



**GOVERNING BOARD AGENDA**  
**REGULAR MEETING, GOVERNING BOARD**  
**PALOMAR COMMUNITY COLLEGE DISTRICT**  
**GOVERNING BOARD ROOM, STUDENT SERVICES CENTER**  
**COLLEGE CAMPUS**  
**SAN MARCOS, CALIFORNIA**  
**TUESDAY, APRIL 9, 2002, 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.*

A.	Call to Order .....	2
B.	Roll Call .....	2
C.	Approval of Minutes .....	2
D.	Call for Removal of Items from or Changes to Agenda .....	2
E.	Report of the Board President .....	2
F.	Reports of the Governing Board Members .....	2
G.	Report of the Superintendent/President.....	2
H.	Consent Calendar .....	2-13
I.	Action on Items Removed from Consent Calendar .....	13
J.	Reports from College Groups .....	13
K.	Unfinished Business.....	13
L.	New Business .....	14-20
M.	Comments from Other Individuals or Groups .....	21
N.	Closed Session .....	21
O.	Reconvene to Open Session .....	21
P.	Adjournment.....	21

**A. CALL MEETING TO ORDER**

Pledge of Allegiance

**B. ROLL CALL**

Establishment of a Quorum

**C. RECOMMENDATION: ACTION - APPROVAL OF MINUTES**

The Governing Board hereby approves the Minutes of the Regular Meeting of March 12, 2002.

**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

Presentation of Phi Theta Kappa National Awards

3. Report of Vice President for Finance and Administrative Services

4. Report of Vice President for Human Resource Services

<b>CONSENT CALENDAR</b>
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***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 **March, 2002. Exhibit H-1**

**GIFT**

**2. RECOMMENDATION: ACTION – ACCEPT GIFT**

The Governing Board hereby accepts the following gift and directs that an appropriate letter of appreciation be sent to the donor:

- a. Annual flowers to be planted on campus, donated by **Altman Specialty**, 3742 Bluebird Canyon Road, Vista, California 92084. Total cash value as estimated by donor is \$450.40.

## TRAVEL

### 3. RECOMMENDATION: ACTION – APPROVE TRAVEL EXPENSES

The Governing Board hereby approves/ratifies travel expenses for the following persons:

- a. **Robert L. Dougherty, Jr., M.D.**  
Advanced Funds? Yes  
For: Mileage, parking, meals, lodging, registration, miscellaneous  
To attend: CCLC Annual Trustees Conference  
Location: Marina del Rey, California  
Date: May 3-5, 2002  
Amount: \$969.89  
Budget Acct. No.: 575200-11-111100-66100-10-2002-0000000
- a. **Silverio H. Haro, Ed.M.**  
Advanced Funds? Yes  
For: Mileage, parking, meals, lodging, registration, miscellaneous  
To attend: CCLC Annual Trustees Conference  
Location: Marina del Rey, California  
Date: May 3-5, California  
Amount: \$957.84  
Budget Acct. No.: 575200-11-111100-66100-10-2002-0000000

## BUSINESS SERVICES

### 4. RECOMMENDATION: ACTION – APPROVE PURCHASE ORDERS

The Governing Board hereby reviews and approves all purchase transactions and contracts entered into on behalf of the Palomar Community College District, totaling \$1,051,064.95 as outlined on **Exhibit H-4**. All purchases listed are made against the 2001-2002 fiscal-year budget.

## COMMUNITY SERVICES

### 5. RECOMMENDATION: ACTION – APPROVE COMMUNITY EDUCATION CLASSES, AGREEMENTS, AND PERSONNEL

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

#### Summer, 2002

- a. Presenter: Angelo, Sandra  
Name of Class: Practicing Animal Textures  
Effective: June 29, 2002  
Instructor Rate: \$183.84  
Fee to Student: \$39.00  
Terms: Minimum of 10 students

- b. Presenter: Angelo, Sandra  
Name of Class: So You Thought You Couldn't Draw Faces  
Effective: June 29, 2002  
Instructor Rate: \$137.88  
Fee to Student: \$39.00  
Terms: Minimum of 10 students
  
- c. Presenter: Angelo, Sandra  
Name of Class: So You Thought You Couldn't Draw Pets  
Effective: August 24, 2002  
Instructor Rate: \$137.88  
Fee to Student: \$39.00  
Terms: Minimum of 10 students
  
- d. Presenter: Gabbe, David  
Name of Class: Vegetarian Cooking – Soups & Salads  
Effective: July 28, 2002  
Instructor Rate: 35% of fees collected  
Fee to Student: \$35.00  
Terms: Minimum of 10 students
  
- e. Presenter: Shaefer, Silvia  
Name of Class: Write an Awesome Adventure (Ages 8-12 years)  
Effective: July 8 – July 31, 2002  
Instructor Rate: \$20.00 per student  
Fee to Student: \$49.00  
Terms: Minimum of 10 students
  
- f. Presenter: Southern California Reading and Math  
Name of Class: Online Reading and Math Skills (Grades K-8)  
Effective: June 1, 2002  
Instructor Rate: 70% of gross revenue  
Fee to Student: \$49.00  
Terms: Minimum of 1 student
  
- g. Presenter: Southern California Reading and Math  
Name of Class: Phonics and Math Skills (Grades 1-3)  
Effective: June 1, 2002  
Instructor Rate: 70% of gross revenue  
Fee to Student: \$199.00  
Terms: Minimum of 6 students
  
- h. Presenter: Southern California Reading and Math  
Name of Class: Accelerated Reading & Math (Grades 4-8)  
Effective: June 1, 2002  
Instructor Rate: 70% of gross revenue  
Fee to Student: \$199.00  
Terms: Minimum of 6 students
  
