



GOVERNING BOARD AGENDA
REGULAR MEETING, GOVERNING BOARD
PALOMAR COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD ROOM, STUDENT SERVICES CENTER
COLLEGE CAMPUS
SAN MARCOS, CALIFORNIA
TUESDAY, SEPTEMBER 10, 2002
6:00 P.M. (CLOSED SESSION) - 7:00 P.M. (OPEN SESSION)

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 Open Session of 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 (6 p.m.)	2
B.	Roll Call	2
BB.	Closed Session	2
BBB.	Open Session (7 p.m.).....	2
BBBB.	Public Hearing – Proposed 2002-2003 Budget.....	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.....	2-3
H.	Consent Calendar	3-16
I.	Action on Items Removed from Consent Calendar	16
J.	Reports from College Groups	16
K.	Unfinished Business	16
L.	New Business	16-20
M.	Comments from Other Individuals or Groups.....	20
N.	Closed Session	20-21
O.	Reconvene to Open Session	21
P.	Adjournment	21

A. CALL MEETING TO ORDER

B. ROLL CALL

Establishment of a Quorum

BB. 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.

BBB. RECONVENE TO OPEN SESSION

Pledge of Allegiance

BBBB. PUBLIC HEARING - PROPOSED 2002-2003 BUDGET

1. **PRESENTATION OF PROPOSED 2002-2003 BUDGET**
2. **OPEN PUBLIC HEARING ON PROPOSED 2002-2003 BUDGET**
3. **CLOSE PUBLIC HEARING**
4. **RECOMMENDATION: ACTION - APPROVE ADOPTION OF ANNUAL FINANCIAL AND BUDGET REPORT**

BE IT RESOLVED, That the Palomar Community College District **Annual Financial and Budget Report**, (Financial Report for Fiscal Year 2001-2002, Budget Report for Fiscal Year 2002-2003) be approved. **Exhibit BBBB-4**

C. RECOMMENDATION: ACTION - APPROVAL OF MINUTES

The Governing Board hereby approves the Minutes of the Regular Meeting of August 13, 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
 - a. Introduction of New Faculty Members
2. Report of Vice President for Student Services

3. Report of Vice President for Finance and Administrative Services
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. CONSENT CALENDAR

GIFTS

1. 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. Glass for use in the Art Department, donated by **Don Gilbert**, 1702 Elevado Street, Vista, California 92084. Cash value as estimated by donor is \$300.00.
- b. Two waterbed mattresses for use as outdoor play equipment in the Child Care Center, donated by **Pam Pretz**, 3223 Valley Glen, Oceanside, California 92056. Cash value as estimated by donor is \$150.00.
- c. Telemetry Transmitter Boxes (4) and Five-Lead Snap Sets (4) for use in the Nursing Department, donated by **Kathy Rogers** of Philips Medical Systems, 3000 Minuteman Road, Andover, Massachusetts 01810. Cash value as estimated by donor is \$3,608.00.
- d. Brother Electric Typewriter, Typewriter Stand, Typewriter Supplies for use in the Communications Department, donated by **Norene Murphy Hokett**, 6957 Wilding Place, Riverside, California 92506. Cash value as estimated by donor is \$100.00.
- e. Printmaking Supplies for Printmaking Classes, donated by **Art Hopkins**, 29937 Miller Lane, Valley Center, California 92082. Cash value as estimated by donor is \$1,390.00.

TRAVEL

2. RECOMMENDATION: ACTION – APPROVE TRAVEL EXPENSES

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

- a. **Robert L. Dougherty, Jr., M.D.**

Advanced Funds?	Yes
For:	Mileage, miscellaneous
To attend:	Inland Valley Trustee & CEO Association Meeting
Location:	Riverside City College
Date:	September 20, 2002
Amount:	\$108.40
Budget Acct. No.:	575200-11-111100-66100-10-2003-0000000

FISCAL SERVICES

3. RECOMMENDATION: ACTION – APPROVE REVOLVING CASH EXPENDITURES

The Governing Board hereby approves the **Revolving Cash Expenditures** for the month of July, 2002. **Exhibit H-3**

4. RECOMMENDATION: ACTION – APPROVE CALIFORNIA COMMUNITY COLLEGES QUARTERLY FINANCIAL STATUS REPORT

The Governing Board hereby approves the **California Community Colleges Quarterly Financial Status Report (CCFS-311Q)** for the quarter ending **June 30, 2002**. **Exhibit H-4**

5. RECOMMENDATION: ACTION – APPROVE DRAWING NEW WARRANTS

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

- a. Warrant #76-059682, dated October 11, 2001, in the amount of \$63.00, to Stan Wichowski, 7314 Lily Place, Carlsbad, California 92009. Voided due to stale dating.
- b. Warrant #76-062984, dated November 15, 2001, in the amount of \$24.75, to Andre P. Garday, 12947 Ramona Avenue, Chino, California 91710. Voided due to stale dating.

BUSINESS SERVICES

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

The Governing Board hereby reviews and approves all purchase transactions and contracts entered into on behalf of the Palomar Community College District, as detailed on information spreadsheet **Exhibit H-6**. All purchases listed are made against the 2002-2003 fiscal year budget.

