



GOVERNING BOARD MINUTES
REGULAR MEETING, GOVERNING BOARD
PALOMAR COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD ROOM, STUDENT SERVICES CENTER
COLLEGE CAMPUS
SAN MARCOS, CALIFORNIA
TUESDAY, JULY 10, 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
RALPH G. JENSEN, B.A., TRUSTEE
SILVERIO H. HARO, ED.M., TRUSTEE
SEAN WEIMER, STUDENT TRUSTEE

EXECUTIVE AND SENIOR ADMINISTRATORS PRESENT:

Dr. Sherrill L. Amador, Superintendent/President
Diane Michael, Assistant Superintendent/Vice President, Instruction
Jerry Patton, Assistant Superintendent/Vice President, Finance and Administrative Services
Dr. Jack Miyamoto, Assistant Superintendent/Vice President, Human Resources and Affirmative Action
Judy Eberhart, Dean, Counseling, Guidance, and Career Development
Gene Jackson, Dean, Arts and Languages
Dr. Michael Rourke, Dean, Mathematics and the Natural and Health Sciences
Lise Telson, Dean, Student Support Programs
Dr. Mark Vernoy, Interim Dean, Human Arts and Sciences

STAFF PRESENT:

Barbara Baldrige, Executive Assistant, President's Office
Chris Barkley, President, Faculty Senate; Associate Professor, English
Norma Bean, Director, Escondido Center
Ernie Carson, Senior Programmer Analyst, Information Services
Kathy Davis, Vice President, CCE/AFT; Information Services Support Specialist
James Diaz, Custodian II, Custodial Services
Mike Dimmick, President, CCE/AFT; Information Systems Specialist, Information Services
Judy Dolan, Professor, Business Education
Ben Echeverria, Counsel, Contracts, and Special Projects

JoAnn Ellis, Information Services Support Specialist
Mike Ellis, Director, Facilities
Judy Fish, Director, Regional Occupational Programs
Katherine Gannett, Manager, Library Staff and Services
Kenneth Jay, Director, Business Services
Michelle LaVigueur, CCE/AFT, Administrative Secretary, Worksite Education
Shannon Lienhart, Associate Professor, Mathematics
Marilyn Lunde, Administrative Secretary, Office of Student Affairs
Cindy Martinez, CCE/AFT; Financial Aid Advisor, Financial Aid and Scholarships
Lois Meyer, Director, Fiscal Services
Mary Millet, Co-President, PFF/AFT; Adjunct Faculty, English
Dr. George Mozes, Director, Library and Educational Television
Dr. Michael Norton, Director, Public Information
Patrick O'Brien, Interim CalWORKs Program Manager
Mollie Smith, President, Administrative Association; Interim Director, Vocational Programs
Susan Snow, Associate Professor, Mathematics
Buddy Springer, CCE/AFT; Senior Accounting Assistant, Fiscal Services
Suzanne Szames, Information Systems Analyst, Information Services

GUESTS:

Lee Baldrige
Rebecca Faubus, ASG Vice President of State Affairs
Bruce Kauffman, *North County Times*

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.

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.

Dr. Nelson announced that a new procedure was being instituted in order to facilitate persons in the audience who wish to speak to the Board. Those who want to speak at future meetings were asked to complete a card, "Request for Public Presentation," to be found near the sign-sheet and give it to the Board's secretary before the meeting is called to order.

BB. APPOINTMENT OF SECRETARY TO THE BOARD

1. **APPOINTMENT OF SECRETARY TO THE BOARD**

MSC Dougherty, Jensen

RESOLUTION 01-20672

BE IT RESOLVED, That Dr. Sherrill L. Amador, Superintendent/President, be appointed as Secretary to the Governing Board of the Palomar Community College District, effective July 10, 2001, succeeding Dr. John D. Randall.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

BBB. PUBLIC HEARING

1. **Open Public Hearing**

The public hearing was opened at 7:01.

2. **PUBLIC HEARING – PALOMAR FACULTY FEDERATION’S INITIAL PROPOSAL FOR NEGOTIATIONS WITH THE PALOMAR COMMUNITY COLLEGE DISTRICT**

In compliance with Article B, Section 3547 of the California Government Code, the Governing Board of the Palomar Community College District will hold a public hearing on July 10, 2001, so that representatives of the public in this District may have the opportunity to express themselves to the Board regarding the Initial Proposal of the Palomar Faculty Federation. The Palomar Faculty Federation’s proposal is available for review in the President’s Office and the Human Resource Services Office.

3. **Close Public Hearing**

As there were no comments from those in attendance, the public hearing was closed at 7:01 p.m.

C. APPROVAL OF MINUTES

MSC Dougherty, Jensen

RESOLUTION 01-20673

BE IT RESOLVED, That the Minutes of the Regular Meeting held June 12, 2001, be approved.

The Vote was unanimous.

Student Trustee Advisory Vote: Aye

CONSENT CALENDAR

D.

PAYROLL

1. **APPROVE PERSONNEL ACTIONS REPORT**

MSC Dougherty, Jensen

RESOLUTION 01-20674

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

The Vote was unanimous.

Student Trustee Advisory Vote: Aye

GIFTS

2. ACCEPT GIFTS

MSC Dougherty, Jensen

RESOLUTION 01-20675

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

- a. 8 mm. Film Projectors and Slides, to be used by the Cinema program, donated by **Z. V. Shaw**, 2855 Carlsbad Blvd., #S224, Carlsbad, California 92008. Cash value as estimated by donor is \$300.00.
- b. Winstead Edit Consoles (2), numerous Surge Protectors, Pro Fan for system cooling, to replace old console/furniture in Edit Labs in the "U" Building in order to have new G-4 Final Cut Edit System, donated by **Mr. and Mrs. Eric Michelson**, 819 Calle Talentia, Escondido, California 92025. Cash value as estimated by donor is \$5,000.00.
- c. Two Realistic FM Wireless Microphones, to be used for remote video productions in RTV classes, donated by **Rob Branch**, Associate Professor, Communications, Palomar College. Cash value as estimated by donor is \$150.00.
- d. Atomic Absorption Spectrometer and Laboratory Apparatus/Glassware for teaching and store room use in the Chemistry Department, donated by **Michael Croom, Hercules Incorporated**, 3366 N.W. Yeon Avenue, Portland, Oregon 97210-1526. Cash value as estimated by donor is \$5,900.00.
- e. Desk and metal hutch, to be used by medical assisting faculty members, donated by **Michie Pagon, Penn Elm Medical Group**, 815 East Pennsylvania Avenue, Escondido, California 92025. No cash value estimated by donor.
- f. Minolta Super 8 Autopak K-11 Camera and four rolls of film for use in 125 RTV/Cinema classes, donated by **Nick Comitas**, 2913 Rancho Rio Chico, Carlsbad, California 92009. Cash value as estimated by donor is \$75.00.

The Vote was unanimous.