- i. Presenter: Southern California Reading and Math  
Name of Class: Basic Reading and Math (Grades 4-9)  
Effective: June 1, 2002  
Instructor Rate: 70% of gross revenue  
Fee to Student: \$199.00  
Terms: Minimum of 6 students

## FISCAL SERVICES

### 6. **RECOMMENDATION: ACTION – AUTHORIZE DRAWING NEW WARRANTS**

The Governing Board hereby authorizes the Disbursing Officer to draw new warrants as follows:

Warrant #76-051320, dated June 27, 2001, in the amount of \$615.42, to State of California Department of General Services, Master Contracts Division, 707 3<sup>rd</sup> Street, 10<sup>th</sup> Floor, West Sacramento, CA 95605. Voided due to stale dating.

Warrant #76-059264, dated September 27, 2001, in the amount of \$206.78, to Rich McCann, 690 Valeview Drive, Vista, CA 92083. Voided due to stale dating.

## PERSONNEL

### 7. **RECOMMENDATION: ACTION – RATIFY FY 2001-2002 SALARY SCHEDULE INCREASE FOR REGULAR CONTRACT CLASSIFIED EMPLOYEES REPRESENTED BY CCE/AFT LOCAL 4522**

The Governing Board of the Palomar Community College District hereby ratifies the FY 2001-2002 growth salary increase for regular contract classified employees represented by CCE/AFT Local 4522 that reflects the 3.41% increase per the Salary Enhancement Plan Agreement between the District and the employee group, effective retroactive to July 1, 2001.

### 8. **RECOMMENDATION: ACTION – RATIFY FY 2001-2002 SALARY SCHEDULE INCREASE FOR MEMBERS OF THE ADMINISTRATIVE ASSOCIATION AND SENIOR AND EXECUTIVE ADMINISTRATION**

The Governing Board of the Palomar Community College District hereby ratifies the FY 2001-2002 growth salary increase for members of the Administrative Association and Senior and Executive Administration that reflects the 3.66% increase per the Salary Enhancement Plan Agreement between the District and the employee groups, effective retroactive to July 1, 2001.

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

The Governing Board hereby ratifies the recommendation of the Superintendent/President to grant the following employee a \$50.00 per month stipend as a designated bilingual interpreter for the District:

- a. **DALIA LOPEZ**, Office Specialist, Human Resource Services, effective April 1, 2002.

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

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

- a.     **Position:**        **CHILD CARE OPERATIONS ASSISTANT**  
Name:                Carol A. Gidner  
Department:        Child Development Center  
Position #:         005713            New?:                No  
**Remarks:**        **Position increased from 11 to 12 months. Funded - 81% State  
Child Development, 19% District**  
Sal Grade/Stp:    **18/14**            Salary:             **\$3,217.52/month**  
% of position:    100%                No Mos:            12  
Effective:         June 1, 2002  
Account(s):        U-212200-364300-69200-0000000/19%  
                      U-212200-364300-69200-1633200/81%

**11. RECOMMENDATION: ACTION - RATIFY LEAVES OF ABSENCE**

- a.     The Governing Board hereby ratifies the recommendation of the Superintendent/President granting a **25% Personal Leave of Absence without pay and with no effect on benefits**, effective August 5, 2002, through May 23, 2003, to **James A. Luna**, Professor/Counselor, Counseling, Guidance, and Career Development.
- b.     The Governing Board hereby ratifies the recommendation of the Superintendent/President granting a **20% Personal Leave of Absence without pay and with no effect on benefits**, effective April 1, 2002, through May 24, 2002, to **Nicholas R. Green**, Instructional Support Assistant I, Computer Science/Information Systems.
- c.     The Governing Board hereby ratifies the recommendation of the Superintendent/President granting a **100% Maternity Leave of Absence without pay and with benefits**, effective May 1, 2002, through June 13, 2002, and a **100% Family Leave of Absence without pay and with benefits**, effective July 5, 2002, through September 30, 2002, to **Cynthia R. Martinez**, Financial Aid Advisor, Financial Aid and Scholarships.

**12. 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:**        **TECHNOLOGY TRAINING COORDINATOR**  
Department:        Human Resource Services  
Position #:         006203            New?:                Yes  
Remarks:         Funded – PFE. Update of personnel position file.  
Sal Grade/Stp:    **31/1**            Salary:             **\$3,309.40/month**  
% of position:    100%                # of Mos:            12  
Effective:         September 1, 2001  
Account(s):        A-212200-611100-66600-0611400/100%