Re-Encumbered				
FY 2002 PO's	0300020	through	0300036	\$ 46,790.33
Purchase Orders	0340031	through	0340102	\$ 192,413.71
Travel	0350018	through	0350028	\$ 3,756.00
Advertising/Increases	0360004	through	0360005	\$ 1,153.00
Agreement/Services	0370063	through	0370110	\$ 654,223.18
Repairs	0375015	through	0375027	\$ 160,732.90
Agreement/Annual	0380044	through	0380086	\$ 364,949.92
Utilities	0395024	through	0395023	\$ 97,297.44
Procurement Card	Time Period: 07/23/02 – 08/22/02			\$ 161,596.53
	Total			<u>\$1,682,913.01</u>

PERSONNEL

7. 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 **August, 2002**. **Exhibit H-7**

8. RECOMMENDATION: ACTION - RATIFY ASSIGNED TIME AND STIPENDS

The Governing Board hereby ratifies the recommendation of the Superintendent/President regarding continuing the current practice of granting **assigned time and stipends** for faculty for the 2002-2003 academic year:

Name	Position	%	Stipend
Crouthamel, Steven	Chair, American Indian Studies	20%	\$3810
Reed, Barry	Chair, Art	30%	\$2158.50
Schultz, Jay	Chair, Art	30%	\$2158.50
Humphrey, Terry	Chair, Behavioral Sciences	40%	\$4317
Dowd, Bonnie Ann	Chair, Business Education	60%	\$4317
Groschwitz, Edwin	Chair, Chemistry	20%	\$3810
Studinka, Diane	Chair, Child Development	20%	\$3810
Stachelek, Paul	Chair, Communications	40%	\$4064
Smith, Anthony	Chair, Computer Science/Info Systems	60%	\$4317
McDonough, Bruce	Chair, Cooperative Education	20%	\$3810
Barr, Rebecca	Chair, Counseling	20%	\$4168.20
Trujillo, Alan	Chair, Earth Sciences	40%	\$4064
Drinan, Mary Ann	Chair, Economics, History, & Poli. Sci.	60%	\$4317
Moffat, Deborah	Director, Emergency Medical Education	40%	\$4064
Quintero, Jack	Chair, English	60%	\$4317
Henson, Lynne	Chair, English as a Second Language	60%	\$4317
Galli, Nancy	Chair, Family & Consumer Sciences	20%	\$3810
Evans, Martha	Chair, Foreign Languages	60%	\$4317
Payn, Lillian	Chair, Graphic Communications	20%	\$3810
Thompson, Sara	Chair, Life Sciences	60%	\$4317
Wiestling, Jay	Chair, Mathematics	80%	\$4571
Valdez, John	Chair, Multicultural Studies	20%	\$3810
Clyne, Kathleen	Chair, Nursing Education	60%	\$4317
Gilson, Robert	Chair, Performing Arts	60%	\$4317
Vetter, Robert	Chair, Physical Education	60%	\$4317
Nakajima, Takashi	Chair, Physics & Engineering	20%	\$3810
Levy, Stanley	Director, Reading Services	20%	\$3810
Mills, Patrick	Chair, Speech Comm./Forensics/ASL	40%	\$4064
Reiss, Anne	Chair, Trade & Industry	60%	\$4317
Arguello, Michael	Academic Tech. Resources Coordi.	80%	
deBarros, Philip	Archaeology Coordinator	20%	
Gach, Peter	Artist in Residence – President’s Assoc.	40%	
Garlow, Katheryn	Coordinator, Professional Development	80%	
Voth, Anne	Coordinator, Tenure and Eval. Review	80%	
Crossen, Jon	Coordinator, Wellness Fitness Center	25%	
Laughlin, Teresa	Curriculum Committee Co-Chair	20%	
Versaci, Rocco	Director, English Lab	50%	
Chakkanakuzhi, Mathews	Director, Math Learning Center	20%	
Lane, Mark	Director, Planetarium	20%	
Pesavento, James	Director, Planetarium	30%	
Zacharias, Gary	English 10/50 Coordinator	13.3%	
Weldele, Colleen	ESL Student Related Activities	25%	
Weldele, Colleen	ESL Academic Coordinator	15%	
Chen, Lihe	ESL Coordinator	15%	
Lowther, Carol	ESL Coordinator	15%	
Furch, Martha	ESL Coordinator	25%	
Khurana, Nimoli	ESL Coordinator – Fallbrook	25%	
Lowther, Carol	ESL Evening Coordinator – Escondido	25%	
Chen, Lihe	ESL Evening Coordinator – San Marcos	25%	
Garlow, Katheryn	ESL Morning Coordinator – San Marcos	20%	
Trais, Evelyn	ESL Multi-site Coordinator	25%	
Henson, Lynne	ESL Student Related Activities	25%	
Furch, Martha	ESL VESL Coordinator – San Marcos & Escondido	25%	
Barkley, Christine	Faculty Senate President	60%	
Woods, April	Faculty Senate Secretary	20%	
Mendez, Mario	Faculty Senate Vice President	20%	
Sivert, Shayla	International Student Office	35%	