Student Trustee Advisory Vote: Aye

TRAVEL

3. **APPROVE TRAVEL EXPENSES**

MSC Dougherty, Jensen

RESOLUTION 01-20676

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

- a. **Sean Weimer**
Advanced Funds? Yes
For: Transportation, parking, meals, lodging, registration,
mileage, miscellaneous
To attend: CCLC Student Trustee Workshop
Location: Sacramento, California
Date: August 10-11, 2001
Amount: \$588.84
Budget Acct. No.: 575300-11-111100-66100-10-2002-0000000

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

BUSINESS SERVICES

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

MSC Dougherty, Jensen

RESOLUTION 01-20677

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-4**, be and are hereby reviewed and approved for the following. All purchases listed herein are made against the 2001-2001 fiscal year budget

Purchase Orders	0142100	through	0142355	\$ 859,231.48
Travel	0150149	through	0150162	3,932.50
Advertising/Increases	0160190	through	0160210	253,195.36
Agreement/Services	0170657	through	0170749	282,789.88
Repairs	0175086	through	0175086	225.22
Agreement/Annual	0180183	through	0180184	177.63
Utilities	0195059	through	0195066	<u>2,464.45</u>
		Total		<u>\$1,402,016.52</u>

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

5. **REVIEW AND APPROVE CONTRACT AND AGREEMENT RENEWALS**

MSC Dougherty, Jensen

RESOLUTION 01-20678

BE IT RESOLVED, That all contract and agreement renewals for the period July 1, 2001, through June 30, 2002, (FY 2001-2002) 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-5

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

COUNSEL AND CONTRACTS

6. **ADOPT RESOLUTION REVIEWING AND APPROVING CONTRACTS AND AGREEMENTS MADE FOR PRIOR SIXTY DAYS**

MSC Dougherty, Jensen

RESOLUTION 01-20679

BE IT RESOLVED, That all contracts and agreements for the period May 1, 2001, through June 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-6**

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

FISCAL SERVICES

7. **AUTHORIZE DRAWING NEW WARRANTS**

MSC Dougherty, Jensen

RESOLUTION 01-20680

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

Warrant #76-211980, dated May 24, 1999, in the amount of \$117.00, to Cecilia G. Burns, 10086 Paseo Montril #119, San Diego, CA 92129. Voided due to stale dating.

Warrant #76-220445, dated May 28, 1999, in the amount of \$36.00, to Fred K. Kuhlman, P.O. Box 622, Poway, CA 92074. Voided due to state dating.

Warrant #76-032854, dated September 22, 2000, in the amount of \$27.50, to Megan Kennedy, 15555 Villa Sierra Lane, Valley Center, CA 92082. Voided due to state dating.
Exhibit D-7

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

8. **APPROVE REPORT OF REVOLVING CASH EXPENDITURES**

MSC Dougherty, Jensen

RESOLUTION 01-20681

BE IT RESOLVED, That Revolving Cash Expenditures, Check Nos. 11389 through 11392 in the amount of \$5,150.00 from the General Fund, for May, 2001, be approved.
Exhibit D-8

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

COMMUNITY SERVICES

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

MSC Dougherty, Jensen

RESOLUTION 01-20682

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**:

FALL, 2001

- | | | |
|----|----------------|---|
| a. | Presenter: | Cooper, Kirsten |
| | Name of Class: | Creative Designs with Adobe Illustrator |
| | Effective: | December 8, 2001 |
| | Rate: | \$209.58 |
| | Terms: | Minimum of 6 students |
| b. | Presenter: | Cooper, Kirsten |
| | Name of Class: | Newsletters and More with Quark Xpress |
| | Effective: | December 1, 2001 |
| | Rate: | \$209.58 |
| | Terms: | Minimum of 6 students |
| c. | Presenter: | DeMarco, Rosalie |
| | Name of Class: | Microsoft Access |
| | Effective: | August 25, 2001 |
| | Rate: | \$153.68 |
| | Terms: | Minimum of 10 students |

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- d. Presenter: DeMarco, Rosalie
 Name of Class: Microsoft Publisher - Introduction
 Effective: December 1, 2001
 Rate: \$153.68
 Terms: Minimum of 10 students

 - e. Presenter: DeMarco, Rosalie
 Name of Class: Microsoft Publisher - Advanced
 Effective: December 8, 2001
 Rate: \$153.68
 Terms: Minimum of 10 students

 - f. Presenter: DeMarco, Rosalie
 Name of Class: Outlook Express
 Effective: September 8, 2001
 Rate: \$153.68
 Terms: Minimum of 10 students

 - g. Presenter: DeMarco, Rosalie
 Name of Class: PowerPoint I
 Effective: October 6, 2001
 Rate: \$153.68
 Terms: Minimum of 10 students

 - h. Presenter: DeMarco, Rosalie
 Name of Class: PowerPoint II
 Effective: October 20, 2001
 Rate: \$153.68
 Terms: Minimum of 10 students

 - i. Presenter: Goglia, Glen
 Name of Class: Cisco Network Fundamentals
 Effective: August 18 - October 13, 2001
 Rate: \$2,400.00
 Terms: Minimum of 6 students

 - j. Presenter: Goglia, Glen
 Name of Class: Cisco Router Configuration
 Effective: October 20 - December 22, 2001
 Rate: \$2,400.00
 Terms: Minimum of 6 students

 - k. Presenter: Goglia, Glen
 Name of Class: Cisco Advanced Routing and Switching
 Effective: January 5 - March 2, 2002
 Rate: \$2,400.00
 Terms: Minimum of 6 students

 - l. Presenter: Goglia, Glen
 Name of Class: Cisco Wide Area Network Design and Support
 Effective: March 9 - May 4, 2002
 Rate: \$2,400.00
 Terms: Minimum of 6 students

-
- m. Presenter: Fowler, Gracie
 Name of Class: Digital Imaging with Photoshop
 Effective: October 13, 2001
 Rate: \$218.52
 Terms: Minimum of 6 students

 - n. Presenter: Fowler, Gracie
 Name of Class: Flash-Things that Wiggle on the Web
 Effective: October 20, 2001
 Rate: \$218.52
 Terms: Minimum of 6 students

 - o. Presenter: Jackson, Brett
 Name of Class: Font making in Flash
 Effective: September 22, 2001
 Rate: \$209.58
 Terms: Minimum of 6 students

 - p. Presenter: Jackson, Brett
 Name of Class: 3D Worlds Online
 Effective: October 6, 2001
 Rate: \$209.58
 Terms: Minimum of 6 students

 - q. Presenter: Moran, Elaine
 Name of Class: How to Become A Mystery Shopper
 Effective: November 3, 2001
 Rate: 30% of fees collected
 Terms: Minimum of 10 students

 - r. Presenter: Nelson, Dick
 Name of Class: Forever Hollywood
 Effective: October 10, 2001
 Rate: \$200.00
 Terms: Minimum of 25 students

 - s. Presenter: Schneider, Julie
 Name of Class: Landscaping with CA Natives
 Effective: October 16 - 30, 2001
 Rate: 30% of fees collected
 Terms: Minimum of 10 students

 - t. Presenter: Short, Doris
 Name of Class: Promoting Yourself and Your Work
 Effective: November 3, 2001
 Rate: \$209.58
 Terms: Minimum of 6 students

 - u. Presenter: Staunton, James
 Name of Class: Photo Retouch with Adobe Photoshop
 Effective: September 22, 2001
 Rate: \$209.58
 Terms: Minimum of 6 students

- v. Presenter: Tait, Patty
 Name of Class: PowerPoint for the Web
 Effective: August 25, 2001
 Rate: \$223.50
 Terms: Minimum of 10 students

- w. Presenter: Tait, Patty
 Name of Class: Logo and Resume Development
 Effective: September 8, 2001
 Rate: \$223.50
 Terms: Minimum of 6 students

- x. Presenter: Tait, Patty
 Name of Class: Portfolio Development and Selection
 Effective: September 15, 2001
 Rate: \$223.50
 Terms: Minimum of 6 students

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

PERSONNEL

10. APPROVE LEAVES OF ABSENCE

MSC Dougherty, Jensen

RESOLUTION 01-20683

- a. **BE IT RESOLVED, That ALEJANDRO CUATOK**, Supervisor, Student Support Services, TRIO/Student Support Services, be granted a 15% Personal Leave of Absence to teach **without pay and with no effect on benefits**, effective August 27, 2001, through December 14, 2001.