**13. RECOMMENDATION: ACTION – RATIFY CLASSIFIED RECLASSIFICATIONS**

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

- a.     **Position:**       **STAFF ASSISTANT**  
Department:       Worksite Education  
Name:               Michelle L. LaVigueur  
Position #:        005830            New?:                No  
Remarks:         **Position was Administrative Secretary, placement 19/3.**  
                      **Funded - Worksite Education.**  
Effective:         January 1, 2002  
% of position:    100%               # of Mos:           12  
Sal Grade/Stp:   **23/3**               Salary:              **\$3,002.40/month**  
Account(s):       K-212200-356100-70100-1812510/100%
- b.     **Position:**       **CAMPUS SERVICES ASSISTANT**  
Department:       Palomar College at Escondido Center  
Name:               Pixie R. Valle  
Position #:        005866            New?:                No  
Remarks:         **Position was Education Center Assistant, placement 13/3**  
                      **Effective: January 1, 2002**  
% of position:    100%               # of Mos:           12  
Sal Grade/Stp:   **19/3**               Salary:              **\$2,722.16/month**  
Account(s):       A-212200-421100-62100-0000000/35%  
                      B-212200-354200-60910-0000000/65%
- c.     **Position:**       **STAFF ASSISTANT**  
Department:       Marketing Communications  
Name:               Barbara C. Anaya  
Position #:        005849            New?:                No  
Remarks:         **Position was Outreach Coordinator, placement 20/4**  
                      **Effective: January 1, 2002**  
% of position:    75%                # of Mos:           12  
Sal Grade/Stp:   **23/4**               Salary:              **\$2,365.18/month**  
Account(s):       A-212200-212200-67120-0000000/100%
- d.     **Position:**       **STAFF AIDE**  
Department:       Marketing Communications  
Name:               Mary T. Chase  
Position #:        005850            New?:                No  
Remarks:         **Position was Marketing Assistant, placement 15/4**  
                      **Effective: January 1, 2002**  
% of position:    45%                # of Mos:           12  
Sal Grade/Stp:   **20/4**               Salary:              **\$1,319.16/month**  
Account(s):       A-212200-212200-67120-0000000/100%

- e.     **Position:**       **VTEA BUDGET TECHNICIAN**  
Department:    Vocational Technology  
Name:            Vacant  
Position #:     006084                    New?:            No  
Remarks:       **Position was Administrative Secretary, grade 19.** Funded -  
                  80% VTEA IIC and 20% VTEA Tech Prep.  
Effective:      April 1, 2002  
% of position:  45%                    # of Mos:       12  
Sal Grade/Stp: **22/1**               Salary:           **\$1,196.19/month**  
Account(s):    K-212200-331300-60910-1112600/80%  
                  K-212200331300609101112640/20%
- f.     **Position:**       **SENIOR OFFICE SPECIALIST**  
Department:    Regional Occupational Programs  
Name:            Vacant  
Position #:     005812                    New?:            No  
Remarks:       **Position was Office Specialist, grade 10.**  
Effective:      April 1, 2002  
% of position:  100%                  # of Mos:       12  
Sal Grade/Stp: **14/1**               Salary:           **\$2,186.11/month**  
Account(s):    K-212200-337100-62100-1812080/100%
- g.     **Position:**       **SYSTEMS MODULE FUNCTIONAL SPECIALIST**  
Department:    Admissions, Records, and Veterans' Services  
Name:            Vacant  
Position #:     005465                    New?:            No  
Remarks:       **Position was Academic Evaluator/Advisor, grade 20**  
Effective:      May 1, 2002  
% of position:  100%                  # of Mos:       12  
Sal Grade/Stp: **35/1**               Salary:           **\$3,648.93/month**  
Account(s):    A-212200-422200-62100-0000000/100%

**14.    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:

- a.     **M. VICTORIA DE LA TORRE**, Benefits Specialist, Human Resource Services, effective March 23, 2002 (last day of employment was 3/22/02).
- b.     **MICHAEL J. LUCENTE**, Marketing Services Assistant, Educational Television, effective March 16, 2002 (last day of employment was 3/15/02).
- c.     **MARY I. PERRY**, Assistant Professor, Dental Assisting, effective May 25, 2002 (last day of employment will be 5/24/02).
- d.     **SHERRY A. POZZA**, Administrative Secretary, Vocational Technology, effective March 1, 2002 (last day of employment was 2/28/02).
- e.     **COURTNEY L. SAVARIA**, Education Center Assistant, Palomar College at Camp Pendleton, effective March 8, 2002 (last day of employment was 3/7/02).

**15. 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 I (receives the same fully employer-paid lifetime health benefits as provided to active employees and eligible dependents for life of the retiree) of the Retirement Health and Dental Plan approved by the Governing Board December 8, 1987:

- a. **RICHARD D. NATION**, Professor, Mathematics, effective May 25, 2002.
- b. **SANDRA L. SCHWENDLER**, Supervisor, Purchasing Services, effective June 29, 2002.

**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:

Lisa Kiess – Economics, History, & Political Science  
Janette Gomez – Performing Arts  
Kim Park – Public Safety

**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 Spring, Summer, and Fall, 2002 (day and/or evening); said adjunct faculty are not scheduled to teach more than a 60-percent load in a single semester:

**SPRING, 2002**

**COMPUTER SCIENCE & INFORMATION SYSTEMS**

Green, Nicholas	Computer Science & Information Systems	\$36.29
	A.A., Business Administration	
	B.S., Business Administration	
	2+ Years Experience	

**ECONOMICS, HISTORY, AND POLITICAL SCIENCE**

Keiss, Lisa	Economics	\$36.29
	B.A., Economics	
	2+ Years Experience	

**PUBLIC SAFETY**

Owens, Allen	Administrative Justice	\$36.29
	A.A., Sociology	
	2+ Years Experience	

Park, Kim	Fire Technology	\$36.29
	Coursework and 6+ Years Experience	

**SUMMER, 2002**

**GRAPHIC COMMUNICATIONS**

Arnold, Christina	Graphic Communications	\$36.29
	B.A., Political Science	
	2+ Years Experience	

**PERFORMING ARTS**

Gomez, Janette	Dance B.A., Spanish 2+ Years Experience	\$38.70
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**FALL, 2002**

**CHEMISTRY**

Frigo, Reno	Chemistry B.S., Chemistry M.S., Natural Science California Community College Instructor Credential – Chemistry	\$37.49
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**18. RECOMMENDATION: ACTION – APPROVE CHILD DEVELOPMENT CENTER COORDINATOR EMPLOYMENT**