Studinka, Diane	Liaison to the Children's Center	20%
Key, Douglas	The Faculty President	20%
Galli, Nancy	The Faculty Vice President/Secretary	20%
Boyd, David	Theatre Technical Director	20%

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 positions**:

- a. **Position: ADMISSIONS ASSISTANT**
 Name: Cristina Armenta
 Department: Admissions & Records
 Position #: 005825 New?: No
 Remarks: Increase position from 50% to 100%. Funded - Matriculation
 Sal Grade/Stp: **16/2** Salary: **\$2,492.73/month**
 % of position: 100% # Mos: 12
 Effective: September 1, 2002
 Account(s): K-212200-441100-63200-1612120/100%
 Note: 3% added to base salary for hours worked between 6 pm-10 pm

- b. **Position: ADMISSIONS ASSISTANT**
 Name: Ardith D. Burrows
 Department: Admissions & Records at Palomar College Escondido Center
 Position #: 005840 New?: No
 Remarks: Increase position from 50% to 100%
 Sal Grade/Stp: **16/5** Salary: **\$2,884.73/month**
 % of position: 100% # Mos: 12
 Effective: September 1, 2002
 Account(s): A-212200-421100-62100-0000000/55%
 A-212200-424100-62100-0000000/45%
 Note: 3% added to base salary for hours worked between 6 pm-10 pm

10. RECOMMENDATION: ACTION – RATIFY NEW CLASSIFIED POSITIONS

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

- a. **Position: OUTREACH COORDINATOR**
 Department: Career and Technical Education
 Position #: 006269 New?: Yes
 Remarks: Educational Opportunity Center; Funded - 100% HEA
 Sal Grade/Stp: **20/1** Salary: **\$2,617.79/month**
 % of position: 100% # of Mos: 12
 Effective: September 15, 2002
 Account(s): K-212200-331500-63900-1112304/100%

- b. **Position: OUTREACH COORDINATOR**
 Department: Career and Technical Education
 Position #: 006268 New?: Yes
 Remarks: Educational Opportunity Center; Funded - 100% HEA
 Sal Grade/Stp: **20/1** Salary: **\$2,617.79/month**
 % of position: 100% # of Mos: 12
 Effective: September 15, 2002
 Account(s): K-212200-331500-63900-1112304/100%

c. **Position:** **SENIOR OFFICE SPECIALIST**
Department: Career and Technical Education
Position #: 006267 New?: Yes
Remarks: Educational Opportunity Center; Funded - 100% HEA
Sal Grade/Stp: **14/1** Salary: **\$2,260.65/month**
% of position: 100% # of Mos: 12
Effective: September 15, 2002
Account(s): K-212200-331500-63900-1112304/100%

11. RECOMMENDATION: ACTION – RATIFY CLASSIFIED RECLASSIFICATION

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

- a. **Position:** **MEDIA SPECIALIST**
Department: Academic Technology Resource Center
Name: Elaine M. Armstrong
Position #: 005369 New?: No
Remarks: Position placement was 29/11
Effective: September 1, 2002 (retro to 1/1/2002)
% of position: 100% # of Mos: 12
Sal Grade/Stp: **30/11** Salary: **\$4,328.91/month**
Account(s): A-212200-315100-61150-0000000/100%
- b. **Position:** **ACADEMIC TECHNOLOGY SUPPORT SPECIALIST**
Department: Academic Technology Resource Center
Name: David E. Gray
Position #: 005889 New?: No
Remarks: Title same, placement was 28/6. Funded – 100% PFE
Effective: September 1, 2002 (retro to 1/1/2002)
% of position: 100% # of Mos: 12
Sal Grade/Stp: **32/6** Salary: **\$4,363.79/month**
Account(s): A-212200-315100-61150-0611400/100%
- c. **Position:** **ACADEMIC TECHNOLOGY SUPPORT SPECIALIST**
Department: Academic Technology Resource Center
Name: Christopher M. Norcross
Position #: 005058 New?: No
Remarks: Title same, placement 28/3
Effective: September 1, 2002 (retro 1/1/2002)
% of position: 100% # of Mos: 12
Sal Grade/Stp: **32/3** Salary: **\$3,867.15/month**
Account(s): A-212200-315100-61150-0000000/100%
- d. **Position:** **ACADEMIC TECHNOLOGY SUPPORT SPECIALIST**
Department: Academic Technology Resource Center
Name: Shay E. Phillips
Position #: 006113 New?: No
Remarks: Title same, placement 28/3. Funded - 100% PFE
Effective: September 1, 2002 (retro 1/1/2002)
% of position: 100% # of Mos: 12
Sal Grade/Stp: **32/3** Salary: **\$3,867.15/month**
Account(s): A-212200-315100-61150-0611400/100%

