



GOVERNING BOARD AGENDA
REGULAR MEETING, GOVERNING BOARD
PALOMAR COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD ROOM, STUDENT SERVICES CENTER
COLLEGE CAMPUS
SAN MARCOS, CALIFORNIA
TUESDAY, MAY 8, 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 Tuesday of every month starting at 7:00 p.m. in the Governing Board Room of the Student Services Building on the Palomar College Campus in San Marcos, California, unless changed in advance by Board action.

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

| | | |
|----|--|-------|
| A. | Call to Order | 2 |
| B. | Roll Call | 2 |
| C. | Minutes..... | 2 |
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| N. | Reconvene to Open Session | 19 |
| O. | Adjournment..... | 19 |

A. CALL TO ORDER

Pledge of Allegiance

B. ROLL CALL

Establishment of a Quorum

C. RECOMMENDATION: ACTION - APPROVAL OF MINUTES

BE IT RESOLVED, That the Minutes of the Regular Meeting held April 10, 2001, be approved.

BE IT RESOLVED, That the Minutes of the Special Meeting held April 16, 2001, be approved.

BE IT RESOLVED, That the Minutes of the Special Meeting held April 17, 2001, be approved.

BE IT RESOLVED, That the Minutes of the Special Meeting held April 20, 2001, be approved.

BE IT RESOLVED, That the Minutes of the Special Meeting held April 27, 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.

PAYROLL

1. RECOMMENDATION: ACTION – APPROVE PERSONNEL ACTIONS REPORT

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

COMMUNITY SERVICES

2. RECOMMENDATION: ACTION – APPROVE NEW COMMUNITY SERVICES CLASS AND AGREEMENT

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

SUMMER/2001

- | | | |
|----|----------------|-------------------------|
| a. | Presenter: | Yacoub, Marwan |
| | Name of Class: | Understanding Your 401K |
| | Effective: | July 7, 2001 |
| | Rate: | 30% of fees collected |
| | Terms: | Minimum of 10 students |

BUSINESS SERVICES

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

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

| | | | | |
|-----------------------|---------|---------|---------|----------------------|
| Purchase Orders | 0141704 | through | 0141884 | \$ 332,719.60 |
| Travel | 0150117 | through | 0150120 | \$ 1,750.79 |
| Advertising/Increases | 0160149 | through | 0160170 | \$ 70,418.10 |
| Agreement/Services | 0170561 | through | 0170609 | \$ 166,665.85 |
| Library Orders | 0125028 | through | 0125032 | \$ 3,319.76 |
| Total | | | | <u>\$ 574,874.10</u> |

TRAVEL

4. **RECOMMENDATION: ACTION – APPROVE TRAVEL EXPENSES**

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

- a. **Darrell L. McMullen**
 Advanced Funds? Yes
 For: Transportation, mileage, parking, meals, lodging, registration, miscellaneous
 To attend: CCCT Annual Trustees' Conference
 Location: Monterey, California
 Date: June 1-3, 2001
 Amount: \$1,127.19
 Budget Acct. No.: 575200-11-111100-66100-10-2001-0000000

- b. **Michele T. Nelson**
 Advanced Funds? Yes
 For: Transportation, meals, lodging
 To attend: Vanguard College Meeting
 Location: Atlanta, Georgia
 Date: February 26-March 3, 2001
 Amount: \$714.58
 Budget Acct. No.: 575200-11-111100-66100-10-2001-0000000

- c. **Robert L. Dougherty, Jr.**
 Advanced Funds? Yes
 For: Transportation, mileage, parking, meals, lodging, registration, miscellaneous
 To attend: CCCT Annual Trustees' Conference
 Location: Monterey, California
 Date: June 1-3, 2001
 Amount: \$1,141.56
 Budget Acct. No.: 575200-11-111100-66100-10-2001-0000000

- d. **Michele T. Nelson**
Advanced Funds? Yes
For: Transportation, mileage, parking, meals, lodging,
registration, miscellaneous
To attend: CCCT Annual Trustees' Conference
Location: Monterey, California
Date: June 1-3, 2001
Amount: \$1,142.25
Budget Acct. No.: 575200-11-111100-66100-10-2001-0000000

COMMUNITY SERVICES

5. **RECOMMENDATION: ACTION – APPROVE COMMUNITY SERVICES CLASSES**

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:

Summer, 2001

- a. Presenter: Yacoub, Marwan
Name of Class: Understanding your 401K
Effective: July 7, 2001
Rate: 30% of fees collected
Terms: Minimum of 10 students

