



GOVERNING BOARD AGENDA
REGULAR MEETING, GOVERNING BOARD
PALOMAR COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD ROOM, STUDENT SERVICES CENTER
COLLEGE CAMPUS
SAN MARCOS, CALIFORNIA
TUESDAY, DECEMBER 11, 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 group 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.

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B.	Roll Call	2
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BBB.	Appointment of Secretary to the Board	2
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C.	Approval of Minutes.....	2
D.	Call for Removal of Items from or Changes to Agenda	2
E.	Report of the Board President.....	2
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A. CALL ORGANIZATIONAL MEETING TO ORDER

Pledge of Allegiance

B. ROLL CALL

Establishment of a Quorum

BB. ELECTION OF OFFICERS

1. **RECOMMENDATION: ACTION – ELECTION OF PRESIDENT**

2. **RECOMMENDATION: ACTION – ELECTION OF VICE PRESIDENT**

3. **RECOMMENDATION: ACTION – ELECTION OF SECRETARY**

BBB. APPOINTMENT OF SECRETARY TO THE BOARD

1. **RECOMMENDATION: ACTION – APPOINTMENT OF SECRETARY TO THE BOARD**

The Governing Board hereby appoints **Dr. Sherrill L. Amador, Superintendent/President**, Secretary to the Governing Board of the Palomar Community College District, effective December 11, 2001.

BBBB. ESTABLISHMENT OF DATE, TIME, AND PLACE OF MEETINGS

1. **RECOMMENDATION: ACTION – ESTABLISH DATE, TIME, AND PLACE OF MEETINGS**

The Governing Board hereby determines that the **Regular Meetings** of the Governing Board of the Palomar Community College District shall be held on the **second Tuesday** of each month, beginning at **7 p.m.**, in the **Governing Board Room, Student Services Center, San Marcos Campus**.

ADJOURNMENT OF ORGANIZATIONAL MEETING

CONVENE REGULAR MEETING

PRESENTATION

C. RECOMMENDATION: ACTION - APPROVAL OF MINUTES

The Governing Board hereby approves the **Minutes** of the Regular Meeting of **November 13, 2001**.

D. CALL FOR REMOVAL OF ITEMS FROM OR CHANGES TO AGENDA

E. REPORT OF THE GOVERNING BOARD PRESIDENT

F. REPORTS OF THE GOVERNING BOARD MEMBERS

G. REPORT OF THE SUPERINTENDENT/PRESIDENT

1. **Report of Vice President for Instruction**

2. **Report of Vice President for Student Services**

3. **Report of Vice President for Finance and Administrative Services**

Audit Report
 Emergency Plan – Kelley Hudson-Maclsaac
 Offices Update

4. **Report of Vice President for Human Resource Services**

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.

H.

PAYROLL

1. **RECOMMENDATION: ACTION – APPROVE PERSONNEL ACTIONS HISTORY**

The Governing Board hereby approves the **Personnel Actions History** report, which includes hires and pay rate changes for short-term and student employees for the month of **November, 2001. Exhibit H-1**

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

The Governing Board hereby authorizes the Disbursing Officer to draw a **new warrant** as follows:

- a. Warrant #77-037153, dated March 30, 2001, in the amount of \$590.05, payable to Doris Smith, P.O. Box 4582, Oceanside, California 92052. Voided due to stale dating.

BUSINESS SERVICES

3. **RECOMMENDATION: ACTION – REVIEW AND APPROVE PURCHASES MADE FOR PRIOR 60 DAYS**

The Governing Board hereby reviews and approves all **purchase transactions and contracts** entered into on behalf of the Palomar Community College District, as listed on the attached spreadsheet, **Exhibit H-3**. All purchases listed are made against the 2001-2002 fiscal year budget.

Purchase Orders	0240279	through	0240380	\$336,588.96
Travel	0250045	through	0250058	\$ 2,896.00
Advertising/Increases	0260046	through	0260054	\$ 9,255.48
Agreement/Services	0270253	through	0270315	\$235,470.30
Repairs	0275048	through	0275063	\$ 8,976.96
Agreement/Annual	0280161	through	0280163	\$156,381.18
Utilities	0295062	through	0295065	\$ 5,490.30
Procurement Card Purchases - Time Period: 10/23/01 – 11/21/01				\$123,150.35
				<u>\$878,209.53</u>

GIFTS

4. RECOMMENDATION: ACTION – ACCEPT GIFTS

The Governing Board hereby accepts the following **gifts** and directs that an appropriate letter of appreciation be sent to the donors:

- a. Boeing 727 Flight Training Manuals to be used as student reference material in the Earth Sciences Department, donated by **Drew Johnson**, P.O. Box 2628, Rancho Santa Fe, California 92067-2628. No cash value estimated by donor.
- b. Panasonic Fax Machine for use in the Business Education Department, donated by **Angelo J. Corpora**, 17845 Andisia Court, San Diego, California 92127. Cash value estimated by donor of \$194.85.