- b. **BE IT RESOLVED, That LAURA BROWN**, Coordinator, Child Development Center, be granted a 100% Medical Leave of Absence **without pay and with benefits**, effective August 6, 2001, through September 14, 2001.

- c. **BE IT RESOLVED, That LAURA BROWN**, Coordinator, Child Development Center, be granted a 100% Family Leave of Absence **without pay and with benefits**, effective September 15, 2001, through October 26, 2001, and a 50% Family Leave of Absence **without pay and with no effect on benefits**, effective October 27, 2001, through January 18, 2002.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

11. **INFORMATION: RESIGNATIONS**

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

- a. **REBECCA J. DEUEL**, Graphics Specialist I, Graphic Communications, effective July 13, 2001 (last day worked 7/12/01).
- b. **PATRICK J. HAHN**, Instructional Support Assistant IV, Communications, effective August 21, 2001 (last day worked 8/20/01 as Classified Staff; will be Assistant Professor for Communication starting 8/24/01).
- c. **STANLEY L. MALLEY**, Director, Information Services, effective August 24, 2001 (last day worked 6/30/01).
- d. **WENDY J. MATHSON**, Graphics Specialist I, Graphic Communications, effective June 22, 2001 (last day worked 6/21/01).
- e. **BRIAN S. SCOFIELD**, Police Officer I, Campus Police, effective June 12, 2001 (last day worked 6/11/01).

12. **RATIFY CLASSIFIED RECLASSIFICATIONS**

MSC Dougherty, Jensen

RESOLUTION 01-20684

BE IT RESOLVED, That the Governing Board hereby ratifies the recommendation of the Superintendent/President regarding the **reclassification** of the following **classified positions**:

- a. **Position:** OFFICE SPECIALIST
Department: Mathematics
Name: Vacant
New?: No
Remarks: Was Senior Office Specialist, range 14, 60%. PFE funded.
Effective: July 11, 2001
% of position: 66%
of Mos: 11
Sal Rng/Stp: **10/1**

- b. **Position:** FACILITIES SERVICES COORDINATOR
Department: Facilities
Name: Donna J. Renner
New?: Reclass
Remarks: Position approved 6/12/01.
Effective: July 11, 2001
% of position: 100%
of Mos: 12
Sal Rng/Stp: **44/4**
Note: Position will be removed from the Confidential group and placed in the Supervisory group of the Administrative Association.

- c. **Position:** **SENIOR ACADEMIC EVALUATOR/ADVISOR**
Department: Transfer Center
Name: Dagmar Royer
New?: No
Remarks: Was Transfer Education Advisor, placement 20/16
Effective: July 1, 2001
% of position: 100%
of Mos: 12
Sal Rng/Stp: **23/16**

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

13. **APPROVE CLASSIFIED POSITIONS**

MSC Dougherty, Jensen

RESOLUTION 01-20685

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

- a. **Position:** **ADMINISTRATIVE SECRETARY**
Department: Educational Television
Division: Instruction
Remarks: E-Conferencing Grant funded
Range: **19/1**
% of position: 100%
of Mos: 12
Effective: July 11, 2001
- b. **Position:** **SENIOR OFFICE SPECIALIST**
Department: Educational Television
Division: Instruction
Remarks: 50/50 CCCSAT/E-Conferencing Grant funded
Range: **14/1**
% of position: 100%
of Mos: 12
Effective: July 11, 2001

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

14. **APPROVE CHANGE TO CLASSIFIED POSITION**

MSC Dougherty, Jensen

RESOLUTION 01-20686

BE IT RESOLVED, That the change to the following **classified position** be approved:

- a. **Position:** **ADMINISTRATIVE SECRETARY**
 Name: Vacant
 Department: Marketing Communications
 New?: No
 Remarks: Decrease from 50%.
 Sal Rng/Stp: 19/1
 % of position: 45%
 # Mos: 12
 Effective: July 11, 2001

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

15. **RATIFY CLASSIFIED EMPLOYMENT**

MSC Dougherty, Jensen

RESOLUTION 01-20687

BE IT RESOLVED, That the Governing Board hereby ratifies the recommendation of the Superintendent/President regarding the **employment** of the following **classified employees**:

- a. Name: **CYNTHIA HAMADA**
 Position: Administrative Secretary
 Department: Vocational Programs
 New?: No
 Remarks: Replacement; Apprenticeship Training funded.
 Sal Rng/Stp: **19/1**
 % of Position: 100%
 # of Mos: 12
 Effective: July 11, 2001
- b. Name: **CRISTINA ARMENTA**
 Position: Admissions Assistant
 Department: Admissions, Records & Veterans' Services
 New?: No
 Remarks: Replacement
 Sal Rng/Stp: **16/1**
 % of Position: 45%
 # of Mos: 12
 Effective: July 11, 2001

- c. Name: **PAMELA DRATLER**
Position: Education Center Coordinator
Department: Mt. Carmel/Poway College Centers
New?: No
Remarks: Replacement
Sal Rng/Stp: **19/1**
% of Position: 100%
of Mos: 12
Effective: July 11, 2001
- d. Name: **PATRICIA REYES**
Position: Senior Accounting Assistant
Department: Fiscal Services
New?: No
Remarks: Replacement; 50% parking fees funded.
Sal Rng/Stp: **20/1**
% of Position: 100%
of Mos: 12
Effective: July 11, 2001
- e. Name: **TINA M. ANDREWS**
Position: Senior Accounting Assistant
Department: Fiscal Services
New?: No
Remarks: Replacement; transfer for Ms. Andrews.
Sal Rng/Stp: **20/3**
% of Position: 100%
of Mos: 12
Effective: July 2, 2001
- f. Name: **DONALD S. DEYOUNG, JR.**
Position: Maintenance Carpenter
Department: Building Services
New?: Yes
Remarks: Position approved 3/13/01; promotion for Mr. DeYoung.
Sal Rng/Stp: **24/2**
% of Position: 100%
of Mos: 12
Effective: June 26, 2001
- g. Name: **BRIAN G. ENGLEMAN**
Position: Administrative Secretary
Department: ROP
New?: No
Remarks: Replacement; promotion for Mr. Engleman.
Sal Rng/Stp: **19/1**
% of Position: 100%
of Mos: 12
Effective: June 18, 2001

- h. Name: **FRANCISCO LOPEZ**
Position: Pipefitter
Department: Grounds Services
New?: Yes
Remarks: Position approved 3/13/01; promotion for Mr. Lopez.
Sal Rng/Stp: **23/3**
% of Position: 100%
of Mos: 12
Effective: June 22, 2001
- i. Name: **SUE RAE CRAMER**
Position: Employment Specialist
Department: Human Resource Services
New?: Yes
Remarks: Position approved 5/8/01; CCCSAT funded.
Sal Rng/Stp: **20/1**
% of Position: 50%
of Mos: 12
Effective: July 11, 2001
- j. Name: **ROSEMARIE SANCHEZ**
Position: Career Center Advisor
Department: Career Center at Escondido College Center
New?: No
Remarks: Replacement; position increased to 100% on 5/8/01.
Sal Rng/Stp: **20/3**
% of Position: 100%
of Mos: 12
Effective: July 16, 2001
- k. Name: **KATHERINE M. BIRMINGHAM**
Position: Satellite Television Broadcast Control Operator
Department: Educational Television
New?: Yes
Remarks: Position approved 12/12/00; PFE funded.
Sal Rng/Stp: **23/1**
% of Position: 45%
of Mos: 12
Effective: July 11, 2001
- l. Name: **AMANDA GONZALEZ**
Position: Library Media Technician II
Department: Library Media Center
New?: Yes
Remarks: Position approved 12/12/00; PFE funded.
Sal Rng/Stp: **15/1**
% of Position: 100%
of Mos: 12
Effective: August 1, 2001

