, Elizabeth | Life Sciences |
| Jorge Saavedra | Mathematics |
| Melissa Smith | Speech Communication/Forensics/ASL |
| Paul Stachelek | Communications |
| Rocco Versaci | English |
| Tamara Weintraub | Library Media Center |

The Vote was unanimous.

COMMUNITY SERVICES

19. **APPROVE NEW COMMUNITY SERVICES CLASSES AND AGREEMENTS**

MSC Dougherty, McMullen

RESOLUTION 00-20538

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

Spring, 2001

- a. Presenter: Fitzpatrick, Maureen
Name of Class: Microsoft Word II
Effective: February 24, 2001
Rate: \$139.72
Terms: Minimum of 10 students
- b. Presenter: Stoneff, Christopher
Name of Class: Windows 2000 Professional
Effective: March 23, 2001
Rate: \$2,000.00
Terms: Minimum of 5 students
- c. Presenter: Stoneff, Christopher
Name of Class: Windows 2000 Server
Effective: May 27, 2001
Rate: \$2,000.00
Terms: Minimum of 5 students
- d. Presenter: Stoneff, Christopher
Name of Class: Network Infrastructure Administration
Effective: July 22, 2001
Rate: \$2,000.00
Terms: Minimum of 5 students
- e. Presenter: Stoneff, Christopher
Name of Class: Active Directory Services Administration
Effective: September 16, 2001
Rate: \$2,000.00
Terms: Minimum of 5 students
- f. Presenter: Stoneff, Christopher
Name of Class: Designing Active Directory Services
Effective: November 11, 2001
Rate: \$2,000.00
Terms: Minimum of 5 students

- g. Presenter: Stoneff, Christopher
 Name of Class: Designing Network Security
 Effective: January 13, 2002
 Rate: \$2,000.00
 Terms: Minimum of 5 students

The Vote was unanimous.

GIFTS

20. ACCEPT GIFTS

MSC Dougherty, McMullen

RESOLUTION 00-20539

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

- a. Two Polarimeters, Model No. 241, Serial Numbers 4962 and 5157, to be used for instruction in Organic Chemistry classes, donated by **David Todd**, 555 Music Lane, Escondido, California 92026. Total value as estimated by donor is \$6,000.00
- b. One 21" Monitor, Model No. TPD 21, Serial Number. DCC2120A0115, to be used at the Escondido Education Center, donated by **Larry Rinehart**, 25910 Kaywood Court, Escondido, California 92026. Total value as estimated by donor is \$75.00.
- c. One Dell Dimension P100+, Model No. MMS, Serial Number 604K9, AT case and power supply, full tower case, to be used in the R.O.P. computer repair program, donated by **Jim Torta, J & B Computers**, 439 W. San Marcos Boulevard, San Marcos, California 92069. Total value as estimated by donor is \$250.00.

BE IT RESOLVED, That the following gifts **donated during 2001** be accepted and that an appropriate letter of appreciation be sent:

- a. Funds to purchase two mobility carts, Pacesaver Espree (red), HJ56364CR, and Pacesaver Espresso (green), HJ56365GG, for use by Disabled Student Programs and Services, donated by **Mr. and Mrs. Tom Tomlinson**, 3652 Monte Real, Escondido, California 92029. Total value as estimated by donor is \$4,400.00.
- b. Asymtek Automove 400 Dispensing System Manuals, Videotapes, and future support in training of Palomar staff, to be used in training ECHT-162 students in electronic fundamentals and for demonstration in other ECHT courses, donated by **Kathy Clausen, Asymtek**, 2762 Loker Avenue West, Carlsbad, California 92008. No value estimated by donor.
- c. Fifteen computer systems for use in the R.O.P. computer repair classroom, donated by **Pennant Alliance**, 4373 Viewridge Avenue, San Diego, California 92123. Total Value as estimated by donor is \$4,000.00.

- d. Universal Coax Adapter System Kit, to be used to demonstrate various types of connectors used in the electronic field in the Trades and Industry Department, donated by **Richard J. LaFay, R. F. Connectors**, 7610 Miramar Road, San Diego, California 92126. No value estimated by donor.

The Vote was unanimous.

COUNSEL, CONTRACTS

21. REVIEW AND APPROVE CONTRACTS AND AGREEMENTS MADE FOR PRIOR SIXTY (60) DAYS

MSC Dougherty, McMullen

RESOLUTION 00-20540

BE IT RESOLVED, That all **contracts and agreements** for the period January 1, 2001, through February 28, 2001, 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-21**

The Vote was unanimous.

| |
|---|
| Resumption of REGULAR AGENDA |
|---|

E. CONSIDERATION OF ITEMS REMOVED FROM CONSENT CALENDAR

11. APPROVE CLASSIFIED POSITIONS

MSC Dougherty, McMullen

RESOLUTION 00-20541

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

- c. **Position:** **COMMUNITY SERVICE OFFICER**
Department: Campus Police
Division: Administrative Services
New?: Yes
Sal Rng/Stp: **11/1**
% of position: 100% **# of Mos:** 12
Effective: March 14, 2001
Note: Funded through parking lot fees

- d. **Position:** **COMMUNITY SERVICE OFFICER**
Department: Campus Police
Division: Administrative Services
New?: Yes
Sal Rng/Stp: **11/1**
% of position: 100% # of Mos: 12
Effective: March 14, 2001
Note: Funded through parking lot fees
- e. **Position:** **COMMUNITY SERVICE OFFICER**
Department: Campus Police
Division: Administrative Services
New?: Yes
Sal Rng/Stp: **11/1**
% of position: 100% # of Mos: 12
Effective: March 14, 2001
Note: Funded through parking lot fees
- f. **Position:** **COMMUNITY SERVICE OFFICER**
Department: Campus Police
Division: Administrative Services
New?: Yes
Sal Rng/Stp: **11/1**
% of position: 100% # of Mos: 12
Effective: March 14, 2001
Note: Funded through parking lot fees
- g. **Position:** **COMMUNITY SERVICE OFFICER**
Department: Campus Police
Division: Administrative Services
New?: Yes
Sal Rng/Stp: **11/1**
% of position: 100% # of Mos: 12
Effective: March 14, 2001
Note: Funded through parking lot fees

Chris Barkley stated that she had asked Dr. Dougherty to pull this portion of the Consent Calendar so that she could speak against approval of these positions at this time. She stated that she is speaking as an individual because the Senate has not met since she was notified of these positions coming to the Board for approval. She stated that she understands our need because we want to be certain that students and staff feel safe on our campuses. She feels there are many ways we can accomplish this. Among them is to let everyone know that we are vigilant and very aware of what is happening on our campuses. We also must be open so that students know they can confide in us if they hear of any threats. She doesn't think our first reaction should be to hire more police. She noted that this has not gone through Staff Priorities Committee. She understands that there are funds designated for these positions, but feels our normal process of taking positions to Staff Priorities Committee should be followed. She recommended that this go back through the process and that she be given an opportunity to let the Senate know that this is being considered. She does not feel the Senate is in favor of expanding our police force.