COMMUNITY SERVICES

5. RECOMMENDATION: ACTION – APPROVE NEW CLASSES, AGREEMENTS, AND PERSONNEL FOR COMMUNITY SERVICES CLASSES

The Governing Board hereby approves the following **new classes, agreements, and personnel** for providing **Community Services classes**:

Spring, 2002

- a. Presenter: Cooper, Kirsten
Name of Class: Family Day: Family Web Site Design
Effective: April 6, 2002
Instructor Rate: \$254.03
Fee to Student: \$89
Terms: Minimum of 6 students
- b. Presenter: Crabtree, Lucille
Name of Class: Learn the Secrets of Intarsia
Effective: February 23 and March 2, 2002
Instructor Rate: \$390.00
Fee to Student: \$119.00
Terms: Minimum of 10 students
- c. Presenter: Foss, Glen N.
Name of Class: Our Restless Coast
Effective: April 6, 2002
Instructor Rate: \$296.31
Fee to Student: \$35
Terms: Minimum of 10 students
- d. Presenter: Lawn, Jessie
Name of Class: Personal Defense and Safety
Effective: March 2, 2002
Instructor Rate: 30% of fees collected
Fee to Student: \$25
Terms: Minimum of 10 students

- e. Presenter: Nelson, Dick
Name of Class: Lion King
Effective: March 9, 2002
Instructor Rate: \$200.00
Fee to Student: \$99
Terms: Minimum of 26 students

- f. Presenter: Ruez, Jr., Paul
Name of Class: Digital Cameras
Effective: March 23, 2002
Instructor Rate: \$254.03
Fee to Student: \$89
Terms: Minimum of 6 students

- g. Presenter: Short, Doris
Name of Class: Adobe Illustrator 9 - Advanced
Effective: March 16, 2002
Instructor Rate: \$254.03
Fee to Student: \$89
Terms: Minimum of 6 students

PERSONNEL

6. **RECOMMENDATION: ACTION – RATIFY THE TENTATIVE FY 2001-2002 CHILD DEVELOPMENT SALARY SCHEDULE**

The Governing Board hereby ratifies the **tentative FY 2001-2002 Child Development Salary Schedule for Child Development Center contract faculty** (Carol A. Mitton and Susan M. Wronski) **represented by Palomar Faculty Federation, CFT/AFT**, that reflects the 3.87% COLA effective July 1, 2001. **Exhibit H-6**

7. **RECOMMENDATION: ACTION – RATIFY NEW ACADEMIC POSITIONS**

The Governing Board hereby ratifies the recommendation of the Superintendent/President regarding the approval of the following **new academic positions**:

- a. Position: **ASSISTANT PROFESSOR**
Department: Computer Science and Information Systems
Division: Media, Business, and Community Services
New?: Yes
% of Position: 100%
No Mos: 10
Effective: December 12, 2001

- b. Position: **ASSISTANT PROFESSOR**
Department: Mathematics
Division: Mathematics and the Natural and Health Sciences
New?: Yes
% of Position: 100%
No Mos: 10
Effective: December 12, 2001

- c. Position: **ASSISTANT PROFESSOR**
Department: Mathematics
Division: Mathematics and the Natural and Health Sciences
New?: Yes
% of Position: 100%
No Mos: 10
Effective: December 12, 2001

- d. Position: **ASSISTANT PROFESSOR**
Department: Trades and Industry (Electronics)
Division: Vocational Technology
New?: Yes
% of Position: 100%
No Mos: 10
Effective: December 12, 2001

- e. Position: **ASSISTANT PROFESSOR/COUNSELOR**
Department: Counseling, Guidance, and Career Development
Division: Student Services
New?: Yes
% of Position: 100%
No Mos: 11
Effective: December 12, 2001

- f. Position: **ASSISTANT PROFESSOR**
Department: Economics, History, and Political Science-80%
Multicultural Studies-20%
Division: Human Arts and Sciences
New?: Change in department percentage
% of Position: 100%
No Mos: 10
Effective: December 12, 2001