- e. **Position:** **ACADEMIC TECHNOLOGY SPECIALIST**
Department: Palomar College Escondido Center
Name: Dean A. Peterson
Position #: 005763 New?: No
Remarks: Was Instructional Computer Lab Technician, placement 28/6
Effective: September 1, 2002 (retro to 7/1/2002)
% of position: 100% # of Mos: 12
Sal Grade/Step: **32/6** Salary: **\$4,363.79/month**
Account(s): B-212200-354200-60910-0000000/100%
- f. **Position:** **STAFF ASSISTANT**
Department: Library Media Center
Name: Christie L. Bundy
Position #: 005038 New?: No
Remarks: Was Administrative Secretary, placement 19/18
Effective: September 1, 2002 (retro to 1/1/2002)
% of position: 100% # of Mos: 12
Sal Grade/Step: **23/18** Salary: **\$3,927.28/month**
Account(s): A-212200-317100-61200-0000000/100%
- g. **Position:** **ADMINISTRATIVE SECRETARY**
Department: Palomar College Police Department
Name: Linda A. Mack
Position #: 005778 New?: No
Remarks: Position was Office Specialist, placement 10/5. Funded – 75%
Parking lot fees.
Effective: September 1, 2002 (retro to 7/1/2002)
% of position: 100% # of Mos: 12
Sal Grade/Step: **19/5** Salary: **\$3,104.78/month**
Account(s): A-212200-543100-69500-0811020/25%
K-212200-543100-69500-1812070/75%

12. 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:** **MANAGER FACILITY PLANNING/ENVIRONMENTAL HEALTH & SAFETY**
Department: Health & Safety
Name: Kelley J. Hudson-Maclsaac
Position #: 005655 New?: No
Remarks: Position title same, placement was 56/12
Effective: September 1, 2002
% of position: 100% # of Mos: 12
Sal Grade/Step: **59/12** Salary: **\$6,358.40/month**
Account(s): A-212100-545100-67740-0000000/100%

**13. RECOMMENDATION: ACTION – RATIFY CHILD DEVELOPMENT CENTER
TEACHER RECLASSIFICATION**

The Governing Board hereby ratifies the recommendation of the Superintendent/President regarding the **reclassification** of the following **child development center teacher position**:

a. **Position:** **TEACHER II**
Department: Child Development Center
Name: Marianne Swift-Gifford
Position #: 006016 New?: No
Remarks: Position was Master Teacher II placement D/3
Effective: September 1, 2002
% of position: 100% # of Mos: 12
Sal Grade/Stp: **C/3** Salary: **\$1,608.11/month**
Account(s): U-111000-364300-69200-0000000/100%

14. RECOMMENDATION: ACTION - RATIFY RESIGNATION

The Governing Board hereby ratifies the recommendation of the Superintendent/President granting the **resignation** of the following **employees**:

- a. **SHELLEY P. BARRETT**, Career Center Advisor, Career Services, effective August 21, 2002 (last day of employment 8/20/2002).
- b. **JUDY K. HAHN**, Financial Aid Advisor, Financial Aid & Scholarships, effective September 7, 2002 (last day of employment 9/6/2002).
- c. **CLARISSA R. JENKINS**, Instructional Support Assistant I, Business Education, effective August 2, 2002 (last day of employment 8/1/2002).
- d. **MARILYN L. STARWALKER**, Supervisor Interpretation Services, Disabled Student Programs & Services, effective October 1, 2002 (last day of employment 9/30/02).
- e. **TAMMIE L. PONTSLER**, Career Center Advisor, Career Services, effective October 1, 2002 (last day of employment 8/31/2002).
- f. **MIGUEL REYES PEREZ**, Food Services Assistant, Food Services, effective October 1, 2002 (last day of employment 8/30/2002).

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 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. **KATHRYN E. SHEERON**, Admissions Assistant, Admissions & Records, effective September 7, 2002.
- b. **JUDITH R. TOKAS**, Academic Department Assistant, English as a Second Language, effective October 1, 2002.

16. 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 (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. **GENE M. JACKSON**, Dean, Arts and Languages, effective October 1, 2002.

17. 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: **MELISSA E. KLOZ**
Position: Financial Aid Advisor
Department: Financial Aid & Scholarships
Position #: 005564 New?: No
Remarks: Replacement for Amy Martin-Small; promotion for Ms. Kloz; funded 89.5% District, 6.5% designated and 4% restricted.
Sal Grade/Step: **24/2** Salary: **\$3,031.43/month**
% of Position: 100% # of Mos: 12
Effective: August 26, 2002
Account #(s): A-212200-475100-64600-0000000/89.5%
A-212200-475100-64600-0811010/6.5%
K-212200-475100-64600-1612000/4%
- b. Name: **LINDA C. BONNER**
Position: Senior Buyer
Department: Purchasing Services
Position #: 005579 New?: No
Remarks: Replacement for Jenny Akins
Sal Grade/Step: **24/1** Salary: **\$2,884.73/month**
% of Position: 100% # of Mos: 12
Effective: September 9, 2002
Account #(s): A-212200-531100-67760-0000000/100%
- c. Name: **DEBRA J. McBRAYER**
Position: Senior Administrative Secretary
Department: Mathematics and the Natural and Health Sciences
Position #: 005233 New?: No
Remarks: Replacement for Barbara Quas
Sal Grade/Step: **23/1** Salary: **\$2,814.99/month**
% of Position: 100% # of Mos: 12
Effective: August 28, 2002
Account #(s): A-212200-341100-60910-0000000/100%
- d. Name: **GERARD R. PEREZ**
Position: Community Services Officer
Department: Palomar College Police Department
Position #: 005760 New?: No
Remarks: Voluntary Demotion for Mr. Perez; funded – parking lot fees.
Sal Grade/Step: **11/13** Salary: **\$2,777.73/month**
% of Position: 100% # of Mos: 12
Effective: September 1, 2002
Account(s): K-212200-543100-69500-1812070/100%