FINANCIAL REPORTS

6. **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 March 31, 2001, be approved. Exhibit D-6

7. **RECOMMENDATION: ACTION – APPROVE QUARTERLY REPORT OF CHIEF FINANCIAL OFFICER REGARDING DISCLOSURE OF DISTRICT INVESTMENTS**

BE IT RESOLVED, That the Quarterly Report of Chief Financial Officer Regarding Disclosure of District Investments as of March 31, 2001 be approved. Exhibit D-7

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

BE IT RESOLVED, That the Governing Board of Palomar Community College District approve the following Revised Budgets as of fiscal quarter ending March 31, 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-8**

9. **RECOMMENDATION: ACTION – APPROVE DRAWING NEW WARRANTS**

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

Warrant #76-032854, dated September 9, 2000, in the amount of \$27.50, to Maghan Kennedy, 15555 Villa Sierra Lane, Valley Center, CA 92082. Voided due to stale dating.

Warrant #76-032320, dated September 22, 2000, in the amount of \$35.00, to Adrian Garcia, 13711 Tierra Bonita Road, Poway, CA 92064. Voided due to stale dating. **Exhibit D-9**

COUNSEL AND CONTRACTS

10. **RECOMMENDATION: ACTION – REVIEW AND APPROVE CONTRACTS AND AGREEMENTS MADE FOR PRIOR SIXTY (60) DAYS**

BE IT RESOLVED, That all contracts and agreements for the period March 1, 2001, through April 30, 2001, and entered into on behalf of the Palomar Community College District pursuant to resolution 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-10**

PERSONNEL

11. **RECOMMENDATION: ACTION - APPROVE CONTRACTS FOR ASSISTANT SUPERINTENDENTS/VICE PRESIDENTS**

BE IT RESOLVED, That the Governing Board of the Palomar Community College District approve **contracts** for the following **Assistant Superintendents/Vice Presidents** effective **July 1, 2001, through June 30, 2003:**

| | |
|-------------------|--|
| Diane Michael | Assistant Superintendent/Vice President for Instruction |
| Joseph Madrigal | Assistant Superintendent/Vice President for Student Services |
| Dr. Jack Miyamoto | Assistant Superintendent/Vice President for Human Resource Services and Affirmative Action |
| Jerry Patton | Assistant Superintendent/Vice President for Finance and Administrative Services |

12. **RECOMMENDATION: ACTION - APPROVE CONTRACTS FOR ADMINISTRATORS**

BE IT RESOLVED, That the Governing Board of the Palomar Community College District approve **contracts** for the following **administrators** for the **2001-2002 fiscal year:**

One-year Contracts for Educational Senior Administrators

| | |
|-----------------------|---|
| Judith E. Eberhart | Dean, Counseling, Guidance, and Career Development |
| Gene M. Jackson | Dean, Arts and Languages |
| Dr. Michael D. Rourke | Dean, Mathematics and the Natural and Health Sciences |
| Lise S. Spielman | Dean, Student Support Programs |

One-year Contracts for Classified Senior Administrators

| | |
|-------------------|--|
| Dale K. Wallenius | Chief Advancement Officer/Chief Executive Vice President to the Foundation |
|-------------------|--|

One-year Contracts for Educational Administrators

| | |
|-----------------------|---|
| Ruth V. Barnaba | Tutoring Services Program Coordinator |
| Norma M. Bean | Director, Extended Education/Escondido Center |
| Lorraine K. Brealey | Public Safety Coordinator |
| M. Jayne Conway | Director, Student Health Services |
| Judith K. Fish | Director, Regional Occupational Programs |
| Calvin One Deer Gavin | Director, TRIO and Gear Up |
| Rhonda S. Gavin | Director, Extended Opportunity Programs and Services |
| Ronald R. Haines | Director, Disabled Student Programs and Services |
| Lynda G. Halttunen | Director, Matriculation |
| Janet S. Hoffman | Manager, Camp Pendleton Center/Counselor |
| Herman C. Lee | Director, Enrollment Services |
| Dr. George Mozes | Director, Library Media Center and Educational Television |
| Thomas B. Plotts | Director, Public Safety |
| Mary S. San Agustin | Director, Financial Aid and Scholarships |
| John F. Woods | Director, Athletics |