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

16. **RATIFY ACADEMIC EMPLOYMENT**

MSC Dougherty, Jensen

RESOLUTION 01-20688

BE IT RESOLVED, That the Governing Board hereby ratifies the recommendation of the Superintendent/President regarding the **employment** of the following **academic employees**:

- a. Name: **ANNE-MARIE MOBILIA**
Position: Assistant Professor
Department: Behavioral Sciences
New?: Yes
Remarks: Position approved 11/14/00; PFE funded.
Sal Rng/Stp: D/2
% of Position: 100%
of Mos: 10
Effective: August 24, 2001

- b. Name: **PATRICK J. HAHN**
Position: Assistant Professor
Department: Communications
New?: No
Remarks: Replacement
Sal Rng/Stp: B/4
% of Position: 100%
of Mos: 10
Effective: August 24, 2001

- c. Name: **ROBERT A. SASSE**
Position: Assistant Professor
Department: Child Development
New?: No
Remarks: Replacement
Sal Rng/Stp: C/2
% of Position: 100%
of Mos: 10
Effective: August 24, 2001

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

17. **APPROVE REIMBURSEMENT OF TRAVEL EXPENSES FOR SECOND-LEVEL INTERVIEW**

MSC Dougherty, Jensen

RESOLUTION 01-20689

BE IT RESOLVED, That the Governing Board of the Palomar Community College District approve **reimbursement of travel expenses** for the second-level interview for the following person:

- a. Name: **MICHAEL PILAKOWSKI**
For: Airfare, hotel and meals
To Attend: Second interview for Assistant Professor, Behavioral Sciences
Location: Chico, California, to San Marcos, California
Date: June 7, 2001
Amount: \$419.17

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

18. **APPROVE CORRECTION TO ACADEMIC CONTRACT**

MSC Dougherty, Jensen

RESOLUTION 01-20690

BE IT RESOLVED, That the **correction** to the employment of the following **academic contract** be approved:

- a. Name: **JON K. STONE**
Position: Assistant Professor
Department: Trades & Industry
New?: No
Remarks: Increased step placement due to verification of previous related work experience.
Sal Rng/Stp: D/8
% of position: 100%
of Mos: 10
Effective: August 24, 2001

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

19. **GRANT EQUIVALENCY TO MINIMUM QUALIFICATIONS**

MSC Dougherty, Jensen

RESOLUTION 01-20691

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:

Steven Hendrickson – Physical Education

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

20. **RATIFY ADJUNCT FACULTY EMPLOYMENT**

MSC Dougherty, Jensen

RESOLUTION 01-20692

BE IT RESOLVED, That the Governing Board hereby ratifies the recommendation of the Superintendent/President regarding the **employment** of the following **adjunct faculty**, at the rates indicated, for Spring, Summer, and Fall, 2001 (day and/or evening); said adjunct faculty are not scheduled to teach more than a 60-percent annual load:

SPRING, 2001

MULTICULTURAL STUDIES

Bell, Thomas	Africana Studies B.A., Philosophy M.A., History	\$36.09
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SUMMER, 2001

BEHAVIORAL SCIENCES

Garcia, Renee	Anthropology B.A., Anthropology M.A., Anthropology	\$36.09
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Morgan, Doug	Religious Studies B.A., Sociology M. Div., Theology	\$36.09
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ECONOMICS, HISTORY & POLITICAL SCIENCE

Javanmard, Mike	Economics B.A., Economics M.A., Economics	\$36.09
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ENGLISH

Van Ness, Karen	English B.A., English M.A., English Literature	\$36.09
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PHYSICAL EDUCATION

Hendrickson, Stephen Physical Education \$34.93
Equivalency based on Eminence in Sports

PUBLIC SAFETY PROGRAMS

Cawthon, Dane Fire Technology \$34.93
B.A., Biology
California Community College Credential,
Fire Science

Clark, William M. Fire Technology \$34.93
A.A., Liberal Arts
A.S., Fire Science
Vocational Education Teaching Credential,
Fire Control and Safety, Fire Fighting

Davidson, Bret A. Fire Technology \$34.93
A.S., Fire Science
6 + Years Experience

VOCATIONAL PROGRAMS

Hunt, David Quality Assurance Technology \$36.09
B.A., Industrial Arts
M.A., Education

FALL, 2001

BEHAVIORAL SCIENCES

Schoen, Sabine Psychology \$36.09
A.B., Psychology
M.S., Psychology

ECONOMICS, HISTORY & POLITICAL SCIENCE

Marshall, Gregory History \$36.09
B.A., Political Science
M.A., History

MATHEMATICS

Palmer, Bennett Mathematics \$38.42
B.S., Mathematics
M.S., Mathematics
Ph.D., Mathematics

NURSING

Servatka, Barbara Nursing \$36.09
B.S., Nursing
M.S., Nursing

PUBLIC SAFETY PROGRAMS

Bass, Richard Administration of Justice \$36.09
A.A., General Education
B.S., Criminal Justice
M.A., Management

TRADES AND INDUSTRY

Moyes, Steven	Electronics Technology A.S., General Studies B.B.A., Business Administration 2 + Years Experience	\$34.93
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VOCATIONAL PROGRAMS

Eaton, Gary	Waste Water Technology A.A.S., Civil Engineering Technology B.B.A., Business Administration 2 + Years Experience	\$34.93
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Howell, James	Public Works A.A., Public Works B.A., Management 2 + Years Experience	\$34.93
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The Vote was unanimous.
Student Trustee Advisory Vote: Aye

21. **RATIFY CHILD DEVELOPMENT CENTER TEACHER EMPLOYMENT**

MSC Dougherty, Jensen

RESOLUTION 01-20693

BE IT RESOLVED, That the Governing Board hereby ratifies the recommendation of the Superintendent/President regarding the **employment** of the following **Child Development Center Teachers**, at the rate indicated for the Spring, 2001, semester:

Cesares, Kara	Master Teacher B.A., Liberal Studies Child Development Master Teacher Permit	\$11.06
Craw, Lorene	Teacher A.A., Art Child Development Center Permit (pending)	\$8.96
Nihart, April	Teacher 24 Units of Child Development Coursework 16 Units General Education Child Development Center Permit (pending)	\$7.85

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

22. Item was removed from the Consent Calendar.

23. Item was removed from the Consent Calendar.

24. **APPROVE ADMINISTRATIVE ASSOCIATION PROFESSIONAL DEVELOPMENT PROGRAM**

MSC Dougherty, Jensen

RESOLUTION 01-20694

BE IT RESOLVED, That the Governing Board hereby approves the Administrative Association Professional Development Program for Vice Presidents, Deans, Educational Administrators, Classified Administrators, and Supervisory Members as follows:

**ADMINISTRATIVE ASSOCIATION PROFESSIONAL DEVELOPMENT PROGRAM
FOR VICE-PRESIDENTS, DEANS, EDUCATIONAL ADMINISTRATORS,
CLASSIFIED ADMINISTRATORS, AND SUPERVISORY MEMBERS**

SUMMARY

The Administrative Association Professional Development Program provides Administrative Association members opportunities to enhance and remain current in professional leadership, workplace skills, and knowledge; to increase workplace efficiency and effectiveness; and to contribute to student learning outcomes.

The Administrative Association Professional Development Program includes the following component: Paid professional development leave for Administrative Association members including vice presidents and deans (paid professional development leave is not available to Confidential employees).