Dr. Dougherty stated that he understands that this recommendation was planned long before the events that happened last week at Santee. He asked Tom Plotts to discuss the background of this recommendation.

Tom Plotts noted that these positions had been scheduled to come to the Board at its last meeting and that they are listed on the master plan. They are non-sworn police officers, who are typically responding to calls for escorts. We are looking for visibility on campus. There has been an increase in the amount of escort requests during night time hours. The need is there to provide this type of service. Because the money to pay for these positions is coming from restricted funds, it is not required that the positions be taken to Staff Priorities. They were taken to the President's Advisory Council out of common courtesy as an informational item only. Tom stated that Chris Barkley's comment that the answer isn't just in hiring additional personnel was excellent. We do need an educational program as well. We have some coverage problems, for example, at the Escondido Center. Currently, these positions are filled with student workers in order to streamline our costs as much as possible. The reality is that there is a high degree of turnover for these students. There is also an attendance problem with some of these students. When we have people who are not showing up for work, it creates some additional coverage issues where we have to pull in additional people and incur overtime for full-time employees. Tom feels this recommendation to hire five community service officers addresses the needs of the campus community at this time.

Norma Bean stated that, at the Escondido Center, there are student workers only in these positions. During the past four months, there have been a couple of incidents where either she or Larry Koziarz has had to step in and take command of the situation. As eager and willing as the student CSOs are, they simply lack the age, wisdom, experience, and training for us to have a great sense of reassurance in their skill level. Norma concurs with Chris Barkley's comments concerning a public relations campaign. We can only benefit as a college community from that. However, she strongly looks forward to the time when there is some real police presence at the Escondido Center. Currently, she feels somewhat at risk, as well as the staff and students because of the level of coverage they have.

Tom Plotts noted that in moving forward with the education program Chris had mentioned, they have already requested to be placed on the agenda for the Safety and Security Committee to put together a subcommittee. He has asked both Norma and Chris to participate in that committee. He would like equal representation from Administrative Services, Instruction, Students Services, and Human Resources.

Jack Miyamoto noted that, in the past, Staff Priorities has prioritized positions that typically aren't funded so that when funding becomes available, we know what the priorities of the institution are; and they deal most often with faculty positions. There have been times when there have been positions with funding attached, where there is no question about where the money is coming from, that a notification is sent to the committee that these positions are going to be hired and there is funding for them. That has mainly been with faculty positions. However, there have been many classified positions that have come before the Board that have funding attached, through resignations, retirements, external funding, etc., that the Staff Priorities Committee has not seen.

Dr. Nelson suggested that, in the future, we do everything to make sure the whole campus community is aware of such positions.

Mr. McMullen asked how much of these individuals' time would be devoted to the Escondido Center. Tom Plotts stated that, at this point, we are targeting to have a presence during all instructional hours. There has been an increase in the number of classes on Fridays, Saturdays, and Sundays. The student population at Escondido is now 8,500.

Mr. Haro asked if there is an ideal ratio of officers to students, faculty, and staff. Tom Plotts responded that he is in the process of doing an allocation study for the County of San Diego for San Diego City Schools, the community college district, and the university system. As an example, UCSD has a student population of about 20,000, and they have 27 sworn police officers and at least two dozen community service officers.

Dr. Dougherty noted that both of the parking lots at Escondido have very dim lighting at night. We need to work as fast as we can on adequate lighting. We have made great progress on the San Marcos campus with adequate lighting, but still need to improve at Escondido. Dr. Dougherty asked what the community service officers do other than escort. Tom Plotts responded that they write basic police reports, parking enforcement, assisting with special details, such as commencement. It is our intention to work closely with CSUSM to share officers during each of our commencement ceremonies. We also have a lot of eager students in our police academy who are participating in the internship program.

Ernie Carson noted that he had spoken with Tom Plotts about his concern that calling in police officers for overtime when students call in sick might cause them to be working when they are not fresh and aware. The classified unit supports the approval of these five positions.

Bruce Bishop stated that there has been an increase in the number of calls from faculty and staff to his office during the past couple of weeks who are concerned about safety issues on campus. His concern is that, meeting only once a month as the Board does, putting off approval of these positions for another month would indicate that the Board is not taking advantage of a perfect opportunity to provide a safer environment.

Dr. Dougherty agreed that it's unfortunate that this was not sunshined to a larger extent; however, these are fees that can be spent only on certain very limited activities and people. For that reason, he plans to vote for these hires.

Tom Plotts noted that once the positions are announced, there is a background process that has to be completed, which could take two or three months.

The Vote was unanimous.

F. HEARINGS OF INDIVIDUALS, GROUPS, AND DELEGATIONS

1. INFORMATION

Report of the Faculty Senate

Chris Barkley reported that Bonnie Dowd has been named the recipient of the Hayward Award by the Academic Senate. They have nominated Phil de Barros for the Stanback/Stroud Diversity Award. Trisha Carlson and Lisa Wright are the students who have been nominated for the Jonnah Laroche Memorial Scholarship. Dr. Dougherty suggested that these people be honored during Commencement.

Seven faculty members have been appointed to the Master Plan Task Force. Lee Kerckhove will be the faculty co-chair of that group.

Carolyn Funes reported to the Senate that she has attended one of the informational competency hearings that are being held across the state to decide how we might want to introduce an informational competency requirement into our degree program. Local senates are being asked to make recommendations as to how they want to include informational competency into a separate class or into classes that we already have established.