The Governing Board hereby ratifies the recommendation of the Superintendent/President regarding the employment of the following Child Development Center Coordinator, at the rate indicated for the Spring, 2002, semester:

Keinath, Pamela	Coordinator B.A., Home Economics 2 + Years Experience	\$15.87
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**19. RECOMMENDATION: ACTION – RATIFY REHIRING OF PROBATIONARY FACULTY**

The Governing Board of the Palomar Community College District hereby ratifies the recommendation of the Superintendent/President regarding the **rehiring for the 2002-2003 academic year** the following as **second-year probationary faculty members**:

Rosa Antonecchia	Counseling, Guidance, and Career Development
Karan Huskey	Counseling, Guidance, and Career Development
Patrick O'Brien	Extended Opportunity Programs and Services
Renee Roth	Financial Aid and Scholarships

**20. RECOMMENDATION: ACTION - RATIFY ACADEMIC EMPLOYMENT**

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

a.     Name:           **LYNDA G. HALTTUNEN**  
        Position:       Associate Professor/Counselor  
        Department:   Counseling, Guidance and Career Development  
        Position #:     006244           New?:           Yes  
        Remarks:      Position approved 12/11/01; reassignment for Ms. Halttunen.  
        Sal Rng/Stp:   **C/21**           Salary:         **\$6,669.36/month**  
        % of Position:  100%           # of Mos:       11  
        Effective:      July 1, 2002  
        Account #(s):  A-122100-462100-63100-0000000/100%

**21. RECOMMENDATION: ACTION – RATIFY ADMINISTRATIVE RECLASSIFICATION**

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

- a.     **Position:**        **DEAN OF COUNSELING/MATRICULATION**  
Department:        Counseling, Guidance, and Career Development  
Name:                Judith E. Eberhart  
Position #:         **005509**            New?:                No  
Remarks:           **Title change only; title was Dean of Counseling, Guidance,  
and Career Development**  
Effective:           July 1, 2002  
% of position:      100%                # of Mos:           12  
Sal Grade/Stp:     **75/11**  
Account(s):         A-123100-462100-63100-0000000/100%

**22. 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:            **JULIE A. ANGUIANO**  
Position:            Instructional Support Assistant II  
Department:         Reading Services  
Position #:          005169            New?:                No  
Remarks:            Replacement for Delores Clark; promotion for Ms. Anguiano.  
Sal Rng/Stp:        **22/1**            Salary:             **\$2,658.21/month**  
% of Position:      100%                # of Mos:           11  
Effective:           March 12, 2002  
Account #(s):       A-221000-328200-4930T-0000000/100%  
Note:                Normal work schedule: Monday and Tuesday, 1:00 pm - 9:30 pm; Wednesday, Thursday, and Friday, 8:00 am - 4:30 pm; plus at least one Saturday in lieu of Friday per month; 3% salary differential will be paid for hours worked between 6:00 pm and 10:00 pm.
- b.     Name:            **DENNIS J. CASEY**  
Position:            Academic Department Assistant  
Department:         Computer Science & Information Systems  
Position #:          005363            New?:                No  
Remarks:            Replacement for Patricia Draggaman  
Sal Rng/Stp:        **19/1**            Salary:             **\$2,469.83/month**  
% of Position:      100%                # of Mos:           12  
Effective:           March 12, 2002  
Account #(s):       A-212200-358100-60910-0000000/100%
- c.     Name:            **SUE A. MACARCHUK**  
Position:            Academic Department Assistant  
Department:         Dental Assisting  
Position #:          005705            New?:                No  
Remarks:            Replacement for Bonnie Williams  
Sal Rng/Stp:        **19/1**            Salary:             **\$1,111.42/month**  
% of Position:      45%                 # of Mos:           10  
Effective:           March 20, 2002  
Account #(s):       A-212200-344100-60910-0000000/100%

- d.     Name:           **MICHELLE GRACE**  
          Position:       Senior Office Specialist  
          Department:   Educational Television  
          Position #:    005068           New?:           No  
          Remarks:     Replacement for Dea Anna Craig; funded - 50% ETV, 25%  
                          CCCSAT and 25% e-Conferencing.  
          Sal Rng/Stp:   **14/1**           Salary:        **\$2,186.11/month**  
          % of Position: 100%           # of Mos:     12  
          Effective:     March 18, 2002  
          Account #(s): A-212200-318100-61320-0000000/50%  
                          K-212200-318100-61320-1612190/25%  
                          K-212200-318100-61320-1612191/25%
- e.     Name:           **JORGE PIMENTEL**  
          Position:       Custodian I  
          Department:   Custodial Services  
          Position #:    005662           New?:           No  
          Remarks:     Replacement for Gary Bergman; reinstatement for Mr. Pimentel.  
          Sal Rng/Stp:   **8/7**           Salary:        **\$2,369.83/month**  
          % of Position: 100%           # of Mos:     12  
          Effective:     March 19, 2002  
          Account #(s): A-212200-542200-65300-0000000/100%  
          Note:         Normal work schedule: Monday - Thursday, 10:00 pm - 6:30  
                          am; Friday, 5:00 pm - 1:30 am; 3% salary differential will be paid  
                          for hours worked between 6:00 pm and 10:00 pm; 5% salary  
                          differential will be paid for hours worked between 10:00 pm and  
                          6:00 am.
- f.     Name:           **STEPHANIE A. GONZALES**  
          Position:       Marketing Services Assistant  
          Department:   Educational Television  
          Position #:    006248           New?:           Yes  
          Remarks:     Position approved on 1/22/02; funded - 50% CCCSAT and  
                          50% e-Conferencing.  
          Sal Rng/Stp:   **20/1**           Salary:        **\$2,531.46/month**  
          % of Position: 100%           # of Mos:     12  
          Effective:     April 1, 2002  
          Account #(s): K-212200-318100-61320-1612190/50%  
                          K-212200-318100-61320-1612191/50%
- g.     Name:           **ESTELA GIBSON**  
          Position:       Instructional Support Assistant I  
          Department:   Reading Services  
          Position #:    005170           New?:           No  
          Remarks:     Replacement for Julie Anguiano; voluntary demotion for Ms.  
                          Gibson.  
          Sal Rng/Stp:   **16/2**           Salary:        **\$2,410.54/month**  
          % of Position: 100%           # of Mos:     11  
          Effective:     April 15, 2002  
          Account #(s): A-221000-328200-4930T-0000000/100%