I. PAID PROFESSIONAL DEVELOPMENT LEAVE

A. Purpose

1. Paid professional development leave provides administrators with an opportunity to enhance their professional skills, knowledge, and effectiveness while engaging in professional or technical activities away from their daily job demands.

B. Description

1. Administrative Association members may be eligible for a maximum of three (3) months leave, within a six (6) year period.
2. The eligibility for leave and the utilization of such leave will occur on a six year cycle, i.e., within a six year period. Administrative Association members may apply for a maximum of three (3) months leave. The minimum length of a paid professional development leave is two weeks.
3. An employee may take only one Administrative Association Professional Development Program leave in any one year.
4. When approved, the leave may be taken either as consecutive months full-time leave or as a reduction in normal workday and/or load for a period not to exceed one year.
5. The administrator may apply for an off-campus (external) internship with his/her supervisor's approval. An administrator may not earn or receive pay from another organization or individual for the same work or activity for which this leave is granted, unless authorized under the terms of the approved leave request.
6. By accepting a paid professional development leave, the administrator is obligated to return for a period equal to twice the length of the leave period.

7. The number of eligible Administrative Association members on paid professional development leave in any one year shall not exceed five percent of the eligible contract staff as of July 1 of the fiscal year in which application is made, unless a greater percentage is approved by the Executive Administration and the Governing Board.
8. No more than one Administrative Association member may be on leave simultaneously from the same work unit unless a greater number is approved by the Executive Administrators and Governing Board.
9. Vacation taken within sixty calendar days of the beginning or ending date of the leave must be reviewed and approved in advance by the appropriate executive administrator.
10. Revisions must be submitted and approved by the Administrative Association Professional Development Committee prior to implementation of the revised activity.
11. Information provided must include the nature of the revised plan and the reason for the revision request.
12. Revision requests must be processed through the office of the executive administrator appropriate to the applicant's assignment.
13. Failure to complete professional development leave activities or a portion thereof, or failure to deliver an acceptable report by the deadline, or failure to request and be granted the appropriate extension, may result in:
 - a) A letter of reprimand from the Administrative Association Professional Development Committee placed in the employee's personnel file;
 - b) A letter of unprofessional conduct placed in the personnel file; and/or
 - c) Full or partial payback of salary.
14. A report and other acceptable evidence of the completion of commitments will be submitted to the Administrative Association Professional Development Committee within 60 days of the last day of the leave. The Administrative Association Professional Development Committee shall be the final judge of successful completion.
15. During the leave, eligible staff members shall be paid their regular monthly salary, including *all* benefits, and position on the salary schedule shall accrue. The District shall allocate funding support for all such leaves in the annual amount of \$25,000.
16. The District reserves the right to cancel all paid professional development leaves should the District's fiscal condition warrant such action. The District shall provide written notice to the Administrative Association stating the reasons for canceling the Program.

C. Qualifications.

1. Administrative Association members on 50 percent or more regular contract are eligible for professional development leave after six consecutive years of administrative service or after six years of service has lapsed since a paid professional development leave.

- a) Credit for service is counted from the first day of administrative employment or from the last day of any prior paid professional development or sabbatical leave. Employment on an hourly basis or at less than 50% regular contact shall not be credited toward eligibility for a paid leave.
2. Administrative Association members who serve on less than a twelve-month contract are eligible after serving 72 months of paid service.
3. Paid professional development leave shall be recommended only for proposals which enhance the administrator's effectiveness and which benefit the District.

D. Application Process

1. The Assistant Superintendent/Vice President for Human Resource Services and Affirmative Action shall review the proposals and send the recommendation to the executive administration in time to facilitate final approval by the President and the Governing Board.
 - a) The recommendation may include alternates in case those approved for leave are unable to take their leave.
2. The Administrative Association Professional Development Committee shall:
 - a) Decide whether applicant proposals are acceptable; and
 - b) Shall prioritize the acceptable proposals according to objective criteria.
3. The granting of a paid professional development leave is not automatic.
4. Approval for a paid professional development leave depends upon the timely submission of an acceptable professional development leave application and plan, the arrangement for acceptable coverage of the position during the administrator's absence, and the resources available for supporting professional development leaves in a given year.
5. Administrative Association members with the most recent paid professional development leave will be given the lowest priority among those applying for leaves in a given year.
6. In reviewing requests by individual Administrative Association members for paid professional development leave, the following criteria and guidelines are suggested to evaluate proposals and establish priorities:
 - a) The proposal outlines the benefits to the institution and how the leave activity will address institutional needs.
 - b) The overall merit of the proposed project is evident and strongly reinforces the purpose of professional development.
 - c) The proposed project is appropriate to the administrator's field of professional activity or it is clearly related to career enhancement and advancement in educational employment for the applicant.
 - d) The activity is academically or educationally sound.
 - e) Seniority of the administrator applicants is considered only if proposals are equally sound.

7. The Administrative Association Professional Development Committee will recommend the order of priority with final determination made by the executive administrators (except those executive administrators applying for leaves).
8. Applications must be submitted **by November 1st for the following fiscal year.**
9. The steps for obtaining an approved leave are:
 - a) The application shall be processed and approved by the office of the executive administrator appropriate to the applicant's assignment and must be approved by the applicant's immediate supervisor and the appropriate senior administrator.
10. The application for professional leave shall include:
 - a) Name and title of the applicant.
 - b) Start date of the applicant's initial employment as an Administrative Association member with the District and inclusive dates of the professional development leave.
 - c) The inclusive dates of the last previous paid professional development leave or sabbatical leave.
 - d) A three-page (maximum) plan describing the professional activities, the professional benefits to the administrator, and the benefits to the District.
 - e) An acceptable method for determining whether the plan has been successfully completed. The Administrative Association Professional Development Committee shall be the final judge of successful completion.
 - f) A description of how the position will be filled or handled in the employee's absence.
11. The Administrative Association Professional Development Committee shall notify the Assistant Superintendent/Vice President for Human Resource Services and Affirmative Action, no later than three weeks before the last Governing Board meeting prior to July 1 and/or January 1, of its recommendations and the proposed arrangements for covering the duties of the administrator(s) during the period of leave.
12. Revisions to the approved plan proposed by the applicant must be approved by the appropriate executive administrator and the Administrative Association Professional Development Committee, reviewed by the Assistant Superintendent/Vice President for Human Resource Services and Affirmative Action, approved by the President, and approved by the Governing Board.
13. A written certification of completion of commitment according to the plan (as may be amended) shall be given to the appropriate executive administrator within 60 days of the last date of the leave and forwarded to the Administrative Association Professional Development Committee for approval.

II. **ADMINISTRATIVE PROFESSIONAL DEVELOPMENT COMMITTEE**

- A. The Administrative Professional Development Committee shall have four (4) members: A Dean (appointed by the President), the Assistant Superintendent/Vice President for Human Resource Services and Affirmative Action, and two members of the Administrative Association.

- B. The applicant's supervisor and an Administrative Association executive officer may attend and comment at the meeting at which the committee reviews the applicant's petition.
- C. The Administrative Professional Development Committee shall elect a chairperson and shall meet at least four times a year and such other times as the chair deems necessary.
- D. Committee members will serve for a term of three (3) years, except that the original members will have staggered terms as determined by the Assistant Superintendent/Vice President for Human Resource Services and Affirmative Action after consultation with the Chairperson.
- E. The clerical support to the committee will be provided by Human Resource Services.