One-year Contracts for Classified Administrators

| | |
|-----------------------|--|
| Donna L. Baughn | Manager, Human Resource Services |
| Ben Echeverria | Counsel, Contracts and Special Projects |
| Michael D. Ellis | Director, Facilities |
| Sherilyn J. Hargraves | Telecommunication Special Grant Project Director, Educational TV |
| Kenneth P. Jay | Director, Business Services |
| Stanley L. Malley | Director, Information Services |
| Thomas R. Medel | Manager, Mt. Carmel and Poway Centers |
| Lois B. Meyer | Director, Fiscal Services |
| Dr. Michael M. Norton | Director, Public Information |
| Diane M. Veach | Manager, Instruction Office |
| Dr. Darla J. Wilson | Director, Marketing Communications |

13. **RECOMMENDATION: ACTION - APPROVE TITLE CHANGES**

BE IT RESOLVED, That changes of titles for the following academic employees be approved:

- a. **Name:** **LISA COX-ROMAIN**
Position: Associate Professor/Counselor
Department: Counseling, Guidance, and Career Development
New?: No
Remarks: Title was International Student Counselor/Coordinator
Sal Grade/Stp: G/8
% of position: 100% # of Mos: 11
Effective: July 1, 2001
- b. **Name:** **JAN KUZMICH**
Position: Articulation Officer
Department: Counseling, Guidance, and Career Development
New?: No
Remarks: Title was Professor/Counselor
Sal Grade/Stp: E/5
% of position: 100% # of Mos: 11
Effective: July 1, 2001

14. **RECOMMENDATION: ACTION – APPROVE LEAVE OF ABSENCE**

BE IT RESOLVED, That JAMES LUNA, Associate Professor/Counselor, Counseling, Guidance, and Career Development, be granted a 100% educational Leave of Absence **without pay and with benefits**, effective December 1, 2001, through May 31, 2002 (to study in Japan).

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

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

- a. **Position:** **EMPLOYMENT SPECIALIST**
Department: Human Resource Services
Division: Human Resources
New?: Yes
Sal Rng/Stp: 20/1
% of position: 50% # of Mos: 12
Effective: May 9, 2001
Note: CCCSAT funded
- b. **Position:** **OFFICE SPECIALIST**
Department: Extended Opportunity Programs and Services
Division: Student Support Programs
New?: Yes
Sal Rng/Stp: 10/1
% of position: 45% # of Mos: 12
Effective: May 9, 2001
Note: EOP&S funded
- c. **Position:** **SENIOR OFFICE SPECIALIST**
Department: Business Services
Division: Administrative Services
New?: Yes
Sal Rng/Stp: 14/1
% of position: 100% # of Mos: 12
Effective: May 9, 2001
Note: CCCSAT funded
- d. **Position:** **SENIOR ACCOUNTING ASSISTANT**
Department: Business Services
Division: Administrative Services
New?: Yes
Remarks:
Sal Rng/Stp: 20/1
% of position: 100% # of Mos: 12
Effective: May 9, 2001
Note: CCCSAT funded

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

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

- a. **Position:** **SENIOR ACCOUNTING ASSISTANT**
Department: Fiscal Services
Name: Vacant
New?: No
Remarks: Was Accounting Assistant, range 16.
Effective: May 9, 2001
% of position: 100% # of Mos: 12
Sal Rng/Stp: **20/1**

17. **RECOMMENDATION: ACTION - APPROVE NEW ACADEMIC POSITION**

BE IT RESOLVED, That the following academic position be approved:

- a. Position: **COUNSELOR**
Department: Extended Opportunity Programs and Services
Division: Student Support Programs
New?: Yes
% of Position: 100% # of Mos: 11
Effective: May 9, 2001
Note: EOP&S funded; replaces hourly counseling.

18. **RECOMMENDATION: ACTION - APPROVE CERTIFICATED EMPLOYMENT**

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

- a. Name: **NICOLE HEWITT**
Position: Site Supervisor
Department: Child Development Center at Escondido
New?: Yes
Remarks: Position approved 3/28/00
Sal Rng/Stp: E/1
% of Position: 100% # of Mos: 12
Effective: May 9, 2001

19. **INFORMATION: RETIREMENTS**

On behalf of the Governing Board of the Palomar Community College District, the following **retirements** have been accepted by Dr. John D. Randall, Interim Superintendent/President, as authorized by the Governing Board, under Group II (receive the 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. **CAROLYN B. BARCATT**, Administrative Secretary, Public Information and Marketing Communications, effective June 9, 2001 (last day worked 6/8/01).
b. **WILLIAM J. FLYNN**, Dean, Media, Business, and Community Services, effective July 1, 2001 (last day worked 6/30/01).

20. **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. **DR. HILARY A. HARRIS**, Assistant Professor, English, effective May 19, 2001 (last day worked 5/18/01).