- e. Name: **ROSEMARIE SANCHEZ**
 Position: Career Center Advisor
 Department: Career Services
 Position #: 005990 New?: No
 Remarks: Replacement for Shelly Barrett; reinstatement for Ms. Sanchez.
 Sal Grade/Stp: **20/3** Salary: **\$1,298.13/month**
 % of Position: 45% # of Mos: 12
 Effective: September 6, 2002
 Account(s): A-212200-462100-63100-0000000/100%
- f. Name: **KYLEE A. McDOWELL**
 Position: Senior Office Specialist
 Department: Art - Boehm Gallery
 Position #: 006073 New?: No
 Remarks: Replacement for Ann Pablan
 Sal Grade/Stp: **14/1** Salary: **\$1,085.11/month**
 % of Position: 48% # of Mos: 10
 Effective: September 9, 2002
 Account #(s): A-212200-322400-61400-0000000/100%
 Note: Normal work schedule: Tuesday, 9:00 am - 4:00 pm;
 Wednesday, 10:00 am - 7:00 pm; Friday, 10:00 am - 2:00 pm.
 3% salary differential will be paid for hours worked between 6:00
 pm and 10:00 pm.
- g. Name: **SUZANNE C. NEMISH**
 Position: Senior Office Specialist
 Department: Art - Boehm Gallery
 Position #: 006262 New?: Yes
 Remarks: Position approved 7/9/02
 Sal Grade/Stp: **14/1** Salary: **\$1,017.29/month**
 % of Position: 45% # of Mos: 12
 Effective: September 9, 2002
 Account #(s): A-212200-322400-61400-0000000/100%
 Note: Normal work schedule: Tuesday, 1:00 pm - 4:00 pm;
 Wednesday, 1:00 pm - 4:00 pm; Thursday, 10:00 am - 7:00 pm;
 Saturday, 10:00 am - 2:00 pm. 3% salary differential will be paid
 for hours worked between 6:00 pm and 10:00 pm.
- h. Name: **JEFFREY M. JONES**
 Position: Groundskeeper
 Department: Grounds Services
 Position #: 005676 New?: No
 Remarks: Replacement for Artemio Cisneros
 Sal Grade/Stp: **13/1** Salary: **\$2,206.53/month**
 % of Position: 100% # of Mos: 12
 Effective: September 9, 2002
 Account #(s): A-212200-542300-65500-0000000/100%

18. 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: **MARGARET M. FAULKNER**
 Position: Assistant Professor
 Department: Performing Arts (Dance)
 Remarks: Increased step placement due to verification of previous related work experience.
 Sal Grade/Stp: F/8 Salary: **\$5,894.57/month**
 % of position: 100%
 # of Mos: 10
 Effective: August 23, 2002
 Account #(s): A-111000-327200-10080-0000000/100%

19. RECOMMENDATION: ACTION – GRANT EQUIVALENCY FOR DISCIPLINE

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:

- Catherine Collins - Mathematics
 Carlene Henderson – Child Development
 William Laird – Career and Technical Education
 Dien V. Nguyen - Mathematics
 Thomas Ramey – Computer Science and Information Systems
 Martin Theiler – Computer Science and Information Systems

20. 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, 2002 (day and/or evening); said adjunct faculty are not scheduled to teach more than a 60 percent load in a single semester:

FALL 2002

AMERICAN INDIAN STUDIES

Estrada, Gabriel	American Indian Studies	\$39.91
	B.A., Anthropology	
	M.A., Comparative Cultural & Literary Studies	
	Ph.D., Comparative Cultural & Literary Studies	

ART

Martin, Gregory	Art	\$39.91
	A.A., Art, Painting and Drawing	
	B.F.A., Illustration	
	M.F.A., Art	

BEHAVIORAL SCIENCES

McCrone, Patricia	Sociology	\$37.49
	B.A., Sociology	
	M.A., Sociology	

Midkiff, Eleanor	Psychology A.B., Psychology M.A., Psychology Ph.D., Psychology	\$39.91
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BUSINESS EDUCATION

Bui, Oahn	Office Information Systems B.S., Business Administration (Information Systems) 2 + Years Experience	\$36.29
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Kegler, Dorothy	Office Information Systems A.A., Business Administration B.S., Business Administration M.A., Education (Educational Leadership)	\$37.49
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CHILD DEVELOPMENT

Everett, Barbara	Child Development B.S.E., Elementary Education M.A., Education	\$37.49
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Henderson, Carlene	Child Development B.A., Liberal Arts M.S., Education	\$37.49
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Sachs, Robin	Child Development B.A., Child Development M.A., Education (Counseling) California Community College Instructor Credential – Nursery School and Pre-School Education	\$37.49
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COMPUTER SCIENCE AND INFORMATION SYSTEMS