8. **RECOMMENDATION: ACTION – RATIFY NEW CLASSIFIED POSITION**

The Governing Board hereby ratifies the recommendation of the Superintendent/President regarding the approval of the following **new classified position**:

- a. **Position:** **MARKETING SERVICES ASSISTANT**
Department: Educational Television
Division: Instruction
Remarks: Funded - 50% CCCSAT and 50% e-Conferencing
Range: 20/1
% of position: 100%
of Mos: 12
Effective: December 1, 2001

9. **RECOMMENDATION: ACTION - RATIFY CHANGE TO CLASSIFIED POSITION**

The Governing Board hereby ratifies the recommendation of the Superintendent/President regarding the **change** of the following **classified position**:

- a. **Position:** **ADMINISTRATIVE SECRETARY**
Name: Vacant
Department: Marketing Communications
New?: No
Remarks: Decrease position from 50% and will no longer include benefits
Sal Rng/Stp: 19/1
% of position: 45%
No Mos: 12
Effective: December 1, 2001

10. **INFORMATION: RETIREMENT**

On behalf of the Governing Board of the Palomar Community College District, the following **retirement** has been accepted by Dr. Sherrill L. Amador, Superintendent/President, as authorized by the Governing Board, under Group I (receive the same fully employer-paid lifetime health benefits as provided to active employees and eligible dependents for life of the retiree) of the Retirement Health and Dental Plan approved by the Governing Board December 8, 1987:

- a. **RONALD E. PHILLIPS**, Professor, Chemistry, effective January 17, 2001 (last day of employment will be 1/16/01).

11. **INFORMATION: RETIREMENTS**

On behalf of the Governing Board of the Palomar Community College District, the following **retirements** have been accepted by Dr. Sherrill L. Amador, 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, dental for life) of the Retirement Health and Dental Plan approved by the Governing Board December 8, 1987:

- a. **ROBERT H. BRANCH**, Associate Professor, Communications, effective August 18, 2002 (last day of employment will be 8/17/02).
- b. **PATRICIA S. DRAGGAMAN**, Academic Department Assistant, Computer Sciences and Information Systems, effective December 28, 2001 (last day of employment will be 12/27/01).
- c. **JOHN C. WHITESIDE**, Custodian I, Custodial Services, effective January 1, 2002 (last day of employment will be 12/31/01).

12. **RECOMMENDATION: ACTION - RATIFY LEAVE OF ABSENCE**

- a. The Governing Board hereby ratifies the recommendation of the Superintendent/President granting a **10% Personal Leave of Absence without pay and with no effect on benefits**, effective January 24, 2002, through May 23, 2002, to **GLENN R. MITCHELL**, Senior Library Media Technician, Library Media Center.

- b. The Governing Board hereby ratifies the recommendation of the Superintendent/President granting a **100% Medical Leave of Absence without pay and with benefits**, effective October 26, 2001, through November 16, 2001, **100% Family Leave of Absence without pay and with benefits**, effective December 5, 2001, through January 23, 2002, and **50% Family Leave of Absence without pay and with no effect on benefits**, effective January 24, 2002, through April 17, 2002, to **MARIANNE E. SWIFT-GIFFORD**, Master Teacher, Child Development Center.
- c. The Governing Board hereby ratifies the recommendation of the Superintendent/President granting a **100% Family Leave of Absence without pay and with benefits**, effective December 12, 2001, through March 13, 2002, to **SANDRA RICHTMYER**, Office Specialist, Business Education.
- d. The Governing Board hereby ratifies the recommendation of the Superintendent/President granting a **100% Family Leave of Absence without pay, position does not have benefits**, effective December 6, 2001, through February 20, 2002, to **MICHEALE WHITE**, Library Media Technician I, Library Media Center/Pauma Valley College Center.
- e. The Governing Board hereby ratifies the recommendation of the Superintendent/President granting a **4.167% Personal Leave of Absence**, effective February 1, 2002, through February 28, 2002, **4.167% Personal Leave of Absence** effective March 7, 2002 through April 4, 2002, and **3.34% Personal Leave of Absence** effective August 1, 2002, through August 22, 2002, **without pay and with no effect on benefits**, to **KARIE L. LORD**, Student Employment Services Coordinator, Career Services.