- h. Name: **STEVEN R. RUST**  
Position: Outreach Coordinator  
Department: Student Support Programs/GEAR UP  
Position #: 006238 New?: Yes  
Remarks: Position approved 10/8/01; funded - GEAR UP.  
Sal Rng/Stp: **20/2** Salary: **\$2,658.21/month**  
% of Position: 100% # of Mos: 12  
Effective: April 30, 2002  
Account #(s): K-212200-471200-64990-1112320/100%
- i. Name: **JULIE K. THURSTON-DONAGHY**  
Position: Senior Office Specialist  
Department: College Health Services  
Position #: 005853 New?: No  
Remarks: Replacement for Estela Gibson; funded - Student Health Fees.  
Sal Rng/Stp: **14/1** Salary: **\$2,186.11/month**  
% of Position: 100% # of Mos: 12  
Effective: April 22, 2002  
Account #(s): K-212200-474100-64400-1812090/100%

<b>Resumption of REGULAR AGENDA</b>
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**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 - RENEW MEMORANDUM OF UNDERSTANDING BETWEEN PALOMAR COMMUNITY COLLEGE DISTRICT AND PALOMAR COLLEGE FOUNDATION TO AUTHORIZE THE FOUNDATION THE FUND-RAISING AND FISCAL RESPONSIBILITY OF THE COLLEGE'S SCHOLARSHIP PROGRAM**

The Governing Board hereby renews the memorandum of understanding between the Palomar Community College District and **Palomar College Foundation** to continue an agreement established in 1998 to authorize the Foundation the fund-raising and fiscal responsibility of the College's **scholarship program**.

Under this arrangement, the Foundation will continue to:

1. Coordinate and conduct all activities (fund raising, soliciting donors, cultivating donors) relative to securing, maintaining, and increasing scholarship funds.
2. Establish scholarship criteria, selection, award amounts, and disbursement guidelines with donors.
3. Maintain receipt of funds and records for respective donor scholarship programs.
4. Prepare and distribute all scholarship checks to scholarship recipients; distribute to scholarship recipients checks received at the College that are made payable directly to the recipient.
5. Send award acknowledgment letters with checks to scholarship recipients.
6. Coordinate scholarship recipient donor thank-you letters.
7. Solicit current donors to increase scholarship funds and establish new donor scholarships.
8. Maintain bank and investment accounts in accordance with donor's stipulations.
9. Plan, organize, and conduct annual scholarship awards night.
10. Maintain and update database of donors and potential donors.

In addition, the Foundation agrees to maintain applicable records, financial transactions and investments within generally accepted accounting principles and under the appropriate California Government Code. The Foundation agrees to hold the College harmless, defend the College, and pay for any judgment for the negligence of the Foundation or Foundation employees.

Under this arrangement, the District will continue to:

1. Coordinate Scholarship Committee that has the responsibilities of selecting recipients according to the donor criteria; participating in the scholarships awards night ceremony activities, such as announcing awards and recipients to the donors, families, and audience.
2. Actively market scholarship opportunities to a wide variety of potential and current students at feeder schools and off-campus centers.
3. Communicate, educate, and assist current and potential students in obtaining scholarships offered at the College and from various outside sources.
4. Remit \$25,000 to the Foundation for services rendered under this agreement.

This arrangement shall be in effect for one year, beginning April 10, 2002. If at the end of one year, the College wishes to continue this arrangement, the College shall process a new agreement for a subsequent new year. The College shall be the sole determinant in the renewal of this agreement. **Exhibit L-1**

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

The Governing Board hereby reviews and approves the Palomar Community College District's **Five-Year Construction Plan** as outlined on **Exhibit L-2**, which is on file and available for review in the President's Office.

3. **RECOMMENDATION: ACTION – SCHEDULE GOVERNING BOARD WORKSHOP FOR MAY 28, 2002**

The Governing Board hereby schedules a **workshop on May 28, 2002**, at 7 p.m., in the Governing Board Room, for the purpose of discussing the possible future location of centers.

4. **RECOMMENDATION: ACTION – SET COMPENSATION FOR NON-VOTING STUDENT TRUSTEE FOR 2001-2002**

The Governing Board of the Palomar Community College District in accordance with Board Policy 11.1, hereby sets the **compensation for the non-voting Student Trustee** for 2002-2003 at \$420.00 per month.