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

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

a. Name: **KATHERINE L. SYLVESTER**
Position: Academic Evaluator/Advisor
Department: Admissions, Records, and Veterans' Services
New?: Yes
Remarks: Position approved 12/12/00
Sal Rng/Stp: 20/1
% of Position: 100% # of Mos: 12
Effective: April 13, 2001
Note: PFE funded

b. Name: **LEONE M. SMITH**
Position: Instructional Support Assistant II
Department: Escondido Education Center
New?: Yes
Remarks: Position approved 12/12/00
Sal Rng/Stp: 22/1
% of Position: 100% # of Mos: 12
Effective: April 16, 2001
Note: PFE funded

c. Name: **MYA L. LAND**
Position: Academic Evaluator/Advisor
Department: Admissions and Records
New?: No
Remarks: Replacement
Sal Rng/Stp: 20/1
% of Position: 100% # of Mos: 12
Effective: May 9, 2001

d. Name: **PHILIP L. GOETTSCHE**
Position: Instructional Support Assistant I
Department: Trades and Industry
New?: Yes
Remarks: Position approved 12/12/00
Sal Rng/Stp: 16/1
% of Position: 100% # of Mos: 10
Effective: May 9, 2001
Note: PFE funded (63%)

e. Name: **ANGELICA GUZMAN**
Position: Curricular Schedules Technician
Department: Instruction Office
New?: Yes
Remarks: Position approved 12/12/00
Sal Rng/Stp: 23/1
% of Position: 100% # of Mos: 12
Effective: May 9, 2001
Note: PFE funded

- f. Name: **AARON M. SCHNARR**
 Position: Education Center Assistant
 Department: Camp Pendleton Education Center
 New?: No
 Remarks: Replacement
 Sal Rng/Stp: 13/1
 % of Position: 25% # of Mos: 12
 Effective: May 9, 2001
- g. Name: **TERESA M. NELSON**
 Position: Education Center Assistant
 Department: Camp Pendleton Education Center
 New?: Yes
 Remarks: Position approved 2/13/01
 Sal Rng/Stp: 13/1
 % of Position: 25% # of Mos: 12
 Effective: May 9, 2001
 Note: Normal Work Schedule: Mon - Thurs, 9:00 am - 2:00 pm
- h. Name: **RANDY L. FRANKLIN**
 Position: Library Media Technician II
 Department: Library Media Center
 New?: No
 Remarks: Replacement
 Sal Rng/Stp: 15/2
 % of Position: 45% # of Mos: 12
 Effective: April 16, 2001
- i. Name: **DANIEL G. JANI**
 Position: Instructional Support Assistant I
 Department: Academic Technology Resource Center
 New?: No
 Remarks: Replacement
 Sal Rng/Stp: 16/1
 % of Position: 100% # of Mos: 12
 Effective: May 9, 2001
 Note: PFE funded
- j. Name: **REBECCA A. GREGORY**
 Position: Staff Aide
 Department: Vocational Programs
 New?: No
 Remarks: Replacement
 Sal Rng/Stp: 20/5
 % of Position: 100% # of Mos: 12
 Effective: May 1, 2001
- k. Name: **MARILYNN E. SURBECK**
 Position: Administrative Secretary
 Department: Instruction Office
 New?: No
 Remarks: Replacement
 Sal Rng/Stp: 19/7
 % of Position: 100% # of Mos: 12
 Effective: May 11, 2001

- I. Name: **ELENA FOSTER**
 Position: Information Services Specialist
 Department: Information Services
 New?: No
 Remarks: Replacement; position reclassified and transferred 2/13/01;
 promotion for Ms. Foster.
 Sal Rng/Stp: 28/1
 % of Position: 100% # of Mos: 12
 Effective: May 9, 2001
 Note: 86% PFE and 14% TTIP funded
- m. Name: **LONG H. TRAN**
 Position: Information Services Specialist
 Department: Information Services
 New?: Yes
 Remarks: Position approved 2/13/01
 Sal Rng/Stp: 28/1
 % of Position: 100% # of Mos: 12
 Effective: May 9, 2001
 Note: TTIP funded
- n. Name: **DAVID P. GARCIA**
 Position: Information Services Specialist
 Department: Information Services
 New?: No
 Remarks: Replacement for Steven Cramer
 Sal Rng/Stp: 28/1
 % of Position: 100% # of Mos: 12
 Effective: May 9, 2001
- o. Name: **ANNE G. STEPHAN**
 Position: Library Media Technician I
 Department: Library Media Center
 New?: No
 Remarks: Replacement
 Sal Rng/Stp: 11/1
 % of Position: 100% # of Mos: 12
 Effective: May 9, 2001
- p. Name: **JAMES D. CASH**
 Position: Maintenance Plumber
 Department: Facilities
 New?: Yes
 Remarks: Position approved 1/9/01; PFE funded.
 Sal Rng/Stp: 27/1
 % of Position: 100% # of Mos: 12
 Effective: May 9, 2001
- q. Name: **FRANCES R. SIMPSON**
 Position: Instructional Support Assistant II
 Department: Business Education
 New?: Yes
 Remarks: Position approved 12/12/00; PFE funded.
 Sal Rng/Stp: 22/1
 % of Position: 100% # of Mos: 10
 Effective: June 4, 2001