13. **RECOMMENDATION: ACTION - RATIFY EDUCATIONAL ADMINISTRATIVE EMPLOYMENT**

The Governing Board hereby ratifies the recommendation of the Superintendent/President regarding the **employment** of the following **educational administrative employee**:

- a. Name: **MICHELLE A. BARTON**
Position: Director, Institutional Research and Planning
Department: Institutional Research and Planning
New?: No
Remarks: Replacement
Sal Rng/Stp: **67/2**
% of Position: 100%
of Mos: 12
Effective: December 1, 2001

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

The Governing Board hereby ratifies the recommendation of the Superintendent/President regarding the **employment** of the following **classified employees**:

- a. Name: **ESTELA GIBSON**
Position: Administrative Secretary
Department: College Health Services
New?: No
Remarks: Replacement; increased from 45% and decreased from 12 months on 8/14/01; funded - Student Health Fees.
Sal Rng/Stp: **19/2**
% of Position: 100%
of Mos: 11
Effective: November 9, 2001

- b. Name: **CHERYL L. ASHOUR**
Position: Office Assistant
Department: President's Office
New?: Yes
Remarks: Position approved 9/11/01
Sal Rng/Stp: **37/1**
% of Position: 100%
of Mos: 12
Effective: November 13, 2001
Note: Position will be placed in the Confidential Category of the Administrative Association.

- c. Name: **MILLA GILANIAN**
Position: Instructional Support Assistant I
Department: Reading Services at Escondido College Center
New?: No
Remarks: Replacement
Sal Rng/Stp: **16/1**
% of Position: 30%
of Mos: 10
Effective: November 26, 2001

- d. Name: **SHANON L. BEACH**
 Position: Client Services Assistant
 Department: Educational Television
 New?: Yes
 Remarks: Position approved 10/8/01; funded - 50% CCCSAT and
 50% e-Conferencing.
 Sal Rng/Stp: **20/1**
 % of Position: 100%
 # of Mos: 12
 Effective: December 3, 2001
- e. Name: **LISA J. FAAS**
 Position: Digital Satellite Network Manager
 Department: Educational Television
 New?: Yes
 Remarks: Position approved 9/11/01; funded - 33.33% CCCSAT,
 33.33% e-Conferencing, and 33.34% District. – previous District-
 funded position #00-5065 deleted
 Sal Rng/Stp: **58/1**
 % of Position: 100%
 # of Mos: 12
 Effective: December 1, 2001
 Note: Position will be placed in the Administrative Association.
- f. Name: **FRANCIS X. KRONCKE**
 Position: Research and Development Manager
 Department: Educational Television
 New?: Yes
 Remarks: Position approved 9/11/01; funded – e-Conferencing.
 Sal Rng/Stp: **60/1**
 % of Position: 100%
 # of Mos: 12
 Effective: December 3, 2001
 Note: Position will be placed in the Administrative Association.
- g. Name: **LAURA A. GROPEN**
 Position: Marketing Services Manager
 Department: Educational Television
 New?: Yes
 Remarks: Position approved 9/11/01; funded - 50% CCCSAT and
 50% e-Conferencing.
 Sal Rng/Stp: **56/1**
 % of Position: 100%
 # of Mos: 12
 Effective: November 19, 2001
 Note: Position will be placed in the Administrative Association.
- h. Name: **LESLIE A. TRITTEN**
 Position: Legal Coordinator
 Department: Educational Television
 New?: Yes
 Remarks: Position approved 9/11/01; funded – e-Conferencing.
 Sal Rng/Stp: **20/1**
 % of Position: 60%
 # of Mos: 12
 Effective: November 20, 2001

- i. Name: **DEA A. CRAIG**
 Position: Fiscal Specialist
 Department: Educational Television
 New?: Yes
 Remarks: Position approved 10/9/01; funded - 50% CCCSAT and
 50% e-Conferencing.
 Sal Rng/Stp: **30/1**
 % of Position: 100%
 # of Mos: 12
 Effective: November 21, 2001
- j. Name: **CLARISSA R. JENKINS**
 Position: Instructional Support Assistant I
 Department: Business Education at Escondido College Center
 New?: No
 Remarks: Replacement
 Sal Rng/Stp: **16/1**
 % of Position: 40%
 # of Mos: 10
 Effective: November 27, 2001
- k. Name: **MICHAEL J. LUCENTE**
 Position: Marketing Services Assistant
 Department: Educational Television
 New?: Yes
 Remarks: Position approved 9/11/01; funded - 50% CCCSAT and
 50% e-Conferencing.
 Sal Rng/Stp: **20/1**
 % of Position: 100%
 # of Mos: 12
 Effective: December 3, 2001
- l. Name: **PHILLIP J. CERDA**
 Position: Broadcast Operations Manager
 Department: Educational Television
 New?: Yes
 Remarks: Position approved 9/11/01; funded – 40% CCCSAT, 60% District;
 prior District-funded position #00-5067 deleted.
 Sal Rng/Stp: **35/1**
 % of Position: 45%
 # of Mos: 11
 Effective: December 3, 2001
- m. Name: **AMERICO BIANCHI**
 Position: Web Services Manager
 Department: Educational Television
 New?: Yes
 Remarks: Position approved 9/11/01; funded - e-Conferencing.
 Sal Rng/Stp: **60/1**
 % of Position: 100%
 # of Mos: 12
 Effective: December 5, 2001
 Note: Position will be placed in the Administrative Association.

