



**GOVERNING BOARD AGENDA  
 REGULAR MEETING, GOVERNING BOARD  
 PALOMAR COMMUNITY COLLEGE DISTRICT  
 GOVERNING BOARD ROOM, STUDENT SERVICES CENTER  
 COLLEGE CAMPUS  
 SAN MARCOS, CALIFORNIA  
 TUESDAY, NOVEMBER 12, 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
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 .....	3-14
I.	Action on Items Removed from Consent Calendar .....	14
J.	Reports from College Groups .....	14
K.	Comments from Other Individuals or Groups .....	14
L.	Unfinished Business .....	14
M.	New Business .....	14-18
N.	Closed Session .....	18
O.	Reconvene to Open Session .....	18
P.	Adjournment .....	18

**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

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

The Governing Board hereby approves the Minutes of the Regular Meeting of October 8, 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
3. Report of Vice President for Finance and Administrative Services
  - a. 2002 Toy Drive
  - b. Student Accounts Report
4. Report of Vice President for Human Resource Services
  - a. Faculty and Staff Diversity Performance Report

**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. 340 textbooks on criminal evidence, to be used in Public Safety Programs, donated by **Dan and Susan Dramer**, 242 Heaven View Lane, Oceanside, California 92056. Total cash value as estimated by donor is \$6,103.00.
- b. Dell P486 Dimension 450, system software, application software, to be used in the Communications Department, donated by **David Sternfeld**, 6398 Paseo Aspada, Carlsbad, California 92009. Total cash value as estimated by donor is \$500.00.
- c. 486 computer, monitor, keyboard, and mouse, to be used in R.O.P. Computer Repair Classes, donated by **James Espy**, 2855 Carlsbad Blvd., #S412, Carlsbad, California 92008. Total cash value as estimated by donor is \$400.00.

**BUSINESS SERVICES**

**2. 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 **Exhibit H-2**. All purchases listed are made against the 2002-2003 fiscal year budget

Re-Encumbered				
FY 2002 PO's	0300041	through	0300044	\$ 286,590.43
Purchase Orders	0340151	through	0340241	\$ 341,182.19
Travel	0350039	through	0350061	\$ 7,184.50
Advertising/Increases	0360010	through	0360018	\$ 53,480.21
Employment Ads	0365005	through	0365009	\$ 1,396.32
Agreement/Services	0370227	through	0370277	\$ 387,700.71
Repairs	0375044	through	0375057	\$ 19,190.74
Agreement/Annual	0380098	through	0380161	\$ 183,471.47
Utilities	0395084	through	0395087	\$ 949.88
Procurement Card	Time Period: 09/23/02 – 10/22/02			\$ 122,559.46
	Total			<u>\$1,403,705.91</u>

**COMMUNITY SERVICES**

**3. RECOMMENDATION: ACTION – APPROVE NEW COMMUNITY SERVICES CLASSES, AGREEMENTS, AND PERSONNEL**

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

**Spring/2003**

- a.     Presenter:             Dongell, Robert  
       Name of Class:       Power Writing 101 for Success  
       Effective:            April 5, 2003  
       Instructor Rate:     30% of fees collected  
       Fee to Student        \$39  
       Terms:                Minimum of 10 students
  
- b.     Presenter:             Lawn, Jesse  
       Name of Class:       Abduction Defense and Safety for Children  
       Effective:            February 22, 2003  
       Instructor Rate:     30% of fees collected  
       Fee to Student        \$25  
       Terms:                Minimum of 10 students
  
- c.     Presenter:             Lawn, Jesse  
       Name of Class:       Extended Personal Defense and Safety  
       Effective:            March 22, 2003  
       Instructor Rate:     30% of fees collected  
       Fee to Student        \$25  
       Terms:                Minimum of 10 students
  
- d.     Presenter:             Lawn, Jesse  
       Name of Class:       Basic Senior Citizen Self-Defense  
       Effective:            April 5, 2003  
       Instructor Rate:     30% of fees collected  
       Fee to Student        \$25  
       Terms:                Minimum of 10 students
  