2. **INFORMATION**

Report of the Palomar Faculty Federation

Mary Millet announced that the Palomar Faculty Federation began its membership drive on March 1, culminating with a party for the faculty attended by approximately 150 people. Mary Ann Drinan and Mary Millet will be attending a leadership conference in Washington, D.C., this weekend.

3. **INFORMATION**

Report of The Faculty

Lee Kerckhove reported that at the last meeting, The Faculty resolved to hold two informational meetings in April, one being the regularly scheduled meeting on April 4, at 12:30 p.m., and another meeting on April 5, at 2 p.m., designed to allow the faculty members to ask questions of the Enrollment Management Task Force regarding proposed schedule changes.

4. **INFORMATION**

Report of the Administrative Association

Norma Bean reported that Lee Hoffmann is wrapping up his duties at the Learning Paradigm Conference and unable to be at tonight's meeting. He asked Norma to share with the Board the Administrative Association's appreciation to the District for the management workshops to be given twice each semester.

5. **INFORMATION**

Report of the CCE/AFT

Ernie Carson gave the following report: "The classified employees are looking forward to participating in tomorrow's Classified Staff Development Day, and I offer my thanks to the District for allowing this to happen. I also would like to offer my special thanks and appreciation to Mike Ellis, Director of Facilities, for his efforts to provide the graveyard shift custodians the opportunity to attend tomorrow's special event.

"The 59th annual California Federation of Teachers convention was held this past Friday, Saturday, and Sunday at the Wilshire Grand Hotel in Los Angeles.

"One of the highlights of the convention was the introduction of representatives from the Palomar Faculty Federation. We welcomed their presence and will look forward to their continued representation at future workshops and meetings.

“Since the 2000 Convention, as a result of the classified employees, the CFT’s Goals Committee and Executive Council have discussed the issue of changing the name of the California Federation of Teachers to more completely reflect the union’s membership. The following are some of the choices on a survey form that was distributed to this year’s convention attendees. Convention attendees were directed to solicit feedback from the membership of their respective locals and report the results to the CFT’s Burbank office.

- Education California
- California Federation of Educational Employees
- California AFT
- AFT California
- California Federation of Certificated and Classified Employees
- California Federation of Teachers and Classified Employees
- California Federation of Teachers and School Related Personnel
- California Federation of Teachers, Paraprofessionals, and School Related Personnel
- California Federation of Teachers (No Change)

“At each of its annual conventions, the CFT conducts a Communications Awards Ceremony. Weeks prior to the convention, all Locals throughout the state were encouraged to submit, as competitive entries, copies of newsletters, articles, publications, etc., that would be judged in approximately 15 different categories (for example, Best Bulletin Series, Best Flyer, Best Feature Story, Best Community Outreach, Best Use of Graphics, etc.). All entries are reviewed and ranked by judges on the Communication Awards Committee. This year was our Local’s first attempt at submitting entries for the Communications Awards Contest, and we came away with five awards:

- Second Place: Best Bulletin Series (CSEA’S Attempted Takeover), by Ernie Carson
- Second Place: General Excellence, Single-Page Newsletter - *Classified Currents*, edited by Ernie Carson and Cindy Martinez
- First Place: Best Community Outreach – For Media outreach during stalled negotiations and attempted de-certification of Food Services and Facilities, by Ernie Carson
- First Place: Unique Performance for “Street Heat Comes To Palomar” a slide show e-mail attachment, by Suzanne Szames
- Special Award: Rookie of the Year (based upon the awards that we won)

“Needless to say, I was very proud of all of our contest entries and the awards we received, but we still have a lot of improvements to make in our efforts to communicate with our union members and classified staff.

“In closing, I’d like to say thank you to Police Chief Tom Plotts for his timely response to phone calls and e-mails from the classified staff regarding their concerns resulting from the unfortunate shooting incident at Santana High School in Santee, California.”

6. **INFORMATION**

Report of the Associated Student Government

There was no report.

7. **INFORMATION**

Report of Superintendent/President

Dr. Randall reported that Palomar is honored to have the championship cheerleading team in the United States. The team won the honor recently at a tournament in Las Vegas. Dr. Randall introduced the coach, Paul Groom, an alumni of Palomar, who spoke of the dedication of the team in performing and raising the funds to travel to Orlando, Florida, to compete in the NCA tournament. Paul presented the trophy the team won. Members of the team were present at the meeting.

Two of our Physics instructors offered to donate \$1,000 each to the College if the Foundation would match them. The Foundation agreed, so Takashi Nakajima and Dr. Perry Snyder donated \$1,000 each, which will be used for a development fund for physics equipment and the other \$2,000 will be used as an emergency fund for needy students in physics and engineering.

At a recent Association of California Community College Administrators conference, Lise Telson was honored as a volunteer of the year. She leads the mentoring program for the state for administrators who are aspiring to move up to another job. A mentor is identified; and, throughout a period of 18 months, they work with that mentor. It has been a very successful program, primarily because of Lise.

Two of our students have been selected for the 2000 Phi Theta Kappa All California Academic Team. Qun Xu has been selected for the first team and an award of \$5,000 toward any California State University; and Amy Brooker has been selected for the second team and an award of \$1,800 toward any California State University. Throughout the state, there were only about 50 students who were chosen for these awards.

Dr. Randall announced that Dr. Alex Gonzalez, the President of California State University at San Marcos, will be our commencement speaker this year. We are really pleased that he will be with us. It is very important for us to develop good relationships with CSUSM.

Following their visit and a review, our Associate Degree in Nursing program has been notified by the Board of Registered Nursing that it has again been approved with high results from the visit.

Former student and student trustee, Xavier Corona, now a student at the University of California at Berkeley, was selected on the third team of the All-USA Academic Team.

Dr. Randall announced that this summer, we are planning to go to a four-day work week, primarily because of the energy crisis, to show the community that we are responding and to save some money. It is expected we will save at least \$50,000. We needed to do some adjustments in the class schedule, and many staff members have worked hard to get the adjustments made. Diane Michael noted that some classes will still be held on Friday, Saturday, and Sunday, but all offices will be closed those days. A few buildings will be open from time to time so that maintenance staff will have an opportunity to perform some needed work. Classified employees will have an opportunity to work four ten-hour days or, if they wish, can work eight or nine hours and take vacation time for the balance.

8. **INFORMATION**

Report of Other Organizations and/or Individuals

There were none.