- r. Name: **REYNOLD J. TOTLEBEN**
Position: HVAC Technician
Department: Facilities
New?: Yes
Remarks: Position approved 1/9/01; PFE funded.
Sal Rng/Stp: 27/1
% of Position: 100% # of Mos: 12
Effective: June 4, 2001
- s. Name: **BRUCE G. BARRY**
Position: Custodian I
Department: Facilities/Custodial Services
New?: Yes
Remarks: Position approved 1/9/01; PFE funded.
Sal Rng/Stp: 8/1
% of Position: 100% # of Mos: 12
Effective: May 9, 2001
- t. Name: **LISA A. HORNSBY**
Position: Administrative Secretary
Department: Instruction Office
New?: No
Remarks: Replacement
Sal Rng/Stp: 19/1
% of Position: 100% # of Mos: 12
Effective: May 9, 2001
- u. Name: **LUKE BISAGNA**
Position: Satellite and TV Broadcast Control Operator
Department: Educational Television
New?: No
Remarks: Replacement
Sal Rng/Stp: 23/1
% of Position: 100% # of Mos: 12
Effective: May 9, 2001
Note: Additional funding through CCCSAT.

22. **RECOMMENDATION: ACTION - APPROVE ACADEMIC EMPLOYMENT**

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

- a. Name: **BAHRAM ALIDAEE**
Position: Assistant Professor
Department: Mathematics
New?: No
Remarks: Replacement
Sal Rng/Stp: D/1
% of Position: 100% # of Mos: 10
Effective: August 24, 2001
- b. Name: **KAREN L. MIFFLIN**
Department: Mathematics
New?: Yes
Remarks: Position approved 1/9/01; PFE funded.
Sal Rng/Stp: C/4
% of Position: 100% # of Mos: 10
Effective: August 24, 2001

- c. Name: **CRAIG S. CHAMBERLIN**
 Position: Assistant Professor
 Department: Mathematics
 New?: Yes
 Remarks: Position approved 11/14/00; PFE funded.
 Sal Rng/Stp: C/1
 % of Position: 100% # of Mos: 10
 Effective: August 24, 2001

- d. Name: **KARAN K. HUSKEY**
 Position: Assistant Professor/Counselor
 Department: Counseling, Guidance & Career Development
 New?: No
 Remarks: Replacement; PFE funded.
 Sal Rng/Stp: C/2
 % of Position: 100% # of Mos: 11
 Effective: July 1, 2001

- e. Name: **ROSA PRIETO**
 Position: Assistant Professor/Counselor (Bilingual)
 Department: Counseling, Guidance & Career Development
 New?: No
 Remarks: Replacement; PFE funded.
 Sal Rng/Stp: C/1
 % of Position: 100% # of Mos: 11
 Effective: July 1, 2001

- f. Name: **ASHLEY G. GUARAGNA**
 Position: Assistant Professor
 Department: Art (Painting)
 New?: Yes
 Remarks: PFE funded
 Sal Rng/Stp: D/1
 % of Position: 100% # of Mos: 10
 Effective: August 24, 2001

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

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

SPRING, 2001

DISABLED STUDENT PROGRAMS AND SERVICES

| | | |
|------------------------|---------------------------------|---------|
| Meyers, Lori Elizabeth | Counseling | \$36.09 |
| | A.B., Recreation Administration | |
| | M.S., Rehabilitation Counseling | |

PUBLIC SAFETY PROGRAMS

| | | |
|--------------|-----------------------------|---------|
| Rexroat, Joy | Administration of Justice | \$38.42 |
| | B.S., Animal Science | |
| | D.V.M., Veterinary Medicine | |