5. **RECOMMENDATION: ACTION – CAST BALLOT FOR CCCT BOARD OF DIRECTORS ELECTION – 2002**

The Governing Board of the Palomar Community College District hereby casts its ballot in favor of no more than eleven of the following candidates for membership on the **CCCT Board** of the Community College League of California:

- \_\_\_\_\_ Kay Albiani, Los Rios CCD\*
  - \_\_\_\_\_ Michael R. Adams, Antelope Valley CCD
  - \_\_\_\_\_ Carolyn Batiste, MiraCosta CCD\*
  - \_\_\_\_\_ Lewis S. Braxton, Merced CCD\*
  - \_\_\_\_\_ Judi Beck, Shasta-Tehama-Trinity Joint CCD\*
  - \_\_\_\_\_ Xavier Tafoya, Yuba CCD
  - \_\_\_\_\_ Rebecca Garcia, Cabrillo CCD\*
  - \_\_\_\_\_ Anita Grier, San Francisco CCD\*
  - \_\_\_\_\_ William G. McGinnis, Butte-Glenn CCD\*
  - \_\_\_\_\_ Georgia L. Mercer, Los Angeles CCD
  - \_\_\_\_\_ Charles D. Meng, Napa Valley CCD
  - \_\_\_\_\_ Maxine Moore, Victor Valley CCD\*
  - \_\_\_\_\_ Walt Howald, Coast CCD
  - \_\_\_\_\_ Andre Quintero, Rio Hondo CCD
  - \_\_\_\_\_ John H. Weed, Fremont Neward CCD
  - \_\_\_\_\_ Timothy L. Caruthers, Grossmont-Cuyamaca CCD
  - \_\_\_\_\_ Carole Currey, Santa Monica CCD\*
  - \_\_\_\_\_ Marie Kiersch, San Luis Obispo County, CCD
  - \_\_\_\_\_ Donald L. Singer, San Bernardino CCD
- \* denotes incumbent

6. **RECOMMENDATION: ACTION – APPROVE SABBATICAL LEAVES**

The Governing Board hereby approves the following 2002-2003 **sabbatical leaves**:

**Full Year, 2002-2003**

Karen Huffman, Behavioral Sciences Department

**Fall, 2002**

Mark Clark, Mathematics Department  
Jose Esteban, Economics, History, and Political Science  
Jim Gilardi, Life Sciences Department  
Martha Martinez, Mathematics Department  
Carlton Smith, English Department  
Joe Stanford, Performing Arts Department  
Katie Townsend-Merino, Behavioral Sciences Department

**Spring, 2003**

Cynthia Anfinson, Mathematics Department  
Robert Gilson, Performing Arts Department  
Brent Gowen, English Department  
Douglas Key, Earth Sciences Department  
Wendy Metzger, Mathematics Department  
Bruce Orton, English Department  
James Pesavento, Earth Sciences Department  
Janet Rightmer, Counseling Department and Articulation  
Sherry Titus, Physical Education Department and Athletics Department  
April Woods, Counseling Department and Transfer Center

**7. RECOMMENDATION: ACTION – RECOGNIZE FACULTY APPRECIATION WEEK**

**WHEREAS**, the Faculty provides valuable services to Palomar College students; and

**WHEREAS**, the Faculty contribute to the establishment and promotion of a positive learning environment, and

**WHEREAS**, the Faculty play a vital role in achieving the mission of Palomar College; and

**WHEREAS**, Palomar College's Faculty strives for excellence in all areas relative to the educational community;

**THEREFORE, BE IT RESOLVED**, That the Governing Board of the Palomar Community College District hereby recognizes **May 5-11, 2002**, as **Faculty Appreciation Week**, in conjunction with **California's 20<sup>th</sup> Annual Day of the Teacher**, and hereby honors our Faculty for their efforts on behalf of our students.

**8. RECOMMENDATION: ACTION - RECOGNIZE CLASSIFIED EMPLOYEES WEEK**

**WHEREAS**, Classified employees provide valuable services to Palomar College students; and

**WHEREAS**, Classified employees contribute to the establishment and promotion of a positive learning environment, and

**WHEREAS**, Classified employees play a vital role in achieving the mission of Palomar College; and

**WHEREAS**, Classified employees of Palomar College strive for excellence in all areas relative to the educational community;

**THEREFORE, BE IT RESOLVED**, That the Governing Board of the Palomar Community College District hereby recognizes and wishes to honor the contribution of the classified employees of Palomar College to quality education at Palomar College and recognizes the week of **May 19-25, 2002**, as **Classified Employees Week**.

9. **RECOMMENDATION: ACTION - RECEIVE BIDS AND AUTHORIZE AGREEMENT FOR DIGITAL VIDEO COMPUTER SERVER SYSTEM**

The following bid was received by the Palomar Community College District from the firms indicated in response to Notice to Bidders published on February 28 and March 7, 2002:

**BIDDER**

Harris Corporation  
Sunnyvale, California

**Harris Corporation** is hereby found to be the lowest responsive bidder to the Palomar Community College District on the aforesaid **Digital Video Computer Server System**, and an agreement per the attached price schedule, **Exhibit L-9**, is hereby authorized between this company and the District, subject to compliance with all insurance requirements. Funding Source: CCCSAT Equipment Account

10. **RECOMMENDATION: ACTION - RECEIVE BIDS AND AUTHORIZE AGREEMENT FOR PRINTING OF CLASS SCHEDULES**

The following bid was received by the Palomar Community College District from the firms indicated in response to Notice to Bidders published on March 7 and March 13, 2002:

**BIDDER**

Westminster Press  
Westminster, California

**Westminster Press** is hereby found to be the lowest responsive bidder to the Palomar Community College District on the aforesaid **printing of Palomar College Class Schedules**, and an agreement per attached price schedule, **Exhibit L-10**, is hereby authorized between this company and the District, subject to compliance with all insurance requirements. Funding Source: Marketing Communications Printing Account