- s. Name: **TIFFINY R. HICKEY**
 Position: Web Analyst
 Department: Educational Television
 New?: Yes
 Remarks: Position approved 9/11/01; funded - e-Conferencing.
 Sal Rng/Stp: **43/1**
 % of Position: 100%
 # of Mos: 12
 Effective: December 6, 2001
- t. Name: **STEPHANIE ZIMMERMAN**
 Position: Administrative Coordinator
 Department: Educational Television
 New?: Yes
 Remarks: Position approved 9/11/01; funded - 50% CCCSAT and
 50% e-Conferencing.
 Sal Rng/Stp: **44/1**
 % of Position: 100%
 # of Mos: 12
 Effective: December 1, 2001
 Note: Position will be placed in the Administrative Association.

15. **RECOMMENDATION: ACTION – RATIFY CORRECTION TO ACADEMIC CONTRACTS**

The Governing Board hereby ratifies the recommendation of the Superintendent/President regarding the **correction** to the following **academic contracts**:

- a. Name: **MARI STEFFENSMEIER**
 Position: WIA Counselor/Contract Administrator
 Department: Counseling, Guidance, and Career Development
 Remarks: Increased step placement due to verification of previous related
 work experience.
 Sal Rng/Stp: C/6
 % of position: 100%
 # of Mos: 11
 Effective: September 12, 2001
- b. Name: **TIMOTHY J. HEMPLEMAN**
 Position: Assistant Professor
 Department: Mathematics
 Remarks: Increased step placement due to verification of previous related
 work experience.
 Sal Rng/Stp: F/4
 % of position: 100%
 # of Mos: 10
 Effective: August 24, 2001

c. Name: **MARK J. BEALO**
 Position: Assistant Professor
 Department: Graphic Communications
 Remarks: Increased step placement due to verification of previous related work experience.
 Sal Rng/Stp: B/4
 % of position: 100%
 # of Mos: 10
 Effective: August 24, 2001

16. **RECOMMENDATION: ACTION - GRANT EQUIVALENCY FOR DISCIPLINES**

Upon the recommendation of the Faculty Senate Equivalency Committee, the Governing Board hereby grants the following individuals **equivalency** to minimum qualifications for the **disciplines** listed:

Jeffrey Moore – American Studies
 Ronald K. Joudrey – Art
 Kathleen Sand – Performing Arts
 David L. Wright – Regional Occupational Programs
 Barbara Waggoner – Vocational Programs

17. **RECOMMENDATION: ACTION - RATIFY ADJUNCT FACULTY EMPLOYMENT**

The Governing Board hereby ratifies the recommendation of the Superintendent/President regarding the employment of the following **adjunct faculty**, at the rates indicated for Fall, 2001, and Spring, 2002 (day and/or evening); said adjunct faculty are not scheduled to teach more than a 60-percent annual load:

FALL, 2001

FOREIGN LANGUAGE

Arnaud, Daniele	French	\$37.49
	B.A., French	
	M.A., French	

PERFORMING ARTS

Hall, John F.	Music	\$38.70
	A.A., Music	
	6+ Years' Experience	

REGIONAL OCCUPATIONAL PROGRAMS

Wright, David	ROP Auto Body	\$36.29
	Eminence in Auto Body	
	6+ Years' Experience	

VOCATIONAL PROGRAMS

MacDonald, Matthew	Apprenticeship – Electrical	Paid by sponsor, Imperial Irrigation District
	Journeyman's Certificate	
	6+ Years' Experience	

SPRING, 2002

AMERICAN INDIAN STUDIES

Buriel, Juan	American Studies B.A., Communications M.A., American Studies	\$37.49
Keller, Jean	American Indian Studies B.A., Anthropology M.A., History Ph.D., History	\$39.91
Moore, Jeffrey	American Studies B.A., Political Science Public Service M.Div., Theology	\$37.49
Aguilar, Temet	American Indian Studies B.A., Political Science/Law & Society M.A., American Indian Studies	\$38.70