Bockes, Mark	Computer Science and Information Systems B.S., Liberal Studies M.S., Business Administration	\$37.49
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Freeman, David	Computer Science and Information Systems B.A., Psychology M.A., General Educational Administration	\$37.49
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Ramey, Thomas	Computer Science and Information Systems A.S., Computer Applications & Network 6 + Years Experience	\$36.29
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Wallihan, Scott	Computer Science and Information Systems B.S., General Biology 2 + Years Experience	\$36.29
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Theiler, Martin	Computer Science and Information Systems Coursework 6 + Years Experience	\$36.29
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COMMUNICATIONS

Jacoby, Peter	Radio and Television B.A., Literature & Writing Studies M.A., Literature & Writing Studies	\$37.49
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DENTAL ASSISTING

Bartell, Susan	Dental Assisting A.A., Dental Assisting B.V.E., Vocational Education 2 + Years Experience	\$36.29
Holl, Catherine	Dental Assisting B.S., Dental Assisting Education 2 + Years Experience California Community College Instructor Credential – Health and Physical Care Services and Related Technologies	\$36.29
Rudy, Denise	Dental Assisting A.A., General Studies 6 + Years Experience	\$36.29
Taylor, Ivana	Dental Assisting B.A., Slavic Languages & Literature and German Language and Literature 2 + Years Experience	\$36.29

ECONOMICS, HISTORY, AND POLITICAL SCIENCE

Williams, Joshua	Economics B.A., International Economics M.A., Economics	\$37.49
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ENGLISH

Nelson, Kathleen	English A.A., Liberal Arts and Sciences B.A., English M.A., English	\$37.49
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FAMILY AND CONSUMER SCIENCES

Hartwigsen, Vonnie	Interior Design B.S., Education 2 + Years Experience	\$36.29
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FOREIGN LANGUAGES

Hamilton, Jerry	Spanish B.A., Social Science M.A., Spanish	\$37.49
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GRAPHIC COMMUNICATIONS

Hall, Larry	Mathematics A.A., General Studies 6 + Years Experience	\$36.29
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MATHEMATICS

Atkins, Mary	Mathematics B.S., Mathematics M.A.T., Mathematics M.S., Computer Science	\$39.91
Collins, Catherine	Mathematics B.A., Mathematics M.S., Meteorology	\$37.49

Nguyen, Dien V.	Mathematics B.A., Mathematics M.S., Applied Mathematics (Pending)	\$36.29
Rostoker, Stephen	Mathematics B.A., Mathematics M.A., Mathematics	\$37.49
PUBLIC SAFETY		
Murphy, Shannon	Administrative Justice B.A., Political Science 2 + Years Experience	\$36.29
SPEECH COMMUNICATIONS, FORENSICS, AND ASL		
Miner, Annette	American Sign Language B.S., Psychology M.A., Psychology Specialist in Education	\$39.91
TRADES AND INDUSTRY		
Padoan, Silvano	ECH Technology B.S., Electrical Engineering 2 + Years Experience	\$36.29
CAREER AND TECHNICAL EDUCATION		
Laird, William	Water Technology Coursework 6 + Years Experience	\$36.29

21. RECOMMENDATION: ACTION - APPROVE REDUCTION IN FORCE

WHEREAS, due to lack of work and/or lack of funds, the Governing Board hereby finds that it is in the best interest of the District to **reduce and/or eliminate the following position**, which is held by a classified employee of the District, pursuant to Education Code Sections 88014, 88015, 88017, 88117, and 88127; and also CCE/AFT Handbook B.P.-15 Layoffs:

Senior Accounting Assistant Position (ONE FTE)

AND WHEREAS, due to lack of work and/or lack of funds, the Governing Board finds that it is in the best interests of the District to reduce and/or eliminate the above-designated position;

NOW, THEREFORE, BE IT RESOLVED, That the above-designated position, number 006208 shall be reduced and/or eliminated as of November 1, 2002.

BE IT FURTHER RESOLVED, That the Governing Board sincerely regrets this action but is taking this action in compliance with applicable law and in the best interest of the District;

BE IT FURTHER RESOLVED, That the Superintendent/President or designee is authorized and directed to give timely and proper layoff notices to all affected employees.

ADOPTED, this Tenth day of September, 2002, by the Governing Board of the Palomar Community College District.

_____/_____
Secretary to the Governing Board / Date

COUNSEL, CONTRACTS

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

The Governing Board hereby ratifies and approves all contracts and agreements for the period July 1, 2002, through August 31, 2002, and entered into on behalf of the Palomar Community College District, as detailed on **Exhibit H-22**.

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 – SCHEDULE GOVERNING BOARD WORKSHOP FOR SATURDAY, SEPTEMBER 28, 2002, 8:30 TO 11:00 A.M.**

The Governing Board hereby schedules a **workshop** to discuss Goals, Board Policy Review Project, and the 2002-2003 Annual Implementation Plan on **Saturday, September 28, 2002, 8:30 to 11:00 a.m.**, in the Governing Board Room, on the San Marcos Campus.