11. **RECOMMENDATION: ACTION - APPROVE ISSUANCE OF 2002 TAX AND REVENUE ANTICIPATION NOTES AND PARTICIPATION IN COMMUNITY COLLEGE LEAGUE OF CALIFORNIA CASH FLOW FINANCING PROGRAM**

**BE IT RESOLVED, THAT** the Governing Board of the Palomar Community College District hereby approves issuance of **2002 Tax and Revenue Anticipation Notes** (hereinafter "TRANS") in an amount not to exceed \$2,500,000.00 dated July 1, 2002, with maturity not to exceed thirteen (13) calendar months thereafter, through the statewide financing program sponsored by the Community College League of California; and the Assistant Superintendent/Vice President, Finance and Administrative Services, and Director, Fiscal Services, alone, or such other official of the District as the Assistant Superintendent/Vice President, Finance and Administrative Services shall designate, are hereby authorized and directed, for and in the name and on behalf of the District to execute all documents, including but not limited to, the Note Purchase Agreement, including the Pricing Confirmation, and the 2002 Tax and Revenue Anticipation Note, in substantially the form presented herewith, and to execute, deliver, and record all documents requiring same, to all required and interested parties; true and correct copies of all documents referred to herein, are approved in substantially this same form as presented, are on file with the Secretary to the Board, and the terms thereof are incorporated by this reference and made a part of this Resolution. **Exhibit L-11**

**12. RECOMMENDATION: ACTION - APPROVE AUTHORIZED REPRESENTATIVES TO ACQUIRE FEDERAL SURPLUS PROPERTY**

The Governing Board of the Palomar Community College District hereby approves the renewal of eligibility for the District to participate in the **Federal Surplus Property Program** operated by the State of California Department of General Services, State Agency for Surplus Property and hereby designates the following District personnel as authorized representatives to acquire federal surplus property from the California State for Surplus Property:

Dr. Sherrill L. Amador, Superintendent/President  
Jerry R. Patton, Assistant Superintendent/Vice President for Finance and Administrative Services  
Ben Echeverria, Office of Counsel, Contracts, and Special Projects

**13. RECOMMENDATION: ACTION - APPROVE MEMORANDUM OF UNDERSTANDING WITH SAN MARCOS UNIFIED SCHOOL DISTRICT**

The Governing Board of the Palomar Community College District hereby approves a Memorandum of Understanding with the **San Marcos Unified School District**, effective May 1, 2002, to provide **Matriculation and Counseling-related services** at San Marcos High School. Palomar College will place up to twenty-four (24) computers at San Marcos High School for on-line applications, assessment, orientation, and registration on-line. The term of the MOU shall be three years, commencing on May 1, 2002, and terminating May 1, 2005. Cost of computers shall be \$30,926.94, purchased through Matriculation's equipment account. **Exhibit L-13**

**14. RECOMMENDATION: ACTION – APPROVE FINAL ACCEPTANCE OF WORK COMPLETED ON ARCHITECTURAL BARRIER REMOVAL PROJECT; AUTHORIZE RELEASE OF BID SECURITY; IN THIRTY-FIVE DAYS, RELEASE THE BONDS AND RECORD NOTICE OF COMPLETION**

The Governing Board of the Palomar Community College District hereby **accepts the construction work on the Architectural Barrier Removal Project** on the San Marcos campus in accordance with the bid awarded by the Palomar Community College District, on December 11, 2001, to **White Construction, Inc.** (the "Contractor"), 5937 Darwin Court, Suite 100, Carlsbad, California 92009, and that the project is hereby found to be completed; that the Superintendent/President is authorized to execute and file the Notice of Completion including execution of the verification as Secretary of the Governing Board; that the total amount of this contract is \$434,891.00; that all money due and owing to the Contractor, with the exception of the five per cent (5%) retention of \$21,744.55, (the "Retention") be paid; and that, following the expiration of thirty-five (35) calendar days from the date of this action, the Retention be paid to the Contractor, providing no liens are filed within this period; and that the bid security posted by White Construction, Inc., be returned to this Contractor and all other bonds be released within the time and in the manner as provided by law.

**15. RECOMMENDATION: ACTION - APPROVE CHANGE OF NAME ON TAX-SHELTERED ANNUITY PROVIDER FROM CALFARM LIFE INSURANCE COMPANY TO CALAMERICA LIFE INSURANCE COMPANY**

The Governing Board of the Palomar Community College District hereby authorizes and approves the change of name on the agreement between the Palomar Community College District and **CalFarm Life Insurance Company**, changing the name of the tax-sheltered annuity provider to **CalAmerica Life Insurance Company**, including the authorization to execute a replacement agreement with CalAmerica Life Insurance Company, effective March, 2002.

The aforesaid change in name shall not result in any cost to the Palomar Community College District, and the agreement may be canceled by either CalAmerica Life Insurance Company or the College District upon thirty (30) days' prior written notice.

**16. RECOMMENDATION: ACTION - APPROVE CHANGE OF NAME ON TAX-SHELTERED ANNUITY PROVIDER FROM ARAGON FINANCIAL SERVICES TO VERITRUST FINANCIAL**

The Governing Board of the Palomar Community College District hereby authorizes and approves the change of name on the agreement between the Palomar Community College District and **Aragon Financial Services, Inc.**, to **Veritrust Financial, L.L.C.**, changing the name of the tax-sheltered annuity provider to Veritrust Financial, L.L.C., including the authorization to execute a replacement agreement with Veritrust Financial, L.L.C., effective March, 2002.