VOCATIONAL PROGRAMS

| | | |
|-----------------------|--|---|
| Arban, Robert William | Apprenticeship – Electrical Apprenticeship Certificate 6+ Years Experience | (Paid by sponsor, San Diego Electrical Training Trust) |
|-----------------------|--|---|

SUMMER, 2001

ENGLISH

| | | |
|-----------------|---|---------|
| Wilson, Natalie | English B.A., English M.A., English | \$36.09 |
|-----------------|---|---------|

ENGLISH AS A SECOND LANGUAGE

| | | |
|--------------------|---|---------|
| Ponder, Linda Mary | English As A Second Language B.A., Science Technology M.A., T.E.S.O.L | \$37.26 |
|--------------------|---|---------|

PUBLIC SAFETY

| | | |
|------------------|---|---------|
| McGaughey, Colin | Administration of Justice B.A., Criminal Justice 2 + Years Experience | \$34.93 |
|------------------|---|---------|

VOCATIONAL PROGRAMS

| | | |
|-----------------|---|---------|
| Beauchamp, Mark | Building Codes A.S., Aeronautics B.A., Geography 2+ Years Experience | \$34.93 |
|-----------------|---|---------|

FALL, 2001

ART

| | | |
|---------------|--|---------|
| Thomas, David | Art B.A., Graphics and Packaging 2+ Years Experience | \$34.93 |
|---------------|--|---------|

ENGLISH

| | | |
|---------------------|---|---------|
| Shellenberger, John | English B.S., Business Administration M.A., English | \$36.09 |
|---------------------|---|---------|

MATHEMATICS

| | | |
|---------------|--|---------|
| Kim, Jinchoon | Mathematics B.S., Nuclear Engineering M.S., Nuclear Engineering Ph.D., Plasma Physics | \$38.42 |
|---------------|--|---------|

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| 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 Palomar Faculty Federation**
3. **INFORMATION: Report of The Faculty**
4. **INFORMATION: Report of the Administrative Association**
5. **INFORMATION: Report of the CCE/AFT**
6. **INFORMATION: Report of the Associated Student Government**
7. **INFORMATION: Report of the Superintendent/President**
8. **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 INSTITUTION OF MINIMUM STANDARDS FOR ASG OFFICERS**

BE IT RESOLVED, That approval be granted to instituting the following minimum standards for ASG officers:

- (1) Minimum cumulative GPA of 2.5 to be eligible for initial appointment or election to ASG.
- (2) Maintain a minimum semester GPA of 2.5.
- (3) Enroll in Leadership and Communication course (3 units) each semester of maintaining an officer position.
- (4) Enroll and complete a minimum of ten (10) units (including the Leadership and Communication course) throughout the officer's tenure in office.
- (5) No more than four units per semester may be taken credit/no credit during the officer's tenure in office.

2. **RECOMMENDATION: ACTION – REJECTION OF REAL PROPERTY DONATION**

BE IT RESOLVED, That the real property tendered as a donation to the Palomar Community College District (hereinafter the "District") by Lester and Geraldine Ryan (Hereinafter the "Donors"), consisting of approximately thirty (30) acres, more or less, commonly known as "P" Mountain, is hereby rejected by the Governing Board of the Palomar Community College District. The open space land preserve will be maintained through the Environmental Land Trust. The Environmental Land Trust will monitor and maintain the "P" Mountain, and the requirements of the developer will be provided through their arrangement. **Exhibit H-2**

3. **RECOMMENDATION: ACTION – APPROVE AUTHORIZATION TO ACCEPT AND RECORD EASEMENT TO MAINTAIN "P" ON MOUNTAIN**

BE IT RESOLVED, That the Palomar Community College District hereby accepts and authorizes recordation of an easement, in perpetuity, for ingress and egress to and from the existing rock monument commonly described as the "P" and for the maintenance thereof by the District.

BE IT FURTHER RESOLVED, That the Palomar Community College District hereby appoints as its duly authorized agent for signing of all documents necessary to implement this resolution, Assistant Superintendent and Vice President for Finance and Administrative Services, Jerry R. Patton. **Exhibit H-3**

I. NEW BUSINESS

1. **RECOMMENDATION: ACTION - EXCUSE ABSENCE OF MEMBER DUE TO COLLEGE BUSINESS**

BE IT RESOLVED, That in accordance with Section 72425(d) of the California Education Code, the Governing Board finds that the absence of **Shannon Gyde** from the Governing Board Meeting held March 13, 2001, is excused due to attendance at a conference in Washington, D.C., on behalf of the College.