2. **RECOMMENDATION: ACTION - APPROVE ACADEMIC CALENDAR FOR 2003-04, TENTATIVE, PENDING NEGOTIATIONS**

The Governing Board hereby approves the **Academic Calendar for 2003-04**, Tentative, Pending Negotiations, as shown on **Exhibit L-2**.

3. **RECOMMENDATION: ACTION – APPROVE RESOLUTION HONORING THOSE WHO LOST THEIR LIVES ON SEPTEMBER 11, 2001**

Recognizing the spirit of the students and staff of Palomar College and desiring to commend and celebrate the courage and character of all people in the United States of America, we, the members of the Governing Board of the Palomar Community College District, hereby offer this resolution in memory of all those who lost their lives and suffered the tragedy of September 11, 2001.

WHEREAS, all persons associated with Palomar College, its students, faculty, staff, members of the Governing Board, and all those who live within the District were deeply affected by the tragic events of September 11, 2001, and

WHEREAS, all members of this community demonstrated a remarkable spirit of faith and courage in the face of such tragedy, and

WHEREAS, the members of this community wish to never forget those who lost their lives and suffered as a result but, instead, insist on honoring that sacrifice, and

WHEREAS, one year has passed since the date of this tragedy, and the people of the United States of America stand steadfast in the face of all threats to freedom and liberty and shall forever remain so,

THEREFORE, BE IT RESOLVED, That, on this day, the Governing Board of the Palomar Community College District, on behalf of the entire community, honors and remembers all those who gave their lives and sacrificed as a result of the events of September 11, 2001. We promise never to forget.

4. **RECOMMENDATION: ACTION – REAFFIRM ADOPTION OF FAIR POLITICAL PRACTICES COMMISSION STANDARD CONFLICT OF INTEREST CODE; AMEND LIST OF DESIGNATED EMPLOYEES AND DISCLOSURE CATEGORIES**

The Governing Board hereby reaffirms its adoption of the Fair Political Practices Commission Standard Conflict of Interest Code (**Exhibit L-4**):

**CONFLICT OF INTEREST CODE FOR THE
PALOMAR COMMUNITY COLLEGE DISTRICT**

The Political Reform Act, Government Code Section 81000, *et seq.*, requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation, 2 Cal. Code of Regs. Section 18730, which contains the terms of a standard conflict of interest code. It can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments in the Political Reform Act. Therefore, the terms of 2 Cal. Code of Regs. Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, along with the attached Appendix in which members and employees are designated and disclosure categories are set forth, constitute the conflict of interest code of the Palomar Community College District.

Designated employees shall file statements of economic interests with the agency who will make the statements available for public inspection and reproduction. (Gov. Code Section 81008). Upon receipt of the statements of the Palomar Community College District's Board and Superintendent/President, the agency shall make and retain a copy and forward the original of these statements to the County Clerk, San Diego. Statements for all other designated employees will be retained by the agency.

The Governing Board hereby amends the list of designated employees and disclosure categories as follows:

**PALOMAR COMMUNITY COLLEGE DISTRICT
APPENDIX OF DESIGNATED EMPLOYEES**

Designated Positions and Disclosure Requirements

1. The persons occupying the following positions manage public investments. They shall file a **full statement** of economic interests pursuant to Government Code Sections 87200 et seq.:

**Governing Board Members
Superintendent/President
Assistant Superintendent/Vice President for Finance and
Administrative Services**

2. Disclosure Categories: The disclosure categories listed below identify the types of investments, business entities, sources of income, or real property which the designated employees must disclose for each disclosure category to which he or she is assigned.

Category 1: All investments and business positions and sources of income from, business entities that do business with the District or own real property within the boundaries of the District, plan to do business or own real property within the boundaries of the District within the next year, or have done business with or owned real property within the boundaries of the District within the past two (2) years.

Category 2: All interests in real property which is located in whole or in part within, or not more than two (2) miles outside, the boundaries of the District.

Category 3: All investments and business positions in, and sources of income from, business entities that are engaged in land development, construction or the acquisition or sale of real property within the jurisdiction of the District, plan to engage in such activities within the jurisdiction of the District within the next year, or have engaged in such activities within the jurisdiction of the District within the past two (2) years.

Category 4: All investments and business positions in, and sources of income from, business entities that are banking, savings and loan, or other financial institutions.

Category 5: All investments and business positions in, and sources of income from, business entities that provide services, supplies, materials, machinery, vehicles, or equipment of a type purchased or leased by the District.

Category 6: All investments and business positions in, and sources of income from, business entities that provide services, supplies, materials, machinery, vehicles, or equipment of a type purchased or leased by the Designated Employee's Department.