III. PROPOSED ANNUAL BUDGET

- A. The District shall provide \$25,000 annually to cover the costs of all paid Administrative Association Professional Development Program leaves. The parties understand that the District has the right to suspend this funding should the District's fiscal condition warrant.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

Resumption of REGULAR AGENDA

E. CONSIDERATION OF ITEMS REMOVED FROM CONSENT CALENDAR

The following items had been removed from the Consent Calendar for further discussion:

22. 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 July 1, 2001:

Name	Position	Course of Study
Karen Buehler	Administrative Secretary Community Services	Associate in Arts Degree
Elena Foster	Information Services Specialist Information Services	Bachelor of Arts Degree Visual Arts/Computer Tech
Mike Hill	Construction/Weekend Supervisor, Facilities	Work Related
Meredith Oliver	Library Media Technician II Library Media Center	Work Related
Eileen Poole	Contracts Assistant Office of Counsel	Associate in Arts Degree

Josie Silva	Administrative Assistant Human Resource Services	Associate in Arts Degree
Don Thompson	Facilities & Safety Technician Health & Safety	Work Related
Glenda Valenzuela	Senior Office Specialist Mail Services	Bachelor of Arts Degree Business

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

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

<u>Name</u>	<u>Position</u>	<u>Course of Study</u>
John Fortune	Sr. Accounting Assistant Fiscal Services	Bachelor of Science Degree Business-Accounting
Sue Mayfield	College Health Nurse College Health Services	Work Related
Yolanda F. Wilson	Administrative Secretary Counseling Department	Work Related

Because there were two new Board members this year, Dr. Miyamoto was asked to explain the professional growth program for classified employees. He noted that it allows employees to obtain professional growth not only in their areas of expertise or job-related skills, but allows them the opportunity to change career paths as well.

F. **HEARINGS OF INDIVIDUALS, GROUPS, AND DELEGATIONS**

1. **INFORMATION**

Report of the Faculty Senate

Chris Barkley welcomed Dr. Amador to Palomar. Chris also acknowledged receipt of the letter from the Board President in response to the questions the Senate had sent to the Board. She will share it with the Faculty Senate when it next meets in the fall.

2. **INFORMATION**

Report of the Palomar Faculty Federation

Mary Millet reported that 350-375 responses had been received to the survey the PFF had circulated at the end of the semester in order to determine the negotiating priorities of the faculty. They are in the process of tallying the results. She stated that the PFF is looking forward to the District's contract proposal.

3. **INFORMATION**

Report of The Faculty

There was no report.

4. **INFORMATION**

Report of the Administrative Association

Mollie Smith welcomed Dr. Amador on behalf of the Administrative Association and stated that they look forward to getting to know her and working with her.

Mollie thanked Jack Miyamoto and Joe Madrigal for working with the Administrative Association to produce the professional development plan.

5. **INFORMATION**

Report of the CCE/AFT

Ernie Carson welcomed Dr. Amador aboard and gave the following report as outgoing President of CCE/AFT: "Tonight it's with mixed emotions that I give my final report to this august body. As I look back on the four years of my being president of the CCE/AFT Local 4522, I often think of the very first time that I spoke before you. In that address, I stated that, in the future, if I make any mistakes while holding the office of president, I hope that they will be mistakes of the mind of not of the heart. And I now say to the classified employees, faculty, administrators, the executive administrators, and the Governing Board that, if I have made any mistakes during my tenure, they were mistakes of the mind and not of the heart. There may have been times when my commitment to the classified staff may have seemed to be over zealous, but I guess that's the price one pays for being dedicated.

"As I look back, there are many classified staff accomplishments that I am proud to have been a part of, and the two that immediately come to mind are: 1) the elimination of the requirement for classified staff to use vacation and/or comp time or no pay during the December - January time frame while the school is closed, and 2) the finalization and approval of a Catastrophic Leave Plan.

"If there was one thing that I wish I could have had a greater impact on, it would be in the area of performance evaluations for classified employees by their respective managers. While there are some departments that religiously follow the suggested yearly evaluation process, there are many employees that haven't been reviewed in years. This fact seems to surface when either myself or Carmen Eckman, the CCE Grievance Officer, is called to Human Resources to deal with a manager that is fed up with a classified employee and, therefore, would like to implement some sort of disciplinary action. Unless the infractions are extremely serious and warrant immediate action, the first question that Dr. Miyamoto and the Union will ask is, "when was this individual last reviewed?" In most cases, the answer is, "a few years ago." It's in that particular instance the Union is placed in the position of defending the employment rights of a poorly performing employee. And, as a result, the Union is branded with the unfair label of not letting the District implement disciplinary procedures.

“As I leave and turn this chair over to the new CCE president, Mike Dimmick, I wish you all the luck in the world as you continue to operate the College in the manner that you deem necessary. I thank each and every one of you for your patience and understanding during my tenure.

At this time I would like to turn the chair over to Mike.”

Mike Dimmick presented a plaque to Ernie in honor of his outstanding work during the five years he served as CCE/AFT President. Mike also presented a plaque to Cindy Martinez for serving as Vice President for the past two years.

Mike welcomed Dr. Amador to Palomar and stated that he looked forward to working with her, the District, and the Board in support of the classified staff.

Mike introduced Kathy Davis, Vice President; Michelle LaViguer, Junior Grievance Officer; and Buddy Springer, Junior Vice President of CCE/AFT for the coming year.

6. **INFORMATION**

Report of the Associated Student Government

Sean Weimer welcomed Dr. Amador and gave the following report: “The Associated Student Government has a meeting scheduled for August 16 at 11 a.m. in room SU-18, at which time we will appoint officers to serve until the elections in September. One of the goals for this year will be to join with Phi Theta Kappa in some sort of celebration or commemoration of the Centennial of Community Colleges.

“We also would like to try to get something together for the renovation of Palomar’s track. Several students have approached me about it, and they pointed out the sign that warns track users that they can use the track at their own risk! Speaking of the track, I have been notified that the American Association of University Women are planning to use it for a walk/run to raise funds for educational research by the Eleanor Roosevelt Foundation. This is tentatively scheduled for October 13. I am hoping that a lot of students, clubs, faculty, staff, and administrators will get involved with this wonderful cause.

“On a personal note, I would like to publicly thank all the community members who came and spoke at our last meeting. In these days and times, all you hear about is how ambivalent people are and how they don’t care. Well, the members of the Palomar College community proved that statement isn’t true. It was great to see so many people come here and to hear them speak. I say kudos to them, and thank you!”

7. **INFORMATION**

Report of Superintendent/President

Dr. Amador thanked everyone for the welcome extended to her and thanked the Board for the warm reception held on June 27. She thanked Dr. Nelson, Dr. Dougherty, and Mr. McMullen for attending and the Foundation for their part in sponsoring the event.

Dr. Amador expressed appreciation to the Board for the opportunity to attend the recent Vanguard meeting in Scottsdale, Arizona, where she had an opportunity to get acquainted with 12 of our Palomar Vanguard Team members. It was a learning experience for her, but she especially enjoyed the opportunity to get to know these people well. She learned a great deal about the learning project and what it means to be a learning college and Palomar's role in that. She took many things from the conference that will be helpful in terms of developing the strategic plan for the College. The Team came up with some action plans, and she plans on carrying them out as soon as everyone gets back in September.

Dr. Amador announced that Calvin One Deer Gavin has been selected to be on the legislators' joint committee on the master plan, which is a K-12 master plan. He is on the working group on student learning.

Dr. Amador reported that the computers in the Student Services Center lobby are now available to students for obtaining their grades and schedules. They can also register at these computers. The faculty can also access their class rosters from these computers.