- e.     Presenter:             Levin, Carol  
       Name of Class:       Finding Your Writer's Voice  
       Effective:            February 8, 2003  
       Instructor Rate:     \$16.80 per student  
       Fee to Student        \$40  
       Terms:                Minimum of 10 students
  
- f.     Presenter:             Neels, Crystal  
       Name of Class:       How to Become a Successful Woman Investor in Real Estate  
       Effective:            March 8, 2003  
       Instructor Rate:     30% of fees collected  
       Fee to Student        \$49  
       Terms:                Minimum of 10 students

- g. Presenter: Soltani, Soria  
Name of Class: Beginning Active Server Online Class  
Effective: Feb. 24 to April 7, 2003  
Instructor Rate: 40% of fees collected  
Fee to Student \$89  
Terms: Minimum of 10 students
  
- h. Presenter: Southern California Reading & Math Program  
Name of Class: High School Exit Exam  
Effective: Jan. 10 to Feb. 28, 2003  
Instructor Rate: 70% of fees collected  
Fee to Student \$398.00  
Terms: Minimum of 4 students
  
- i. Presenter: Yager, A.J.  
Name of Class: Change Your Child/Grandchild's Life in 30 Minutes A Day  
Effective: March 15, 2003  
Instructor Rate: 30% of fees collected  
Fee to Student \$39  
Terms: Minimum of 10 students

**PERSONNEL**

**4. 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 **October, 2002. Exhibit H-4**

**5. RECOMMENDATION: ACTION - RATIFY CHANGE TO CLASSIFIED POSITIONS**

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

- a. **Position: EDUCATION CENTER SPECIALIST**  
Name: Vacant  
Department: Palomar College Poway Center  
Position #: 5862      New?: No  
Remarks: Transfer position from Palomar College Escondido Center  
Sal Grade/Stp: **15/1**      Salary: **\$1,063.03/month**  
% of position: 45%      # Mos: 12  
Effective: November 1, 2002  
Account(s): C-212200-354400-60910-0000000/100%
  
- b. **Position: FINANCIAL AID SPECIALIST**  
Name: Maureen A. Holden  
Department: Financial Aid and Scholarships  
Position #: 5714      New?: No  
Remarks: Position was Scholarships Assistant, title change only. Funded - State funded  
Sal Grade/Stp: **20/9**      Salary: **\$3,402.38/month**  
% of position: 100%      # Mos: 12  
Effective: November 1, 2002  
Account(s): K-212200-475100-64600-1612000/100%

c.     **Position:**         **ADMINISTRATIVE SECRETARY**  
Name:                 Janeice L. Pettit  
Department:         Student Services  
Position #:           6127                 New?:                 No  
Remarks:             Increase position from 50% to 100% for Student Services and  
delete position number 6047 which was 50% for Student Support  
Programs  
  
Sal Grade/Stp:       **19/10**                 Salary:                 **\$3,349.63/month**  
% of position:       100%                 # Mos:                 12  
Effective:             November 1, 2002  
Account(s):           A-212200-471100-64510-0611400/41%  
                          A-212200-411100-66400-0000000/59%

**6.     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:**         **ADMINISTRATIVE ASSISTANT**  
Department:         President's Office  
Name:                 Cheryl L. Ashour  
Position #:           6233                 New?:                 No  
Remarks:             Position was Office Assistant, placement 37/2  
Effective:             August 1, 2002  
% of position:       100%                 # of Mos:             12  
Sal Grade/Stp:       **48/1**                 Salary:                 **\$3,785.61/month**  
Account(s):           A-212100-211100-66200-0000000/100%

b.     **Position:**         **EXECUTIVE ASSISTANT TO THE  
SUPERINTENDENT/GOVERNING BOARD**  
Department:         President's Office  
Name:                 Barbara A. Baldrige  
Position #:           5012                 New?:                 No  
Remarks:             Position title the same, placement 50/7  
Effective:             August 1, 2002  
% of position:       100%                 # of Mos:             12  
Sal Grade/Stp:       **52/7**                 Salary:                 **\$5,192.13/month**  
Account(s):           A-212100-211100-66200-0000000/100%