The aforesaid change in name shall not result in any cost to the Palomar Community College District, and the agreement may be canceled by either Veritrust Financial, L.L.C., or the College District upon thirty (30) days' prior written notice.

**17. RECOMMENDATION: ACTION - APPROVE AMENDMENT TO AGREEMENT WITH CENTER OF LANGUAGES TO CONDUCT WEEKEND SPANISH IMMERSION CLASSES IN ENSENADA, BAJA CALIFORNIA, MEXICO**

The Governing Board of the Palomar Community College District hereby approves an agreement between the Palomar Community College District and the **Center of Languages**, 5666 La Jolla Blvd., Suite 116, La Jolla, California 92037, for the purpose of the District conducting weekend Spanish Immersion classes, a study abroad program, in Ensenada, Baja California, Mexico, during the 2002-2003 academic calendar year and in subsequent years, pending annual review by District staff and Governing Board approval.

**18. RECOMMENDATION: ACTION - APPROVE AGREEMENT WITH FORESTER INSTITUTO INTERNACIONAL TO OFFER SPANISH CLASSES IN SAN JOSE, COSTA RICA**

Palomar Community College District hereby approves an agreement between the Palomar Community College District and **Forester Instituto Internacional**, San Jose, Costa Rica, for the purpose of allowing the District's Foreign Languages department to conduct Spanish classes in a study abroad program during the 2002-2003 academic calendar year.

**19. RECOMMENDATION: ACTION - APPROVE AGREEMENT WITH JOURNEYS OF DISCOVERY FOR STUDY ABROAD PROGRAM IN MEXICO, JANUARY, 2003**

The Palomar Community College District hereby approves an agreement between the Palomar Community College District and **Journeys of Discovery**, 4025 Camino del Rio South, Suite 200, San Diego, California 92108, for the purpose of conducting a Study Abroad Program in Playa del Carmen in the Yucatan area of Mexico, January 4-18, 2003. Classes will be offered in Spanish 50, 105, 106, 115, 116, 225, and 296. Program price is \$860.00, plus airfare, and shall be paid by program participants and not from District funds. **Exhibit L-19**

**20. RECOMMENDATION: ACTION - APPROVE AGREEMENT WITH ARAMARK EDUCATIONAL SERVICES, INC., FOR MANAGEMENT AND OPERATION OF PALOMAR COLLEGE FOOD SERVICE OPERATION**

The Governing Board of the Palomar Community College District hereby accepts the proposal of **Aramark Educational Services, Inc.**, dated March 25, 2002, to operate and manage Palomar College's **food service operation**, pursuant to which proposal Aramark guarantees the District a minimum of \$435,200.00 to be paid in two equal payments of \$217,600.00 in year 4 and year 5 of the agreement, or a percentage of 10% over \$2M of gross revenues generated from all sales in year 4 and year 5, whichever is greater. Aramark will invest \$500,000.00 for kitchen remodel, tenant improvements, and equipment in the Palomar College food service area.

A five-year agreement, with option exercisable by the District to renew for an additional five- (5) year period, be and is hereby approved between the Palomar Community College District and Aramark Educational Services, Inc., for the management and operation of the Palomar College food service operation, including all existing food service operations conducted on the San Marcos campus and at off-site locations, effective June 1, 2002, based upon the terms of the proposal stated above, and upon such other terms and conditions as may be agreed to by the District and Aramark Educational Services, Inc., with specific reference to the requirements of the Request for Proposal issued by the District on or about February 25, 2002. **Exhibit L-20**

**21. RECOMMENDATION: ACTION - APPROVE AGREEMENTS WITH NORTH COUNTY FIRE DEPARTMENTS**

The Governing Board (hereinafter "District") hereby ratifies and approves agreements with Nine (9) North County Fire Departments (hereinafter the "Fire Departments") identified in the back-up memorandum pursuant to which the District offers two hundred and forty (240) hours of in-service training courses (7.5 units per year) for employees of the Fire Departments. The Fire Departments shall furnish qualified instructors, and provide facilities and equipment, all at no cost to the District. The District shall provide a forty-five percent (45%) Fire Technology Supervisor and a full-time Senior Office Specialist to coordinate the services. The District is expected to generate approximately two hundred and thirty-three (233) FTES per year and shall reimburse the Fire Departments Two Dollars & Fifty Cents (\$2.50) per contact hour for services and materials supplied by the Departments, with the District netting approximately Four Hundred and Ninety-Eight Thousand, Five Hundred Eighty-Five Dollars (\$498,585.00) per year in revenue from these offerings. **Exhibit L-21**

**22. RECOMMENDATION: ACTION – APPROVE AGREEMENT FOR ENERGY CONSERVATION SERVICES AND EQUIPMENT**

On April 2, 2002, the Governing Board received proposals from three (3) vendors identified in the back-up information, responding to a Request for Proposals for **Energy Conservation Services and Equipment** to be furnished and installed on the San Marcos Campus of the District in accordance with California Government Code Section 4217.10 et seq. The Board hereby authorizes a contract with **Cal-Air, Inc.**, subject to receipt of all required bonding and insurance certificates and a final agreement of the terms and conditions of which comply with the applicable energy-saving standards as provided by law, and is within available funding. **Exhibit L-22**

**23. INFORMATION: SYSTEM INVOLVEMENT IN 2003-2004 BUDGET PACKAGE – DISTRICT REVIEW AND RECOMMENDATIONS**

Board members will be asked for input on this matter. **Exhibit L-23**

**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: Palomar College Escondido Center

**O. RECONVENE TO OPEN SESSION**

**P. ADJOURNMENT**