ART

Joudrey, Ronald K.	Art B.F.A., Illustration 2+ Years' Experience	\$36.29
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BUSINESS EDUCATION

Bryant, Gabriela	Accounting A.A., Accountancy B.A., Accountancy Certified Public Accountant License	\$36.29
Cunningham, Ronald	Accounting B.S., Business Administration M.B.A., Taxation	\$37.49

COMPUTER SCIENCE & INFORMATION SYSTEMS

Capp, Douglas	Computer Science & Information Systems B.S., Math M.S., Math	\$37.49
Vorhies, Jim	Computer Science and Information Systems B.A., History 2+ Years' Experience	\$36.29

COOPERATIVE EDUCATION

Gunther, James	Cooperative Education B.S., Psychology M.S., Psychology	\$37.49
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ENGLISH AS A SECOND LANGUAGE

Acosta, Maria Helena	(Non-Credit) English as a Second Language B.A., Visual & Performing Arts 2+ Years' Experience	\$36.29
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PERFORMING ARTS

Sand, Kathleen	Music B.A., Music 2+ Years' Experience	\$36.29
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PUBLIC SAFETY

May, Robert C.	Fire Technology California Community College Limited Service Credential: Fire Science	\$36.29
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STUDENT SUPPORT SERVICES

Harris, Valery	(Non-Credit) GEAR UP B.A., Speech & Theatre 2+ Years' Experience	\$36.29
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Love, Che	(Non-Credit) GEAR UP B.A., History 2+ Years' Experience	\$36.29
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Munson, Catherine	(Non-Credit) GEAR UP A.B., Physical Education 2+ Years' Experience	\$36.29
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Strathairn, Thomas	(Non-Credit) GEAR UP B.A., English 2+ Years' Experience	\$36.29
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VOCATIONAL PROGRAMS

Waggoner, Barbara	Customer Service Academy Eminence in Customer Service 6+ Years' Experience	\$36.29
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18. **INFORMATION: RESIGNATION**

On behalf of the Governing Board of the Palomar Community College District, the following **resignation** has been accepted by Dr. Sherrill Amador, Superintendent/President, as authorized by the Governing Board:

- a. **MYA L. LAND**, Academic Evaluator/Advisor, Admissions and Records, effective November 27, 2001 (last day of employment was 11/26/01).

Resumption of REGULAR AGENDA

I. **ACTION ON ITEMS REMOVED FROM CONSENT CALENDAR**

J. **REPORTS FROM COLLEGE GROUPS**

- 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**

K. **UNFINISHED BUSINESS**

L. NEW BUSINESS

1. **RECOMMENDATION: ACTION – APPROVE CHILD DEVELOPMENT CENTERS FEE INCREASE**

The Governing Board hereby approves an **increase** in **Child Development Centers fees** from \$22 to \$27 per full day (nine hours) and from \$15 to \$18 per half day (four hours) **Exhibit L-1**

2. **RECOMMENDATION: ACTION – ACCEPT AUDIT REPORT**

The Governing Board hereby accepts the **Audit Report** of the Palomar Community College District, Year Ended June 30, 2001, as prepared by Vicenti, Lloyd, Stutzman LLP, 2100-A Foothill Boulevard, La Verne, California 91750, be accepted. **Exhibit L-2**

3. **RECOMMENDATION: ACTION – CHANGE LOCATION AND TIME OF JANUARY 12 BOARD RETREAT**

The Governing Board hereby changes the location of the previously scheduled retreat on **January 12, 2002**, to the Conference Room at the **Palomar College Escondido Center** and to begin at **8:30 a.m.**

4. **RECOMMENDATION: ACTION - RECEIVE BIDS FOR E-CONFERENCE AVID DIGITAL CONTENT MANAGEMENT SYSTEM**

The following bid was received by the Palomar Community College District from the firms indicated in response to Notice to Bidders published on November 6 and November 13, 2001 for an **e-Conference Avid Digital Content Management System**:

BIDDER

TV Magic, Inc.
San Diego, California

The Governing Board hereby finds **TV Magic, Inc.**, to be the lowest responsive bidder on the aforesaid e-Conference Avid Digital Content Management System bid, and an agreement in accordance with the attached price schedule, **Exhibit L-4**, is hereby authorized between this company and the District, subject to compliance with all insurance requirements. Funding Source: E-Conference Grant

5. **RECOMMENDATION: ACTION – APPROVE ADDITION OF NEW COURSES AND PROGRAMS**

The **new courses and programs** listed on **Exhibit L-5** were approved by the Curriculum Committee on November 7, 2001, the Faculty Senate on November 26, 2001, and are hereby approved by the Governing Board to be **added to the curriculum** effective Fall, 2002.