c.     **Position:**         **STAFF ASSISTANT**  
Department:         Palomar College Escondido Center  
Name:                 Glynda M. Knighten  
Position #:           5320                 New?:                 No  
Remarks:             Position was Administrative Secretary, placement 19/2  
Effective:             January 1, 2003  
% of position:       100%                 # of Mos:             12  
Sal Grade/Stp:       **23/2**                 Salary:                 **\$3,016.01/month**  
Account(s):           B-212200-354200-60910-0000000/100%

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

a.     The Governing Board hereby ratifies the recommendation of the Superintendent/President granting a **50% Personal Leave of Absence without pay and with no effect on benefits**, effective August 22, 2003, through May 28, 2004, to **LISA DUBOIS**, Associate Professor, Earth Sciences.

- b. The Governing Board hereby ratifies the recommendation of the Superintendent/President granting a **10% Personal Leave of Absence without pay and with no effect on benefits**, effective January 23, 2003, through May 22, 2003, to **GLENN R. MITCHELL**, Senior Library Media Technician, Library Media Center.

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

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

- a. Position: **CHIEF OF POLICE**  
Department: Palomar College Police Department  
Position #: 6274      New?: Yes  
Remarks: Position is Classified Director level. Funded – Parking Lot fees.  
Sal Grade/Stp: 56/1      Salary: **\$4,611.81/month**  
% of position: 100%      No Mos: 12  
Effective: November 1, 2002  
Account(s): K-212100-543100-69500-1812070/100%

**9. RECOMMENDATION: ACTION - RATIFY RESIGNATIONS**

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

- a. **KARYN O. JONES**, ASL/English Interpreter, Disabled Student Programs and Services, effective November 1, 2002 (last day of employment 10/31/02).
- b. **SUE A. MACARCHUK**, Academic Department Assistant, Dental Assisting, effective November 2, 2002 (last day of employment 11/1/02).
- c. **ERIKA M. RUBIN**, Teacher II, Child Development Center, effective January 11, 2003 (last day of employment 1/10/03).
- d. **CHERYL A. SANTA CRUZ**, Systems Module Functional Specialist, Human Resource Services, effective November 16, 2002 (last day of employment 11/15/02).

**10. 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. **FLOYD E. COLLINS**, Offset Press Operator, Print Services, November 22, 2002.
- b. **MURIEL MENDIZZA**, Senior Administrative Secretary, Arts and Languages, December 31, 2002.
- c. **WILLIAM B. SALOMONE**, Professor, English, November 30, 2002.

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 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. **HENRIETTA MOORE**, Academic Department Assistant, American Indian Studies, effective December 1, 2002.

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

In accordance with the **Professional Growth Program for Classified Employees** in the Classified Unit, the following employees are granted a **\$500 annual stipend**, prorated on a monthly basis, effective September 1, 2002:

Employee Name: Mary L. Thomson  
Position: Library Media Technician II  
Department: Library Media Center  
Course of Study: BA/Human Development and Job Related Courses

Employee Name: Myrna Valencia  
Position: Instructional Computer Lab Technician  
Department: Academic Technology Resources Center  
Course of Study: Job Related

In accordance with the **Professional Growth Program** for Classified Employees in the Classified Unit, the following employee(s) is(are) granted a **one-time lump sum stipend of \$2,000** effective September 1, 2002, with the understanding that there is a waiting period of three years before beginning another Professional Growth Program:

Employee Name: Meei-chun Gau  
Position: Academic Department Assistant  
Department: Graphic Communications  
Course of Study: Credential Program/CSUSM

**12. 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: **EDITHE A. HATHAWAY**  
Position: Academic Department Assistant  
Department: Communications  
Position #: 5352                      New?: No  
Remarks: Replacement for Dolores Silva  
Sal Grade/Step: **19/1**                      Salary: **\$2,605.14/month**  
% of Position: 100%                      # of Mos: 12  
Effective: October 14, 2002  
Account #(s): A-212200-359100-60910-0000000/100%