G. COMMUNICATIONS

H. UNFINISHED BUSINESS

1. **APPROVE REVISION IN STUDENT HEALTH FEE POLICY**

MSC McMullen, Dougherty

RESOLUTION 00-20542

BE IT RESOLVED, That the Governing Board hereby approves that the following be incorporated into Governing Board Policies:

The **maximum student health fee allowable under Education Code 76355** will be charged, effective Fall Semester, 2001, to only credit students attending the following:

- San Marcos Campus
- Escondido Education Center
- Fallbrook Education Center
- Poway Education Center
- Mt. Carmel Education Center
- Ramona Education Center
- Television Courses

Exempt from fees per law are all students who receive Board of Governors Waivers, dependent children and surviving spouses of members of the California National Guard who are killed or permanently disabled while in the active service of the state, and students who depend on prayer for healing. **Exhibit H-1**

The Vote was unanimous.

I. NEW BUSINESS

1. **SCHEDULE BOARD ORIENTATION WORKSHOP**

MSC Dougherty, McMullen

RESOLUTION 00-20543

BE IT RESOLVED, That the Governing Board hereby schedules an **Orientation Workshop on Tuesday, March 27, 2001, at 7 p.m.**, in the Training Room, at the Vallecitos Water District Offices, 201 Vallecitos de Oro, San Marcos, California. The sole purpose of the meeting will be to acquaint the new Board members with Board and College responsibilities, policies, procedures, and activities. No other business will be discussed at the meeting.

The Vote was unanimous.

2. **GRANT HONORARY ASSOCIATE IN HUMANE ARTS DEGREES**

MSC Dougherty, McMullen

RESOLUTION 00-20544

BE IT RESOLVED, That the degree of **Associate in Humane Arts** be conferred with all rights, benefits, and privileges appertaining thereto, in recognition of distinguished community service, upon **JAMES R. EUBANK** and **JUNE C. RADY**. The degrees will be conferred at the commencement ceremony on May 18, 2001.

The Vote was unanimous.

3. **INFORMATION: PROPOSED INFORMATION SERVICES REORGANIZATION**

Stan Malley presented information on the proposed plan to facilitate the retention of existing technology staff and attract qualified candidates for technology positions. He noted that we have had one retirement and one person hired away by MiraCosta during the past year. Stan provided position and salary comparisons with MiraCosta and Cal State San Marcos. Stan noted that Grossmont and Southwestern College Districts do not use PeopleSoft; whereas, MiraCosta, CSUSM, and Palomar do use PeopleSoft. Stan was asked by Dr. Dougherty to include comparison information from institutions in Orange County with his recommendations at the next Board meeting. Dr. Dougherty also asked that we get comparisons from the other community colleges in California that use PeopleSoft for the next meeting. **Exhibit I-3**

4. **INFORMATION: CCCT BOARD OF DIRECTORS ELECTION – 2001**

Voting for candidates for **election** to the **CCCT Board of Directors** will take place at the April 10, 2001, Governing Board meeting. Please see list of candidates attached. **Exhibit I-4**

5. **AUTHORIZE DISTRICT TO JOIN TIERRA DEL SOL REGIONAL LIBRARY NETWORK**

MSC Dougherty, McMullen

RESOLUTION 00-20545

WHEREAS, the Palomar Community College District desires to join the **Tierra del Sol Regional Library Network**, and

WHEREAS, the Palomar Community College District agrees to comply with all provisions of the Library of California Act and Regulations and conditions of membership within the network, and

WHEREAS, the Governing Board of the District agrees not to reduce funding for library services as a result of network participation, and

WHEREAS, the Governing Board of the District agrees that its participating libraries will:

1. Share resources and services with other members of the Tierra del Sol Regional Library Network.
2. Provide resources and services for other members of the Tierra del Sol Regional Library Network.
3. Meet the minimum resource-sharing performance standards of the Tierra del Sol Regional Library Network, and

NOW, THEREFORE, BE IT RESOLVED, That the Governing Board of the District authorizes membership of the Palomar Community College District in the Tierra del Sol Regional Library Network, and

BE IT FURTHER RESOLVED, That the Governing Board of the District authorizes **George Mozes, Ed.D.**, to sign the Tierra del Sol Regional Library Network Membership Application Form. **Exhibit I-5**

Mr. McMullen asked if this would require some additional staff time or restructuring to fit in with their system. George Mozes responded that the participation at this time is inter-library loans, which we have been doing for many years. This will merely formalize our participation with the Library of California.

The Vote was unanimous.

6. **APPROVE ISSUANCE OF 2001 TAX AND REVENUE ANTICIPATION NOTES & PARTICIPATION IN COMMUNITY COLLEGE LEAGUE OF CALIFORNIA CASH FLOW FINANCING PROGRAM**

MSC Dougherty, McMullen

RESOLUTION 00-20546

BE IT RESOLVED, That the Governing Board of the Palomar Community College District hereby approves issuance of **2001 Tax and Revenue Anticipation Notes** (hereinafter "TRANS") in an amount not to exceed \$2,520,000.00 dated July 3, 2001, with maturity not to exceed fifteen (15) calendar months thereafter, through the statewide financing program sponsored by the Community College League of California; and the Assistant Superintendent/Vice President, Finance and Administrative Services, and Director, Fiscal Services, alone, or such other official of the District as the Assistant Superintendent/Vice President, Finance and Administrative Services, shall designate, are hereby authorized and directed, for and in the name and on behalf of the District to execute all documents, including but not limited to, the Note Purchase Agreement, including the Pricing Confirmation, and the 2001 Tax and Revenue Anticipation Note, in substantially the form presented herewith; and to execute, deliver, and record all documents requiring same, to all required and interested parties; true and correct copies of all documents referred to herein, are approved in substantially this same form as presented, are on file with the Secretary to the Board, and the terms thereof are incorporated by this reference and made a part of this Resolution. **Exhibit I-6**

The Vote was unanimous.

7. **APPROVE OFFER OF STIPEND EMPLOYMENT FOR CHEERLEADER COACH**

MSC Dougherty, McMullen

RESOLUTION 00-20547

BE IT RESOLVED, That an agreement be approved between the Palomar Community College District and **Paul Groom** to serve as **Cheerleader Coach**, Student Activities, for the period beginning February 22, 2001, and ending June 30, 2001. The total offer of stipend employment is \$1,500.00 and is to be paid in four equal monthly payments.