Dr. Amador reported that this has been her second week officially on the job, and she wanted the Board to know what a wonderful staff Palomar College has. Everyone has been warm and very helpful to her. She has asked many questions, and the staff has been very gracious in getting information for her. She is very excited about working with all of the associations and constituent groups. She looks forward to working with the staff and the Board and sees great things for us in the future as we work together in teams to accomplish the goals we need to reach for our students and our community.

8. **INFORMATION**

Report of **Other** Organizations and/or Individuals

There were none.

G. **COMMUNICATIONS**

There were none.

H. UNFINISHED BUSINESS

1. **APPROVE REVISION TO BOARD POLICIES 400 AND 419**

MSC Dougherty, Jensen

RESOLUTION 01-20695

BE IT RESOLVED, That Board Policy 400 - Admissions be revised to include the wording shown in bold in the second paragraph as follows:

BP 400

Admissions (76-5932, 94-16816, 97-18616)

It is the policy of the District that, unless specifically exempted by statute, every course, course section, or class, the average daily attendance of which is to be reported for State aid, wherever offered and maintained by the District, shall be fully open to enrollment and participation by any person who has been admitted to the College and who meets such prerequisites as may be established pursuant to regulations contained in Article 1 (commencing with section 58100) at Chapter 2, Division 9, of Title V, of the California Administrative Code, 5 CAD 51006, 58100; GB 1-25-77.

Palomar College admits any person who is 18 years of age or older, who holds a high school diploma or equivalent, or minors who may profit from instruction. To be considered for admission, minors must have completed the eighth grade or reached the age of 15 and have permission of the local accredited school district. Home-schooled minors may enroll with permission of the local accredited school district or provide the Private School Affidavit from the County Office of Education. Minors under 15 years of age, with permission from an accredited public or private school **and the Palomar faculty member(s)**, may enroll only in courses specified by the local school district or private school. Otherwise, minors under 15 years of age are limited to enrolling in special classes devoted to children, such as child development lab classes or youth orchestra. Admission to the College does not guarantee enrollment in a class. The final decision as to whether a minor under the age of fifteen (15) may be enrolled in a class rests with the instructor. California Education Code, Sections 76000-76002.

Classroom Participation

Only registered students are allowed into classes. Others are considered visitors and may attend a class session only with permission of the instructor. District employees may attend classes as necessary to perform assigned duties. 5 CAC 51006, 58100; GB 1-25-77, GB Rev. 1-17-95, GB Rev. 10-28-97.

BE IT FURTHER RESOLVED, That Board Policy 419 - Academic Renewal be revised to include the wording shown in bold in the second paragraph as follows:

BP 419

Academic Renewal (77-6793) (93-16344)

Philosophy. Palomar Community College District is committed to meeting the educational needs of all its citizens. Open entry encourages students of varied educational backgrounds to pursue their individual goals. Palomar's commitment to all students increases the likelihood of enrolling those who have failed in the past but who have shown their readiness to try again. To reduce the negative impact of past academic failure and to facilitate fair and equitable treatment of all students in pursuit of their academic goals, Palomar Community College District supports Academic Renewal.

A student may request that 30 units of previous course work taken at Palomar College or any other institution be disregarded when computing grade point average (GPA)*. Course work not to be counted must include the entire semester or term. Subject, but not unit, credit will be allowed for work completed satisfactorily (A, B, C, or CR) during disregarded terms. **Academic Renewal cannot be used to set aside semesters containing course work that has been used to meet degree, certificate, or certification requirements.** *NOTE: Not all four-year institutions accept Academic Renewal. Rev. GB 4-26-94

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

I. NEW BUSINESS

1. SCHEDULE GOVERNING BOARD RETREAT

MSC Dougherty, Jensen

RESOLUTION 01-20696

BE IT RESOLVED, That the Governing Board will hold a **retreat** for the purpose of creating an environment for strategic planning, including discussing the President's role and vision and the Governing Board's role, on Saturday September 8, 2001, 9 a.m. to 1 p.m., in the Staff Lounge on the San Marcos campus.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

2. SEND LETTER TO CCCT BOARD RECOMMENDING CHANGE IN LANGUAGE OF RULES FOR VOTING

MSC Dougherty, Jensen

RESOLUTION 01-20697

BE IT RESOLVED, That the Governing Board send a **letter to the CCCT Board** recommending that a change be made to language in their **voting rules**, as follows:

"At the 2001 CCCT Annual Meeting, there appeared to be some vague language in the rules for voting, in which there is a reference to a quorum as 75 or more 'voting' trustees, without defining the term, 'voting.'

"Obviously, there cannot be trustees for 75 districts, as there are only 72 districts.

"It is possible that the '75 voting trustees' simply refers to the number of trustees present, but would imply that each trustee has one vote, in which case a district with seven trustees attending would have seven times as many votes as a district with only one trustee attending.

"We suggest that the bylaws be revised along these lines:

"A quorum will include elected trustees from 20 or more community college districts. No proxies will be allowed. Each district will have one vote. A district governing board may designate one of its trustees to cast its vote prior to the annual meeting. Otherwise, the senior officer of the board will be the voting trustee. If two or more trustees attend, but none is an officer of the board, they will jointly decide which will be the voting trustee. If only one trustee attends, that person will be the voting trustee. The CCCT Board is authorized to interpret and clarify issues related to this voting process."

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

3. **INFORMATION: HOLD FOURTH TUESDAY OF EACH MONTH OPEN FOR POSSIBLE SPECIAL BOARD MEETINGS/WORKSHOPS**

Board members are requested to hold the fourth Tuesday evening of each month open for possible special Board meetings/workshops on such issues as planning; college processes; issues requiring in-depth study; Board operations, functions and evaluation processes; and negotiations.

Mr. Haro asked that dates be established when this would occur. Dr. Amador stated that she plans to set up a three- or four-month schedule.

4. **ACCEPT TRIO/U.S. DEPARTMENT OF EDUCATION STUDENT SUPPORT SERVICES GRANT AWARDED TO PALOMAR COLLEGE FOR THE PERIOD OF FOUR YEARS**

MSC Dougherty, Jensen

RESOLUTION 01-20698

WHEREAS, Palomar College applied for a **four-year TRIO grant** with the United States Department of Education;

WHEREAS, the U. S. Department of Education notified Palomar College that the Grant has been awarded for the periods 09/01/2001-08/31/2002; 09/01/2002-08/31/2003; 09/01/2003-08/31/2004; 09/01/2004-08/31/2005 in the amount of \$229,204.00 for each period.

NOW, THEREFORE, BE IT RESOLVED, That said Grant is hereby **approved** and **accepted** by the Palomar Community College District and that all funds shall be expended in accordance with the special terms and conditions set forth by the U. S. Department of Education. **Exhibit I-4**

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

5. **APPROVE 2001/02 CHILD DEVELOPMENT AGREEMENTS - GCAM-1010/CAMPUS CHILD CARE AND GPRE-1290/STATE PRESCHOOL, ACCEPT FUNDING FROM THE CALIFORNIA DEPARTMENT OF EDUCATION, AND AUTHORIZE DESIGNATED PERSONNEL TO SIGN CONTRACT DOCUMENTS FOR FY 2001/02**

MSC Dougherty, McMullen

RESOLUTION 01-20699

BE IT RESOLVED That a **Child Development Contract # GCAM-1010** be approved between the Palomar Community College District and California Department of Education, 721 Capitol Mall, Sacramento, CA 92422-2720, effective from July 1, 2001, through June 30, 2002; maximum state funds available to the District are \$139,664.00 and are hereby accepted. A maximum match required by the District is \$46,547.00. Funding for the state's apportionment is contingent upon appropriation and availability of funds.