- b. Name: **LINDA C. HERRITT**  
Position: Admissions Assistant  
Department: Admissions, Records & Veterans' Services  
Position #: 5478 New?: No  
Remarks: Replacement for Kathryn Sheeron; promotion for Ms. Herritt.  
Sal Grade/Stp: **16/2** Salary: **\$2,542.05/month**  
% of Position: 100% # of Mos: 12  
Effective: October 24, 2002  
Account #(s): A-212200-421100-62100-0000000/100%  
Note: Normal work schedule: Monday - Thursday, 10:30 am - 7:30 pm; Friday, 7:30 am - 4:30 pm. 3% salary differential will be paid for hours worked between 6:00 pm and 10:00 pm.
- c. Name: **DWIGHT D. WHITAKER**  
Department: Palomar College Camp Pendleton Center  
Position: Instructional Computer Lab Technician  
Position #: 6167 New?: No  
Remarks: Replacement for James Flanagan  
Sal Grade/Stp: **25/1** Salary: **\$3,016.01/month**  
% of Position: 100% # of Mos: 12  
Effective: November 4, 2002  
Account #(s): G-212200-354150-60910-0000000/100%  
Note: Normal work schedule: Monday - Thursday, 11:00 am - 10:00 pm. 3% salary differential will be paid for hours worked between 6:00 pm and 10:00 pm.
- d. Name: **CHRISTOPHER F. MILLER**  
Position: Supervisor of Construction Activities and Facilities Support Functions  
Department: Facilities  
Position #: 6265 New?: No  
Remarks: Funds transferred from Warehouse Supervisor position that was eliminated  
Sal Grade/Stp: **46/1** Salary: **\$3,602.40/month**  
% of Position: 100% # of Mos: 12  
Effective: October 30, 2002  
Account #(s): A-212100-541100-65110-0000000/100%  
Note: Position will be placed in the Confidential and Supervisory Team.
- e. Name: **ANGELINA ARZATE**  
Position: Financial Aid Advisor  
Department: Financial Aid & Scholarships at Palomar College Escondido Center  
Position #: 5847 New?: No  
Remarks: Replacement for Judy Hahn  
Sal Grade/Stp: **24/1** Salary: **\$2,942.43/month**  
% of Position: 100% # of Mos: 12  
Effective: November 4, 2002  
Account #(s): A-212200-475100-64600-0000000/100%  
Note: Normal work schedule: Monday, Thursday and Friday, 8:00 am – 5:00 pm; Tuesday and Wednesday, 10:00 am – 7:00 pm. 3% salary differential will be paid for hours worked between 6:00 pm and 10:00 pm.

- f. Name: **DORI C. SEXTON**  
Position: Instructional Support Assistant I  
Department: Business Education at Palomar College Escondido Center  
Position #: 5881 New?: No  
Remarks: Replacement for Clarissa Jenkins  
Sal Grade/Step: **16/1** Salary: **\$968.46/month**  
% of Position: 40% # of Mos: 10  
Effective: November 4, 2002  
Account #(s): A-221000-357100-05010-0000000/100%
- g. Name: **VICTORIA L. KIRKLAND**  
Position: Senior Accounting Assistant  
Department: Fiscal Services  
Position #: 5748 New?: No  
Remarks: Replacement for Tina Andrews  
Sal Grade/Step: **20/1** Salary: **\$2,670.14/month**  
% of Position: 100% # of Mos: 12  
Effective: November 19, 2002  
Account #(s): A-212200-551100-67200-0000000/100%
- h. Name: **BARBARA I. RICHARDS**  
Position: Financial Aid Advisor  
Department: Financial Aid and Scholarships  
Position #: 5563 New?: No  
Remarks: Replacement for Cynthia Martinez  
Sal Grade/Step: **24/1** Salary: **\$2,942.43/month**  
% of Position: 100% # of Mos: 12  
Effective: November 18, 2002  
Account #(s): A-212200-475100-64600-0000000/100%
- i. Name: **WILLIAM L. KNACK**  
Position: Police Officer I  
Department: Palomar College Police Department  
Position #: 5873 New?: No  
Remarks: Replacement for Brian Schofield; funded - Parking Lot Fees.  
Sal Grade/Step: **31/1** Salary: **\$3,490.69/month**  
% of Position: 100% # of Mos: 12  
Effective: December 1, 2002  
Account #(s): K-212200-543100-69500-1812070/100%
- j. Name: **STEPHEN E. KEITH**  
Position: Police Sergeant  
Department: Palomar College Police Department  
Position #: 6134 New?: Yes  
Remarks: Position approved 7/25/00; funded - Parking Lot Fees.  
Sal Grade/Step: **31/1** Salary: **\$3,490.69/month**  
% of Position: 100% # of Mos: 12  
Effective: November 13, 2002  
Account #(s): K-212200-543100-69500-1812070/100%