The Vote was unanimous.

8. **APPROVE LEASE-PURCHASE FINANCING FOR PROPOSED REHAB AND NEW CONSTRUCTION OF STUDENT CENTER BUILDING ON SAN MARCOS CAMPUS**

MSC Dougherty, McMullen

RESOLUTION 00-20548

BE IT RESOLVED, That the Governing Board of the Palomar Community College District hereby approves the funding required to net an amount of \$2,800,000.00, plus bond issue costs, for the proposed **rehabilitation and new construction of the Student Center Building** on the San Marcos campus through lease-purchase financing authorized under the Marks-Roos Local Bond Pooling Act of 1985 (hereinafter the "Act"), to be more particularly described in that certain Lease/Purchase Agreement dated as of April 1, 2001 (hereinafter the "Lease"), by and between the District and the California Community College Financing Authority (hereinafter the "Authority"); and the Interim Superintendent/President, the Assistant Superintendent/Vice President, Finance and Administrative Services, each alone, or such other official of the District as the Interim President shall designate, are hereby authorized and directed, for and in the name and on behalf of the District to execute all documents and to deliver and record all documents requiring same, to all required and interested parties; true and correct copies of all documents referred to herein are approved in substantially this same form as presented, are on file with the Secretary to the Board, and the terms thereof are incorporated by this reference and made a part of this Resolution. **Exhibit I-8**

The Vote was unanimous.

9. **APPROVE ADDITIONAL COMPENSATION TO BOYLE ENGINEERING FOR
ADDITIONAL SERVICES PROVIDED ON THE INFRASTRUCTURE PROJECT**

MSC Dougherty, McMullen

RESOLUTION 00-20549

BE IT RESOLVED, That the Palomar Community College District hereby approves additional compensation in the amount of \$62,200.00 payable to **Boyle Engineering, Inc.** for **additional services** provided to the District on the **Infrastructure Project**. This payment is contingent upon prior receipt by the District of a written release executed by Boyle Engineering, Inc., releasing the District from any further claims for additional compensation for services rendered, or claimed to be rendered, to or for the benefit of the District, in connection with Boyle's work of design, field investigation, and any other work of whatever kind for which Boyle claims or might in the future claim entitles them to any additional payments connected with the Infrastructure Project. The payment of \$62,200.00 will be paid from the State Capital Outlay Funds. **Exhibit I-9**

The Vote was unanimous.

10. **DECLARE ELECTRONIC LAB TRAINERS IN THE TRADES AND INDUSTRY
DEPARTMENT SURPLUS PURSUANT TO CALIFORNIA EDUCATION CODE
SECTION 81450**

MSC Dougherty, McMullen

RESOLUTION 00-20550

BE IT RESOLVED, That the Governing Board of the Palomar Community College District hereby declares the **electronic lab trainers** (Model ET-3100) equipment in the **Trades and Industry Department** identified in the attached memorandum, the terms of which are by this reference incorporated herein, as **surplus** in accordance with California Education Code Section 81450; and,

BE IT FURTHER RESOLVED, That the aforesaid surplus equipment shall be **offered to students** to acquire for a **nominal consideration** to further their studies through lab work and training. Fair market value of the electronic equipment is not sufficient to cover the cost of an advertised auction. All proceeds from the equipment shall be deposited to the Trades & Industry/Electronics & Computer Hardware Technology department Foundation's account. **Exhibit I-10**

The Vote was unanimous.

11. **INFORMATION: PROPOSED REVISION OF BP 402.1 – REGISTRATION PRIORITY SYSTEM**

The Registration Committee has recommended that the changes in Board Policy 402.1 shown below be approved in order to avoid discrimination in the policy and to reflect what has actually been done during the past two years. This matter is still going through the sunshining process and will be brought back to the Board for action at the next meeting.

BP 402.1

Registration Priority System

Students will be assigned phone-in registration appointments in the following priority scheme:

1. DSP&S, EOP&S, and TRIO/SSS Students
 - a. Continuing students.
 - b. New, returning, and transfer students who submit an application and complete assessment and orientation prior to the deadline date.
2. New, returning, transfer, and continuing students who complete orientation and assessment in the immediate period of time prior to the deadline date.
3. Continuing students (students who are actively registered at census the prior semester or actively registered in a course as of the deadline date) **are**
 - a. ~~A assigned appointments on the basis of units completed (0 to 90 units) at the Palomar Community College District as recorded in the student records system. Students with over 90 units are rotated to begin the cycle again.~~
 - b. Within each unit category, students are assigned in a randomized ID number order.
4. New, returning, or transfer students who are not in category 2.
5. Non-high school graduates ~~under the age of 18.~~ **age 15 to 18.**

Students who prefer to register through walk-in registration will be given first-come, first-served appointments. ~~They also have the option to register during the open registration period.~~

12. **INFORMATION: PROPOSED REVISION OF BP 411.1 – EVALUATIVE GRADES**

The Faculty Senate has suggested that we adopt the FW grade. They do not feel this is a punitive grade but that it gives another option to the instructor who wants to designate someone to whom he/she doesn't want to give an F but who has withdrawn after the deadline. The Board of Governors passed this in September, 2000, and it became effective on January 1, 2001. This is a local district option, not a mandate that all California community colleges implement this grade. It would not be a requirement that the faculty use this grade. If this receives Board approval this semester, it would become effective for the next academic year.

BP 411.1

Evaluative Grades

| Grade | Explanation | Grade Point |
|--------------|--|--------------------|
| A | Excellent | 4 |
| B | Good | 3 |
| C | Satisfactory | 2 |
| D | Passing, less than satisfactory | 1 |
| F | Failing | 0 |
| FW | Failing for unofficial withdrawal | 0 |

For a student who has ceased to participate in a course after the last day to officially drop or withdraw without having achieved a passing grade. The "FW" grade shall be used in determining academic standing.

| | |
|----|---|
| CR | Credit (at least satisfactory – A,B,C grades. Units passed but not counted in GPA) |
| NC | No credit (less than satisfactory – D or F grades. Units not counted in GPA) |

This matter is still going through the sunshining process and will be brought back to the Board for action at the next meeting.