2. **RECOMMENDATION: ACTION - EXCUSE ABSENCE OF MEMBER DUE TO ILLNESS**

BE IT RESOLVED, That in accordance with Section 72425(d) of the California Education Code, the Governing Board finds that the absence of **Ralph Jensen** from the Governing Board Meeting held April 10, 2001, is excused due to illness.

3. **RECOMMENDATION: ACTION - APPROVE EXPRESSION OF APPRECIATION TO STUDENT TRUSTEE**

BE IT RESOLVED, That the members of the Governing Board of the Palomar Community College District do hereby express their sincere appreciation to **SHANNON GYDE**, who has served as President of the Associated Student Government and Student Trustee from May 10, 2000, through May 8, 2001, and who, throughout her tenure in office, has rendered outstanding service and provided responsible leadership, and who, as a result, has accomplished a great deal for the betterment of the students at Palomar College.

4. Item removed from agenda.

5. **RECOMMENDATION: ACTION – APPROVE FIVE-YEAR CONSTRUCTION PLAN**

BE IT RESOLVED, That the Governing Board hereby reviews and approves the Palomar Community College District's Five-Year Construction Plan as outlined on **Exhibit I-5**.

6. **INFORMATION: PROPOSED REVISION OF SHARED GOVERNANCE STRUCTURE**

BE IT RESOLVED, That the governance structure be revised as indicated on the committee organizational chart and descriptions which are indicated on the named exhibits. **Exhibit I-6**

- a. **Educational Master Planning Committee – Exhibit I-6-a**
- b. **Institutional Review Committee – Exhibit I-6-b**
- c. **Technology Committee – Exhibit I-6-c**
- d. **Facilities Planning Committee – Exhibit I-6-d**

- e. **President's Advisory Council – Exhibit I-6-e**
- f. **Partnership for Excellence Task Force – Exhibit I-6-f**
- g. **Staff Priorities Committee – Exhibit I-6-g**
- h. **Resource Allocation Committee – Exhibit I-6-h**

7. **INFORMATION: PROPOSED EDUCATIONAL MASTER PLAN – SOUTHERN EDUCATION CENTER**

BE IT RESOLVED, That the Governing Board hereby reviews and approves the proposed Educational Master Plan for the Southern Education Center as outlined on **Exhibit I-7**.

8. **RECOMMENDATION: ACTION - APPROVE LEASE AGREEMENT FOR OFFICE SPACE AT 1050 LOS VALLECITOS BLVD., SAN MARCOS, CALIFORNIA**

WHEREAS, the addition of full-time faculty positions by the District will have a significant impact upon space available on the San Marcos Campus for faculty offices; and,

WHEREAS, the Administrative Services staff currently occupies office facilities in the A-Building, which, if vacated, could be reconstructed into faculty offices and aid materially in meeting the pending need for faculty office space on the campus; and,

WHEREAS, approximately 11,658 sq. ft. of office space has become commercially available within a few blocks of the San Marcos campus and located at 1050 Los Vallecitos Blvd., San Marcos, California 92069;

NOW, THEREFORE, BE IT RESOLVED, That the Palomar Community College District hereby approves a lease for approximately 11,658 sq. ft. of office space, which includes restroom facilities within the leased space, owned by CTF-2-Outlet LLC, a Delaware Limited Liability Company, and located at 1050 Los Vallecitos Blvd., San Marcos, California 92069, on the following terms and conditions; term of the lease to be from the commencement date which is defined as the later of September 1, 2001, or two (2) months following substantial completion of the Premises, and terminating Sixty (60) months thereafter; Base Rental to be as follows:

| | |
|---------------|------------------------|
| Months 1-12: | \$1.10 sq. ft. per mo. |
| Months 13-24: | \$1.15 sq. ft. per mo. |
| Months 25-36: | \$1.20 sq. ft. per mo. |
| Months 37-48: | \$1.25 sq. ft. per mo. |
| Months 49-60: | \$1.30 sq. ft. per mo. |

BE IT FURTHER RESOLVED, That the form of the lease shall be the American Industrial Real Estate Association's Standard Office Lease-Net form with Addendum and Work Letter attached; security deposit in the amount of \$15,155.40 and first month's rent due in advance, which advance payments are hereby approved. **Exhibit I-8**

9. **RECOMMENDATION: ACTION - APPROVE AGREEMENT WITH SPENCER/HOSKINS ASSOCIATES AS DISTRICT FACILITIES MASTER PLANNING CONSULTANT**