**13. RECOMMENDATION: ACTION - RATIFY CORRECTION TO ACADEMIC CONTRACT**

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

- a. Name: **ANNETTE D. SQUIRES**  
Position: Assistant Professor  
Department: Mathematics  
Remarks: Increased step placement due to verification of previous related work experience.  
Sal Grade/Stp: **D/7** Salary: **\$5,420.02/month**  
% of position: 100%  
# of Mos: 10  
Effective: August 23, 2002  
Account #(s): A-111000-363700-22080-0000000/100%

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

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

- a. Name: **KATHERYN GARLOW, Ph.D.**  
Position: Interim Dean  
Department: Arts and Languages  
Position #: 5071 New?: No  
Remarks: Replacement for Gene Jackson  
Sal Grade/Stp: **75/4** Salary: **\$8,543.73/month, plus \$1,200.00 annual stipend for Doctorate**  
% of Position: 100% # of Mos: 12  
Effective: October 14, 2002  
Account #(s): A-123100-321100-60110-0000000/100%
- b. Name: **THEO M. BROCKETT**  
Position: Manager, Education Center  
Department: Palomar College Escondido Center  
Position #: 6264 New?: Yes  
Remarks: Position approved 8/13/02  
Sal Grade/Stp: **57/5** Salary: **\$5,757.70/month**  
% of Position: 100% # of Mos: 12  
Effective: November 12, 2002  
Account #(s): B-212100-354200-60100-0000000/100%

**15. 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:

Jayne Braman – English  
Philip Douglas – Trades and Industry  
Bruce Elliott – Physical Education  
David Hansen – Earth Sciences  
Gary Russell – Trades and Industry

**16. 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, and Spring, 2003 (day and/or evening); said adjunct faculty are not scheduled to teach more than a 60-percent load in a single semester:

**FALL, 2002**

**EARTH SCIENCES**

Hansen, David	Earth Sciences B.A., Geography M.S., Geography	\$38.24
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**ENGLISH**

Braman, Jayne	English B.A., Literature and Writing	\$37.01
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Payne, Robert	English B.A., English M.A., English	\$38.24
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**COOPERATIVE EDUCATION**

McCurry, Jamie	Cooperative Education B.S., Social Work 2 + Years Experience	\$37.01
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**PERFORMING ARTS**

Collado, Patricia	Music B.M., Music M.M., Music	\$38.24
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**PHYSICAL EDUCATION**

Elliott, Bruce	Physical Education B.S., Marketing Management 6 + Years Experience	\$37.01
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**PUBLIC SAFETY**

Prior, Eric	Administrative Justice B.A., History J.D., Law	\$40.71
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**SPRING, 2003**

**TRADES AND INDUSTRY**

Douglas, Philip	Cabinet & Furniture Technology B.B.A., Accounting M.S., Taxation	\$38.24
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Gary Russell	Cabinet & Furniture Technology A.A., Furniture and Wood Technology	\$37.01
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## FISCAL SERVICES