Mr. Haro asked if there is a process for students to remove a grade of FW. Chris Barkley responded affirmatively. Mr. Haro asked if we had any idea how many students would fall into this category. Chris responded that she did not.

13. **INFORMATION: PROPOSED REINSTITUTION OF STUDENT ACTIVITY FEE**

It has been proposed that an option be given to students, effective Fall, 2001, to add a Student Activity sticker to their PIC card for an additional \$5.00. This would make the total cost of the card \$10.00. Many incentives are planned to encourage students to purchase the Student Activity sticker, such as added value from Follett Bookstores and Food Services. This matter is still going through the sunshining process and will be brought back to the Board for action at the next meeting.

14. **INFORMATION: PROPOSED HOLIDAY SCHEDULE FOR 2001-2002**

The proposed holiday schedule for the fiscal year 2001-2002 is as follows:

| | |
|-----------------------------|--------------------------|
| Wednesday, July 4, 2001 | Independence Day |
| Monday, September 3, 2001 | Labor Day |
| Friday, November 9, 2001 | Veterans' Day |
| Thursday, November 22, 2001 | Thanksgiving Day |
| Friday, November 23, 2001 | Local Holiday |
| Tuesday, December 25, 2001 | Christmas Day |
| Tuesday, January 1, 2002 | News Years Day |
| Monday, January 21, 2002 | Martin Luther King's Day |
| Friday, February 15, 2002 | Lincoln's Day |
| Monday, February 18, 2002 | Washington's Day |
| Friday, March 29, 2002 | Spring Holiday |
| Monday, May 27, 2002 | Memorial Day |

This matter is still going through the sunshining process and will be brought back to the Board for action at the next meeting. Jack Miyamoto noted that three holidays were inadvertently omitted from this list and will appear on the list for the agenda of the next meeting.

Mr. Haro noted that CSUSM observes Cesar Chavez Day as a holiday and wondered if Palomar planned to do so. Jack Miyamoto replied that it is not a mandated holiday for community colleges as yet.

J. INSTRUCTIONAL/OPERATIONAL REPORTS

1. **APPROVE NEW COURSES**

MSC Dougherty, McMullen

RESOLUTION 00-20551

BE IT RESOLVED, That the Governing Board hereby approves the following **new courses**, which have been approved by the Curriculum Committee and Faculty Senate, for addition to the curriculum:

- a. Course ID: TAG 201
Prerequisite validated: Yes
General Education: CSU Transfer – Area C2; A.A. Degree – Area C; IGETC – Area 3 Humanities
Discipline for Minimum Qualification: Foreign Languages (master's degree required)
Reviewed by: Subcommittee B

201 Intermediate Tagalog

Five hours lecture (5)

Prerequisite: TAG 110 or three years of high school Tagalog

Intermediate grammar, review, composition, and continued oral practice. Appreciation of Tagalog culture through composition and oral practice assignments. CSU (effective Fall, 2001)

- b. Course ID: TAG 205
Prerequisite validated: Yes
General Education: CSU Transfer – Area C2; A.A. Degree – Area C
Discipline for Minimum Qualification: Foreign Languages (master's degree required)
Reviewed by: Subcommittee B

205 Intermediate Tagalog

Three hours lecture (3)

Prerequisite: TAG 110 or three years of high school Tagalog

Intermediate grammar, review, composition, and continued oral practice. Appreciation of Tagalog culture through composition and oral practice assignments. First half of Tagalog 201. CSU (effective Fall, 2001)

- c. Course ID: TAG 206
Prerequisite validated: Yes
General Education: CSU Transfer – Area C2; A.A. Degree – Area C
Discipline for Minimum Qualification: Foreign Languages (master's degree required)
Reviewed by: Subcommittee B

206 Intermediate Tagalog

Three hours lecture (3)

Prerequisite: TAG 205

Intermediate grammar, review, composition, and continued oral practice. Appreciation of Tagalog culture through composition and oral practice assignments. Second half of Tagalog 201. CSU (effective Fall, 2001)

- d. Course ID: AJ 065
A.A. degree/certificate (required course): Law Enforcement Certificate Program
Discipline for minimum qualifications: Administration of Justice (master's degree not required)
Reviewed by: Subcommittee A

65 Preparation for Law Enforcement

Three hours lecture (3)

This course will provide an educational overview of the hiring process of law enforcement agencies and prepare the serious candidate for law enforcement employment to successfully complete the pre-employment testing and screening process. It will take the student from the written test all the way through to the oral interview. *Credit/No Credit only.* (effective Fall, 2001)

- e. Course ID: CFT 187
A.A. degree/certificate program (recommended elective): Cabinetmaking and Millwork, Furniture and Wood Technology, Cabinet and Furniture Technology
Discipline for Minimum Qualification: Cabinetmaking/Furnituremaking (master's degree not required)
Reviewed by: Subcommittee A

187 Introduction to Carving

Two, Four, Six, or Eight hours lecture/laboratory (1,2,3,4)

This beginning course in carving introduces students to the tools and techniques used in carving wood. The course includes specifics of available tools, their proper handling and maintenance, as well as discussions of layout and carving methods as applied to furniture and architectural millwork. *May be taken four times.* (effective Fall, 2001)

- f. Course ID: CFT 189
A.A. degree/certificate program (recommended elective): Cabinetmaking and Millwork, Furniture and Wood Technology, Cabinet and Furniture Technology
Discipline for Minimum Qualification: Cabinetmaking/Furnituremaking (master's degree not required)
Reviewed by: Subcommittee A

189 Advanced Carving

Two, Four, Six, or Eight hours lecture/laboratory (1,2,3,4)

Advanced carving is a topical study of specific carving applications as they relate to furniture or architectural millwork. Topics are largely gathered from period styles and may include ball and claw feet, Newport shells, and Philadelphia rococo, as well as contemporary interpretations, Art Nouveau, and maritime themes. See Class Schedule for specific period styles/themes to be emphasized.
May be taken four times. (effective Fall, 2001)

- g. Course ID: CI 089
A.A. degree/certificate program (required course): Construction Inspection
Discipline for Minimum Qualification: Building Codes and Regulations (master's degree not required)
Reviewed by: Subcommittee A

89 Plumbing Codes

Two and one-half hours lecture (2.5)