6. **RECOMMENDATION: ACTION – APPROVE DELETION OF COURSES AND PROGRAMS**

The **existing courses and programs** listed on **Exhibit L-6** were approved by the Curriculum Committee on November 7, 2001, the Faculty Senate on November 26, 2001, and are hereby approved by the Governing Board to be **deleted from the curriculum** effective Fall, 2002:

7. **RECOMMENDATION: ACTION – APPROVE ENGLISH 280 TO MEET MULTICULTURAL REQUIREMENT**

The following course has been reviewed by Subcommittee C of the Curriculum Committee on November 7, 2001, the Faculty Senate on November 26, 2001, and is recommended for approval to **meet the Multicultural Requirement**, effective Fall, 2002:

ENG 280 All sections

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

In accordance with Section 72425(c) of the California Education Code, the Governing Board finds that the absence of **Ralph Jensen** from the Governing Board Meeting held **November 13, 2001**, is excused due to **illness**.

9. **RECOMMENDATION: ACTION - DECLARE VEHICLE SURPLUS AND AUTHORIZE PUBLIC SALE THROUGH COUNTY OF SAN DIEGO AUCTION**

The Governing Board hereby declares the **vehicle**, identified in the attached memorandum, surplus in accordance with California Education Code Section 81450, and authorizes the **disposal** thereof by **public sale** at the County of San Diego **Auction** pursuant to California Education Code Section 81451 and California Government Code Section 25505; the County of San Diego hereby is declared the agent of the College District with the power to dispose of this property in its name subject to remittance to the College District of the proceeds from said sale after recouping the normal and customary cost to the County, thereof. **Exhibit L-9**

10. **RECOMMENDATION: ACTION - APPROVE ACCEPTANCE OF FUNDS FROM REGION 10 CONSORTIUM FOR VOCATIONAL TECHNOLOGY FACULTY TRAVEL**

The Governing Board hereby **accepts funds** in the amount of two thousand dollars (\$2,000) from the **Region Ten Consortium** located at Cuyamaca College. The funds will be used for **travel and conference expenses for vocational technology faculty** at Palomar College. The funds should be posted to Vocational Technology travel fund for professional development. **Exhibit L-10**

11. **RECOMMENDATION: ACTION - RATIFY AND APPROVE AGREEMENT WITH ECHOSTAR SATELLITE CORPORATION FOR CHANNEL CAPACITY FOR PUBLIC INTEREST PROGRAMMING ON CCCSAT**

The Governing Board hereby ratifies and approves an agreement between the Palomar Community College District and **EchoStar Satellite Corporation**, a Colorado corporation. The term of the agreement shall be December 15, 2001, through June 15, 2002, without provision for automatic renewal, pursuant to which the California Community College Satellite Network (CCCSAT) shall become licensed to use, and shall be contractually bound to use, the services of EchoStar to **provide direct broadcast satellite programming services for Public Interest Programming**, in compliance with the Public Service Requirements of the Communications Act, 47 U.S.C. Sections 154, 303, 335, 309, and 554, and other applicable FCC regulations and orders.

The Public Interest Programming Fees shall be Ten Thousand Three Hundred Seventy-one Dollars and Sixty-six Cents (\$10,371.66) per month, subject to change per the agreement, for each channel of Channel Capacity used by the District for Public Interest Broadcasting Requirements in continuous 7/24 feed to Echo/Star's facility, said fees to be paid from CCCSAT's Consultant Account. **Exhibit L-11**

12. **RECOMMENDATION: ACTION - APPROVE AGREEMENT FOR HOSTING THE STATEWIDE e-CONFERENCING PROJECT**

The Governing Board hereby approves an agreement effective December 12, 2001, and terminating December 31, 2002, with an option to renew by mutual agreement of the parties for an additional one-year (1) period up to a maximum of four (4) years, for **hosting of the statewide e-Conferencing telecommunications project (TSP)**, Grant RFA No. 00-0079, with Vendor Number One, **HorizonLive, Inc.**, subject to final agreement on all terms and conditions including fees, costs, and all applicable charges, for an amount not to exceed Seven Hundred Thousand Dollars (\$700,000.00) to be paid from the e-Conferencing Grant account. **Exhibit L-12**