WHEREAS, the Palomar Community College District published a Request for Proposal (RFP) for **Facilities Master Planning Consultants**; and,

WHEREAS, the three (3) firms were selected by the Screening Committee and advanced to the final interviews; and,

WHEREAS, the final selection recommended by the Second-Level Committee is the firm of **Spencer/Hoskins Associates**;

NOW, THEREFORE, BE IT RESOLVED, That the Palomar Community College District hereby approves an agreement with Spencer/Hoskins Associates as District Facilities Master Planning Consultants effective May 15, 2001, and terminating May 15, 2002, unless extended by mutual agreement, for an amount not to exceed One Hundred Fifty Thousand Dollars (\$150,000.00). **Exhibit I-9**

10. **RECOMMENDATION: ACTION - DECLARE MICROSCOPES FROM LIFE SCIENCES DEPARTMENT SURPLUS, OF INSUFFICIENT VALUE FOR AUCTION, AND DONATE PROPERTY TO LOCAL AREA PUBLIC SCHOOLS (unanimous consent required)**

BE IT RESOLVED, That the Palomar Community College District finds the following microscopes from the Life Sciences Department surplus, no longer needed for District purposes, and of insufficient value to defray the costs of arranging a sale, all in accordance with District Procedure 552; as detailed on the information spreadsheet lodged in support hereof, and,

BE IT FURTHER RESOLVED, That the microscopes described in the attached spreadsheet herein shall be donated to local area public schools as provided in California Education Code Section 81452. **Exhibit I-10**

11. **RECOMMENDATION: ACTION – APPROVE AGREEMENT WITH SHADOWRIDGE TRAVEL AND CRUISES AND APPROVE LIFE SCIENCES FIELD COURSE TRIP TO BELIZE, CENTRAL AMERICA, FOR THE 2002 INTERSESSION**

BE IT RESOLVED, That an agreement be approved between the Palomar Community College District and **Shadowridge Travel and Cruises**, 750 Sycamore Avenue, Suite D, Vista, California 92083, for the purpose of allowing the District's Life Sciences Department to conduct Life Sciences field courses; BIO 195A, BIO 195B, BIO 195C, BIO 195E (3 units), ZOO 195A, ZOO 195B, and ZOO 195F (3 units); during the intersession period of January 2, 2002 – January 16, 2002.

BE IT FURTHER RESOLVED, That the cost of the program is approximately \$2,500.00, to include air transport from San Diego via Continental Airlines, shared accommodations (3/room), 3 meals daily while in Belize, local transportation and entrance fees. Not included are student enrollment fees and student accident insurance, U.S. departure tax, U.S. entry fee, and optional travel insurance. **Exhibit I-11**

J. INSTRUCTIONAL/OPERATIONAL REPORTS

K. ITEMS PENDING

L. COMMENTS FROM BOARD MEMBERS

M. CLOSED SESSION

1. Public Employee Discipline/Dismissal/Release, pursuant to Government Code 54957.6.
2. Conference with Designated Representatives regarding negotiations with CCE/AFT, pursuant to Government Code Section 54957.6.
3. Conference with Designated Representatives regarding negotiations with PFF/AFT, pursuant to Government Code 54957.6.
4. Conference with Designated Representatives regarding discussion with Other Unrepresented Employees, pursuant to Government Code 54957.6.

N. RECONVENE TO OPEN SESSION

1. **RECOMMENDATION: ACTION – DESIGNATE DISTRICT NEGOTIATORS WITH PALOMAR FACULTY FEDERATION**

BE IT RESOLVED, That the Governing Board of the Palomar Community College District hereby designates **Jack Miyamoto** to be its chief negotiator and designated representative in negotiations with the **Palomar Faculty Federation**.

BE IT FURTHER RESOLVED, That Jack Miyamoto has full authority to negotiate on behalf of the Governing Board, but the Governing Board expressly reserves the right to ratify any tentative agreement.

BE IT FURTHER RESOLVED, That Jack Miyamoto shall be the only individual who has the authority on behalf of the Governing Board to negotiate with the Palomar Faculty Federation and the only individual who has authority to make proposals and counter-proposals and to enter into tentative agreements.

BE IT FURTHER RESOLVED, That Judy Eberhart, Wilma Owens, and Jerry Patton also shall be on the negotiating team on behalf of the Governing Board.

BE IT FURTHER RESOLVED, That individual members of the Governing Board shall decline to negotiate with representatives of the Palomar Faculty Federation, and also shall decline to meet with such representatives on matters or items being negotiated or directly related to negotiations.

O. ADJOURNMENT