An in-depth study of the fundamental concepts and interpretations of current state-adopted plumbing codes. Topics covered include compliance issues, plumbing specifications, basic plumbing principles, and inspection methods and techniques. International Conference of Building Officials (ICBO) revisions every three years. *May be taken two times. (effective Fall, 2001)*

- h. Course ID: CI 090
A.A. degree/certificate program (required course): Construction Inspection
Discipline for Minimum Qualifications: Building Codes and Regulations (master's degree not required)
Reviewed by: Subcommittee A

90 Mechanical Codes

Two and one-half hours lecture (2.5)

An in-depth study of the fundamental concepts and interpretations of current state-adopted mechanical codes. Topics covered include compliance issues, mechanical specifications, basic mechanical principles, and inspection methods and techniques. International Conference of Building Officials (ICBO) revisions every three years. *May be taken two times. (effective Fall, 2001)*

- i. Course ID: DT 144
A.A. degree/certificate program (required course): Architectural Drafting
Discipline for minimum qualifications: Drafting (master's degree not required)
Reviewed by: Subcommittee A

144 Architectural Drawing & Color

Six hours lecture-laboratory (3)

An introduction to basic architectural drawing and design that explores the theory and application of perspective, shades and shadows, and color to architectural sketching, drawing, and model building. *May be taken two times. CSU (effective Fall, 2001)*

- j. Course ID: DT 155
A.A. degree/certificate program (recommended elective): Architectural Drafting
Discipline for Minimum Qualifications: Drafting (master's degree not required)
Reviewed by: Subcommittee A

155 Architectural Theory

Four hours lecture- laboratory (2)

A study and analysis of the concepts and philosophies that have influenced or been the basis of architectural form from the Classical period to the present. The analysis will include the use of drawing and model-building tools to gain an understanding of these principles applied to specific structures throughout history. CSU (effective Fall, 2001)

- k. Course ID: ESL 005
Discipline for Minimum Qualifications: ESL (master's degree required)
Reviewed by: Subcommittee A

5 Fundamentals of English Pronunciation

Five hours lecture/laboratory (2.5)

Development of students' ability to identify and replicate English intonation, stress patterns, and certain common word combinations as they are pronounced in informal speech. *May be taken two times.* (effective Fall, 2001)

- l. Course ID: FIRE 071
A.A. degree/certificate program (elective): Fire Technology
Discipline for Minimum Qualifications: Fire Technology (master's degree not required)
Reviewed by: Subcommittee A

71 Trench Rescue

One and one-half hours laboratory (.5)

Comprehensive instruction with extensive hands-on application of the techniques necessary to safely effect a rescue from an excavation or trenching cave-in. Topics include: critical considerations while responding to trenching emergencies; establishing and operating the Incident Command System; evaluation of cave-in scenes; specialized tool usage; shoring techniques; below-grade safety procedures; patient packaging; and patient removal techniques. Upon successful completion of the course, students will receive a California State Fire Marshal certificate. *Grading: Credit/No Credit. May be taken four times.* (effective Fall, 2001)

- m. Course ID: GC 154
Prerequisite validated: Yes
Discipline for Minimum Qualifications: Graphic Arts (master's degree not required)
Distance Learning: Yes
Reviewed by: Subcommittee A

154 Fireworks 1 (Preparing Web Graphics)

Two hours lecture/laboratory (1)

Recommended Preparation: GC 140 and/or GC 152 and/or GC 202

Hands-on course to produce optimized graphics for the Web with Macromedia's Fireworks, a cross-platform production environment: edit bitmap and vector graphics; format text; select Web-safe color; generate HTML and JavaScript automatically; integrate with both Macromedia and non-Macromedia applications. *May be taken four times.* CSU (effective Fall, 2001)

- n. Course ID: GC 155
Prerequisite validated: Yes
Discipline for Minimum Qualifications: Graphic Arts (master's degree not required)
Distance Learning: Yes
Reviewed by: Subcommittee A

155 Fireworks 2 (Interactive Web Graphics)

Two hours lecture/laboratory (1)

Recommended Preparation: GC 140 and/or GC 152 and/or GC 154 and/or GC 202

Hands-on course to produce optimized graphics for the Web with Macromedia's Fireworks, a cross-platform production environment: design complex buttons and navigation bars, image maps, slicing complex graphics, animation, batch processing, and scripting; generate HTML and JavaScript automatically; integrate with both Macromedia and non-Macromedia applications. *May be taken four times.* CSU (effective Fall, 2001)

- o. Course ID: GC 208
Prerequisite validated: Yes
Discipline for Minimum Qualifications: Graphic Arts (master's degree not required)
Distance Learning: Yes
Reviewed by: Subcommittee A

208 Web Motion Graphics 1

Six hours lecture/laboratory (3)

Prerequisite: GC 202

Recommended Preparation: GC 206

Introduction of core concepts: vectors, the Stage, Scenes, Timelines, Layers, Keyframes, Shapes, Symbols (Graphic, Button, Movie Clip), Tweening, native drawing tools and external editors, frame-by-frame animation, Actions and Actionscript. Development of basic skills in web motion graphics. Exporting and embedding SWF files in Web pages. Macromedia's Flash will be used to create dynamic visual presentations with auditory components to communicate more effectively on the Web. *May be taken four times.* CSU (effective Fall, 2001)

- p. Course ID: GC 209
Prerequisite validated: Yes
Discipline for Minimum Qualifications: Graphic Arts (master's degree not required)
Distance Learning: Yes
Reviewed by: Subcommittee A

209 Web Motion Graphics 2

Six hours lecture/laboratory (3)

Prerequisite: GC 208, or GC 197E, or GC 206

Recommended Preparation: GC 202, practical Flash experience

Development of advanced skills in web motion graphics: introduction of object-oriented design as applied to dynamic animation components; communication between components use of scripting and variables; creation of sound elements; use of smart clips to improve efficiency; using text boxes and interaction with online databases. Macromedia's Flash will be used to create dynamic visual presentations with auditory components to communicate more effectively on the Web. *May be taken four times.* CSU (effective Fall, 2001)

- q. Course ID: GC 216
Prerequisite validated: Yes
Discipline for Minimum Qualifications: Graphic Arts (master's degree not required)
Distance Learning: Yes
Reviewed by: Subcommittee A

216 Web Data Base Design

Six hours lecture/laboratory (3)