Vendor No. One: HorizonLive, Inc.
 Vendor No. Two: Latitude Communications

13. **RECOMMENDATION: ACTION - RECEIVE BIDS ON THE ARCHITECTURAL BARRIER REMOVAL PROJECT; DECLARE LOWEST RESPONSIVE BIDDER; AWARD CONTRACT SUBJECT TO RECEIPT OF REQUIRED BONDING AND INSURANCE CERTIFICATIONS**

The Governing Board hereby receives the following bids on the **Architectural Barrier Removal Project**, Jobs numbered 511 and 601, Administration, Library, Student Services, Language, Music, and Science Buildings, and Gymnasium ADA compliance upgrade, declares **White Construction, Inc. of Carlsbad, California, the lowest responsive bidder**, and awards a contract to that company for its bid in an amount of Four Hundred Thirty-one Thousand Two Hundred Fifty Dollars (\$431,250.00), including acceptance of additive alternate bids as stated below, award subject to receipt from the company of the required bonds and insurance certifications; the State Capital Outlay Funds to provide funding for these projects. **Exhibit L-13**

White Construction, Inc.

Job No. 511:	
(a) Base Price:	\$ 128,250.00
(b) Add Alt. No. 511-4 Site Improvements	\$ 6,500.00
(c) Add Alt. No. 511-1 Language Bldg.	\$ 84,200.00
(d) Add Alt. No. 511-2 Music Bldg.	\$ 97,300.00
Job No. 601	
(a) Base Price:	\$ 115,000.00
(b) Add Alt. No. 601-1 (deleted by addendum)	-0-
Total Amount Awarded	\$ 431,250.00

Whitaker Construction Corporation

Job No. 511	
(a) Base Price:	\$ 155,000.00
(b) Add Alt. No. 511-4 Site Improvements	20,000.00
(c) Add Alt. No. 511-1 Language Bldg	\$ 110,000.00
(d) Add Alt. No. 511-2 Music Bldg.	\$ 135,000.00
Job No. 601	
(a) Base Price:	\$ 170,000.00
(b) Add Alt. No. 601-1 (deleted by addendum)	-0-
Total Amount of Bid:	\$ 590,000.00

14. **RECOMMENDATION: ACTION – RECEIVE BIDS ON THE STUDENT UNION ADDITION/DEMOLITION PHASE PROJECT; DECLARE LOWEST RESPONSIVE BIDDER; AWARD CONTRACT SUBJECT TO RECEIPT OF REQUIRED BONDING AND INSURANCE CERTIFICATIONS**

The Governing Board hereby receives the bids identified in the back-up memorandum, the terms of which are incorporated here, on the bid for the **Student Union Addition/Demolition** Phase Project, declares _____ **the lowest responsive bidder** and awards a contract to that company for its bid in an amount of - _____ (\$ _____) subject to receipt from the company of the required bonds and insurance certifications; the Student Union renovation fund to provide funding for this project. (Backup will be provided at the Board meeting.)

15. **RECOMMENDATION: ACTION - AUTHORIZE LEASE OF TEMPORARY-USE BUILDINGS IN SUPPORT OF STUDENT UNION DEMOLITION AND REMODEL/RENOVATION PROJECTS**

The Governing Board, acting pursuant to the authority of California Education Code Sections 81330 and 81523, hereby authorizes the lease of temporary-use buildings to be erected at selected locations on the San Marcos campus of the District, from the following qualified vendor **Modular Building Concepts, Inc., of Poway, California**, offering the most competitive pricing, including all installation and site improvements, if any are required, on a month-to-month basis so long as necessary to support the demolition and re-construction projects to remodel/renovate the Student Union building located on this campus, and directs that this resolution be published in the San Diego Daily Transcript once (1) a week for three (3) weeks prior to execution of the lease(s); the Assistant Superintendent/Vice President for Finance and Administrative Services is hereby authorized to execute all leases and supporting documents. Funding for these temporary-use buildings shall be from the following source: Student Center fees in an amount estimated to be \$2,850.00 per month, plus setup and installation and disconnect/removal costs. **Exhibit L-15**

M. COMMENTS FROM OTHER INDIVIDUALS AND GROUPS

1. **INFORMATION: Comments from Other Individuals or Groups**

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 group to select a spokesperson and may limit the number of speakers on a particular topic unless the proposed speakers are addressing different concerns.

N. CLOSED SESSION

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.
5. Conference with Real Property Negotiator, pursuant to Government Code 54956.8.
Property: Potential sites in San Marcos

O. RECONVENE TO OPEN SESSION

P. ADJOURNMENT