Designated Positions, and the Disclosure Categories to be assigned to them, are as follows:

Assistant Superintendent/Vice President for Human Resource Services	Category 6
Assistant Superintendent/Vice President for Instruction	Categories 5,6
Assistant Superintendent/Vice President for Student Services	Categories 5,6
Director, Fiscal Services	Categories 4,5
Deans	Category 6
Director, Business Services	Categories 1,4,5
Director, Facilities	Categories 1,2,3,4
Counsel, Contracts, Special Projects	Categories 1,2
Police Chief	Categories 5,6
Consultant	Categories 1,2,3,4,5,6

Consultants must be included in the list of designated employees and must disclose pursuant to the broadest disclosure category in this Code subject to the following limitation: The **Superintendent/President or designee** may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that are limited in scope and thus is not required to comply fully with the disclosure requirements described in this Section. Such written determination shall include a description of the consultant's duties and, based on that description, a statement of the extent of disclosure requirements. The Superintendent/President's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

5. **RECOMMENDATION: ACTION - EXCUSE ABSENCE OF MEMBER DUE TO PERSONAL NECESSITY**

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 August 13, 2002, is excused due to personal necessity.

6. **RECOMMENDATION: ACTION - RECEIVE AND REJECT ALL BIDS FOR EXTERIOR/INTERIOR PAINTING PROJECT**

The Governing Board hereby receives the following **bids** that were submitted on August 7, 2002, at the 2:00 p.m. bid opening on the **Exterior and Interior Painting Project for the San Marcos Campus and Escondido Center** and hereby **rejects** all bids due to numerous and fatal clerical errors in the two, apparent lowest bids:

1. Andy's Painting Co., San Pedro CA
2. Cal State Painting Contractor, San Pedro CA
3. Fix Painting Co, Woodland Hills CA
4. Kim's Construction, San Diego CA
5. Leo's A-C Inc., Rowland Heights CA
6. Prime Painting Contractors, Inc., Northridge CA
7. Royal Finishing Inc., dba San Diego Painting & Home Improvement, San Diego CA
8. Xios Painting Company, Rancho Mirage CA

7. **RECOMMENDATION: ACTION - RATIFY AND APPROVE AGREEMENT WITH 3D/INTERNATIONAL FOR CONSULTING SERVICES - LEVEL 2 FACILITY CONDITION ASSESSMENT**

The Governing Board hereby ratifies and approves a **consulting** agreement with 3D/International, Inc. to perform **level 2 facility condition assessment** of the District's facilities for the lump sum of \$56,142.54. The term of this agreement is from the effective date of July 29, 2002, to November 29, 2002.

8. **RECOMMENDATION: ACTION - RATIFY AND APPROVE AGREEMENT WITH AES NEWENERGY, INC., FOR DISTRICT ELECTRICITY SERVICE**

The Governing Board hereby ratifies and approves an agreement with **AES NewEnergy, Inc.**, a Delaware corporation, for direct access **electricity** services to the District, commencing on or about August 23, 2002, and terminating March 31, 2003, subject to forty-five (45) days' prior written notice from District to AES of its intent to renew said agreement; pricing and cost of service to be determined by formula set forth in the agreement and discussed in some detail in the backup materials hereto. This agreement is entered into through the Community College League of California and is replacement service for that previously furnished by Enron, now bankrupt. **Exhibit L-8**

9. RECOMMENDATION: ACTION - RECEIVE PROPOSALS FOR PEOPLESOFT UPGRADE CONSULTANTS, AUTHORIZE CONTRACT WITH MOST QUALIFIED, SUBJECT TO AGREEMENT ON FINAL TERMS AND SATISFACTORY REFERENCE CHECKS

The Governing Board hereby receives proposals from the following vendors/consultants in response to a Request for Proposals ("RFP") for a **consultant** to assist the District in **upgrading its PeopleSoft software systems** to the most recent, available version, 8.0+ and approves a contract with _____ effective September 20, 2002, as the best qualified consultant responsive to the RFP, subject to agreement on final terms and satisfactory reference checks. **Exhibit L-9**

1. Cedar/Corio:
2. Ciber/Navastar:
3. Crestone:
4. Surebridge/TIP
5. Synaptis

10. RECOMMENDATION: ACTION - DECLARE WEIGHT-LIFTING EQUIPMENT FROM ATHLETIC DEPARTMENT SURPLUS AND OF INSUFFICIENT VALUE FOR AUCTION, AND DONATE PROPERTY TO SAN MARCOS UNIFIED SCHOOL DISTRICT (unanimous consent required)

The Governing Board of the Palomar Community College District hereby finds the following **weight-lifting equipment** from the Athletics program surplus, **no longer needed for District purposes, and of insufficient value to defray the costs of arranging a sale**, all in accordance with District Procedure 552; and, that the weight-lifting equipment described in the attached backup herein shall be **donated to the San Marcos Unified School District**, as provided in California Education Code Section 81452. **Exhibit L-10**

11. RECOMMENDATION: ACTION - APPROVE AGREEMENT WITH UNIVERSIDAD INTERNACIONAL – THE CENTER FOR BILINGUAL AND MULTICULTURAL STUDIES TO OFFER SPANISH CLASSES IN CUERNAVACA, MORELOS, MEXICO

The Governing Board of the Palomar Community College District hereby approves an agreement between the Palomar Community College District and **Universidad Internacional – The Center for Bilingual and Multicultural Studies**, Cuernavaca, Morelos, Mexico, for the purpose of allowing the District's Foreign Languages Department to conduct Spanish classes in a study-abroad program during the period of June 21, 2003, through July 19, 2003.

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.

O. RECONVENE TO OPEN SESSION

P. ADJOURNMENT