Prerequisite: GC 202

Hands-on course to produce dynamically created pages for the Web to serve content drawn from databases. Create databases, Web pages that display data from databases and forms that add, modify, and delete database records to maintain and keep content current, catalog important documents or information, and present information. *May be taken four times.* CSU (effective Fall, 2001)

- r. Course ID: GC 218
Prerequisite validated: Yes
Discipline for Minimum Qualifications: Graphic Arts (master's degree not required)
Distance Learning: Yes
Reviewed by: Subcommittee A

218 Online Store Design II

Six hours lecture/laboratory (3)

Prerequisite: GC 217

Hands-on design and production of interactive commercial Web sites with emphasis on complex data-driven online shopping carts. Perspective through Web store case studies and models. Emphasis on forms production to send and dynamically display data for catalog, inventory, customers, etc. Produce components such as guest books, counters, e-mail, etc., to enhance an e-commerce site. Project Management methods for e-commerce site life cycle. *May be taken four times.* CSU (effective Fall, 2001)

- s. Course ID: MUS 143
Prerequisite validated: Yes
Discipline for Minimum Qualifications: Music (master's degree required)
Reviewed by: Subcommittee A

143 Palomar Chorale Chamber Ensemble

One and one-half or three hours laboratory (.5,1)

Prerequisite: Enrollment subject to audition with emphasis on vocal ability and music reading

Rehearsal and performance of choral and chamber music for voices. Attendance at all scheduled performances is required. *May be taken four times.* CSU (effective Fall, 2001)

- t. Course ID: MUS 184
Prerequisite validated: Yes
Discipline for Minimum Qualifications: Music (master's degree required)
Reviewed by: Subcommittee A

184 M.I.D.I. Projects

Six hours lecture/laboratory (3)

Prerequisite: MUS 103

Student-designed projects using music notation software and M.I.D.I. hardware and software. *May be taken four times.* CSU (effective Fall, 2001)

- u. Course ID: MUS 249
Prerequisite validated: Yes
A.A. degree/certificate program (required course): Kodaly Music Education
Discipline for Minimum Qualifications: Music (master's degree required)
Reviewed by: Subcommittee A

249 Folk Song Research II

One hour lecture (1)

Prerequisite: MUS 240, 241, 245, 246, 243

Concentration on systematic research skills and advanced techniques of folk song analysis leading to the completion of a research paper on a topic within folk song study. Will study a collection of folk songs on a given topic with a standard analysis. *May be taken two times.* CSU (effective Fall, 2001)

The Vote was unanimous.

2. **APPROVE DELETION OF COURSES**

MSC Dougherty, McMullen

RESOLUTION 00-20552

BE IT RESOLVED, That, upon the recommendation of the Curriculum Committee and the Faculty Senate, the Governing Board hereby approves the deletion of the following courses:

- a. Course ID: CARP 055
Title: Foundations and Floors
Page: 147
Reason for deletion: Inactive
Effective date: Fall, 2001
- b. Course ID: CARP 060
Title: Rough Framing
Page: 147
Reason for deletion: Inactive
Effective date: Fall, 2001

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- c. Course ID: CARP 065
Title: Roof Framing
Page: 147
Reason for deletion: Inactive
Effective date: Fall, 2001
 - d. Course ID: CARP 070
Title: Interior and Exterior Finish
Page: 147
Reason for deletion: Inactive
Effective date: Fall, 2001
 - e. Course ID: CI 110
Title: Plumbing/Mechanical Codes
Page: 147
Reason for deletion: Inactive
Effective date: Fall, 2001
 - f. Course ID: ESL 025
Title: Individualized Instruction in Second Language Skills
Page: 171
Reason for deletion: Inactive
Effective date: Fall, 2001
 - g. Course ID: PLMB 050
Title: Plumbing
Page: 148
Reason for deletion: Inactive
Effective date: Fall, 2001
 - h. Course ID: PLMB 055
Title: Plumbing
Page: 148
Reason for deletion: Inactive
Effective date: Fall, 2001
 - i. Course ID: PLMB 060
Title: Plumbing
Page: 148
Reason for deletion: Inactive
Effective date: Fall, 2001
 - j. Course ID: PLMB 065
Title: Plumbing
Page: 148
Reason for deletion: Inactive
Effective date: Fall, 2001
 - k. Course ID: PLMB 097
Title: Plumbing Topics
Page: 148
Reason for deletion: Inactive
Effective date: Fall, 2001

- I. Course ID: SPCH 157
Title: Advanced Intercollegiate Forensics
Page: 245
Reason for deletion: Inactive
Effective date: Fall, 2001

- m. Course ID: WTE 115
Title: Water Analysis
Page: 253
Reason for deletion: Inactive
Effective date: Fall, 2001

The Vote was unanimous.

3. **UPDATE ON DISASTER READINESS PLAN**

Tom Plotts presented a report on Palomar's Disaster Readiness Plan. **Exhibits J-3**

K. ITEMS PENDING

There were no items pending.

L. COMMENTS FROM BOARD MEMBERS

Dr. Dougherty stated that he will have the pleasure of representing Palomar at Victor Valley College on March 16. They will discuss ways to work with the state legislature for adequate funding. This could be a difficult spring because it appears the state surplus has dwindled due to the energy problem. Education still has a good record in Sacramento, and he feels the legislature and Governor will do what they can under the circumstances.

Dr. Nelson noted that the Police Academy graduation is planned for this weekend and Board members are planning to attend.

Dr. Nelson reported that she had the privilege of attending the Vanguard Conference in Atlanta with the Palomar team recently. They heard good ideas from colleagues at the other colleges and shared their ideas with them. They are being honest and learning from each other, which is a very exciting phase.

M. CLOSED SESSION

The Board recessed at 8:03 p.m. and went into Closed Session at 8:10 p.m., to discuss:

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 negotiations with PFF/CFT/AFT, pursuant to Government Code 54957.6.
4. Conference with Designated Representatives regarding discussion with Other Unrepresented Employees, pursuant to Government Code 54957.6.

Closed Session ended at 9:01 p.m.

N. RECONVENE TO OPEN SESSION

The meeting reconvened at 9:02 p.m. There was no reportable action.

O. ADJOURNMENT

The meeting was adjourned at 9:02 p.m.

President

Secretary