BE IT FURTHER RESOLVED, That a **Child Development Contract #GPRE-1290** be approved between the Palomar Community College District and California Department of Education, 721 Capitol Mall, Sacramento, CA 92422-2720, effective from July 1, 2001, through June 30, 2002, and that the District will be reimbursed in accordance with the Determination of Reimbursable Amount Section of the FT&C, at a rate not to exceed \$16.98 per child per day of full-time enrollment, and a Maximum Reimbursable Amount (MRA) of \$100,168.00 is hereby accepted.

BE IT FURTHER RESOLVED, That Jerry R. Patton, Vice President/Asst. Superintendent, Finance & Administrative Services, and Ben Echeverria, Counsel, Office of Counsel, Contracts and Special Projects are authorized to sign contract documents of the California Department of Education for the purpose of providing child care and development services for the Fiscal Year 2001/02. **Exhibit I-5**

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

6. **DECLARE ELECTRON MICROSCOPE IN THE LIFE SCIENCES DEPARTMENT SURPLUS, PURSUANT TO CALIFORNIA EDUCATION CODE SECTION 81450**

MSC Dougherty, McMullen

RESOLUTION 01-20700

BE IT RESOLVED, That the Governing Board of the Palomar Community College District hereby declares the **Electron Microscope** 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 **disassembled** and **disposed of** since the equipment **does not have any resale value**. **Exhibit I-6**

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

7. **APPROVE AGREEMENT WITH SAN DIEGO COUNTY SUPERINTENDENT OF SCHOOLS FOR OPERATION OF REGIONAL OCCUPATIONAL PROGRAMS, FY 2001-02**

MSC Dougherty, Jensen

RESOLUTION 01-20701

BE IT RESOLVED, That an agreement is hereby approved between the Palomar Community College District (hereinafter the "District") and the San Diego County Superintendent of Schools for the operation of **the Regional Occupational Programs** courses and services for **fiscal year 2001-2002** (effective July 1, 2001, and terminating June 30, 2002), with an estimated budget, including carry-over, in the amount of One Million, Five Hundred Thirty Six Thousand, One Hundred Fifty Eight Dollars (\$1,536,158.00), and the Superintendent/President of the District is hereby authorized to execute the agreement on behalf of the District.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

8. **APPROVE MEMORANDUM OF UNDERSTANDING WITH THE SAN DIEGO WORKFORCE INVESTMENT BOARD FOR A "ONE-STOP CAREER-CENTER NETWORK"**

MSC Dougherty, Jensen

RESOLUTION 01-20702

BE IT RESOLVED, That the Palomar Community College District hereby approves a Memorandum of Understanding ("MOU") with the **San Diego Workforce Investment Board** effective July 1, 2001, and ending June 30, 2002, for the purpose, of continuing the operation of **the North County Inland Workforce Center** for the coming fiscal year, subject to the allocation and commitment of adequate funding thereof, to be administered through **Lockheed Martin IMS, Welfare Reform Services of San Diego**, and the Superintendent/President of the District is hereby authorized to execute the agreement on behalf of the District. **Exhibit I-8**

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

9. **RATIFY AND APPROVE A ONE-MONTH EXTENSION OF SUB-CONTRACT WITH LOCKHEED MARTIN IMS CORPORATION FOR OPERATION OF THE NORTH COUNTY INLAND CAREER CENTER**

MSC Dougherty, McMullen

RESOLUTION 01-20703

BE IT RESOLVED, That the Palomar Community College District hereby ratifies and approves a **one-month extension** of the sub-contract for the program of career counseling provided by the District at 1935 East Valley Parkway, Escondido, California, for the **North County Inland Career Center**, funded through the San Diego Workforce Partnership (contractor) and managed by **Lockheed Martin, IMS Corporation** (sub-contractor), for the period July 1, 2001, through July 31, 2001, with monthly payment to the District of \$8,333.33; subject to a renewal of the remainder of the sub-contract for the balance of fiscal year 2001-2002, following approval of the program budget by the San Diego Workforce Partnership expected on or about July 20, 2001.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

10. **APPROVE AND ACCEPT PLANS AND SPECIFICATIONS FOR SOUTHEAST CURB RETURN AT MISSION ROAD AND COMET CIRCLE**

MSC Dougherty, Jensen

RESOLUTION 01-20704

RE IT RESOLVED, That the **plans and specifications** dated April 11, 2001, and prepared by **Parsons Engineering Science, Inc., Transportation Group** (hereinafter "Parsons"), for the modification of the **entrance into Parking Lot No. 15**, located off Mission Road, on the San Marcos Campus of the Palomar Community College District, and described thereon as the "**Southeast Curb Return at Mission Road and Comet Circle,**" as revised on or about April 13, 2001, (hereinafter the "Project") be and are hereby approved and accepted by the Palomar Community College District and the work of construction and reconstruction detailed thereon shall be completed in accordance therewith.

BE IT FURTHER RESOLVED, That Sherrill L. Amador, Ed.D., Superintendent of the Palomar Community College District be and is hereby authorized to execute the approval of plans and specifications and all revisions for the Project on behalf of the Palomar Community College District as evidence of the approval and acceptance thereof by the Governing Board of the District. **Exhibit I-10**

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

11. **APPROVE EXTENSION WITH PanAmSat FOR FULL-TIME TRANSPONDER FOR CCCSAT**

MSC Dougherty, Jensen

RESOLUTION 01-20705

BE IT RESOLVED, That the term of the agreement between the Palomar Community College District and **PanAmSat Corporation** to provide **full-time transponder capacity** to the **California Community Colleges Network (CCCSAT)** operated by the District under a grant from the Chancellor's Office is hereby extended, effective July 1, 2001, through June 30, 2002.

BE IT FURTHER RESOLVED, That the charges from PanAmSat Corporation to CCCSAT shall be Twenty-eight Thousand Dollars (\$28,000.00) per month for twelve (12) months of the agreement, which sum shall be paid from the CCCSAT Grant.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

J. INSTRUCTIONAL/OPERATIONAL REPORTS

There were none.

L. ITEMS PENDING

There were none.

M. COMMENTS FROM BOARD MEMBERS

Mr. McMullen commended the faculty and staff members for attending the Board meeting after working a ten-hour day.

Dr. Dougherty commented that he had enjoyed the CCCT Conference in Monterey and learned many valuable things. He has some ideas on integrating California's public education. He reported that the Latino trustees are going to invite him to speak in Riverside on the subject of encouraging more Hispanic students to attend college. He plans to take Mr. Haro with him because the group would like to have him be active in the organization.

Dr. Dougherty encouraged all the Board members to attend the ACCT Annual Convention in San Diego, October 10-13, 2001.

Dr. Dougherty welcomed Dr. Amador and stated that we are delighted to have her as our leader.

Mr. Jensen welcomed Dr. Amador to the College. He also welcomed Mike Dimmick back to the Board meetings.

Dr. Nelson commented that the CCCT Conference contained some exhilarating and challenging workshops. She hopes that all Board members and Dr. Amador will be able to attend next year's conference together. There is a great deal to be gained and learned from attending as a group.

Dr. Nelson reported that she also enjoyed the Vanguard meeting in Scottsdale. It was an opportunity for the group to work together and plan toward integrating this into the College at large. It is a very exciting time now. Those who attended this meeting with Dr. Amador understand that her outcomes-based approach is really exciting and are looking forward to what it means to the College.

N. CLOSED SESSION

The Board recessed at 7:35 p.m. and went into Closed Session at 7:43 p.m., to discuss:

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

Closed Session ended at 8:15 p.m.

O. RECONVENE TO OPEN SESSION

The meeting reconvened at 8:16 p.m. There was no reportable action.

P. ADJOURNMENT

The meeting was adjourned at 8:16 p.m.