### 17. **RECOMMENDATION: ACTION – APPROVE REVISED BUDGETS**

The Governing Board of Palomar Community College District hereby approves the following **Revised Budgets** as of fiscal quarter ending September 30, 2002:

General Fund Palomar Unrestricted (11); General Fund Unrestricted (11); General Fund Restricted (12); Special Debt Service Fund (29); Child Development Fund (33); Capital Outlay Projects Fund (41); Energy Conservation Fund (43); Escondido Center Tenancies (59); Post Retiree Benefit Fund (69); Associated Student Fund (71); Student Representation Fee Fund (72); Student Body Center Fee Fund (73); Student Financial Aid Fund (74); Scholarship and Loan Trust Fund (75).

Reports for each fund are included in the backup material to the Board. **Exhibit H-17**

### 18. **RECOMMENDATION: ACTION - APPROVE DRAWING NEW WARRANTS**

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

- a. Warrant # 76-063016 dated 11/15/01 in the amount of \$36.00, to Richard Johnson, 3214 San Helena Dr., Oceanside, CA 92056. Void due to stale dating.
- b. Warrant # 76-121788 Dated 4/18/95 in the amount of \$105.00, to James Daniels, Palomar College Staff/Mathematics. Void due to stale dating.

### 19. **RECOMMENDATION: ACTION – APPROVE QUARTERLY FINANCIAL STATUS REPORT (CCFS-311Q) FOR QUARTER ENDING SEPTEMBER 30, 2002**

The Governing Board hereby approves the **California Community Colleges Quarterly Financial Status Report (CCFS-311Q)** for quarter ending September 30, 2002. **Exhibit H-19**

### 20. **RECOMMENDATION: ACTION – APPROVE REVISED ANNUAL FINANCIAL REPORT FOR FY 2002-2002 AND BUDGET REPORT FOR FY 2002-2003**

The Governing Board hereby approves the **revised Palomar Community College Annual Financial and Budget Report (Financial Report for Fiscal Year 2001-2002, Budget Report for Fiscal Year 2002-2003)**. **Exhibit H-20**

### 21. **RECOMMENDATION: ACTION – APPROVE BUDGET TRANSFERS**

The Governing Board of Palomar Community College District hereby approves **Budget Transfers** for the 1st Quarter of Fiscal Year 2002-2003. This report is showing transfers made to the Adopted Budget as of 09/30/2002. **Exhibit H-21**

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

The Governing Board hereby approves the **Quarterly Report of Chief Financial Officer Regarding Disclosure of District Investments** as of September 30, 2002. **Exhibit H-22**

## CONTRACTS, COUNSEL

23. **RECOMMENDATION: ACTION - REVIEW AND APPROVE CONTRACTS AND AGREEMENTS MADE FOR PRIOR SIXTY DAYS**

The Governing Board hereby reviews, ratifies, and approves all **contracts and agreements** for the period September 1, 2002, through October 31, 2002, and entered into on behalf of the Palomar Community College District, as detailed on **Exhibit H-23**.

<b>Resumption of REGULAR AGENDA</b>
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### **Administration of Oath of Office to William L. Knack and Stephen E. Keith**

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 Confidential and Supervisory Team**
6. **INFORMATION: Report of the CCE/AFT**
7. **INFORMATION: Report of the Associated Student Government**

K. **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.

L. **UNFINISHED BUSINESS**

M. **NEW BUSINESS**

1. **RECOMMENDATION: ACTION - DESIGNATE DECEMBER 10, 2002, MEETING AS "ANNUAL ORGANIZATIONAL MEETING"**

The Governing Board of the Palomar Community College District hereby designates the Regular Meeting scheduled for **December 10, 2002, 7 p.m.**, as the **"Annual Organizational Meeting."** The meeting is to be held in the Governing Board Room on the San Marcos Campus.

**2. RECOMMENDATION: ACTION – APPROVE AGREEMENT BETWEEN AUTOMATIC TRANSMISSION REBUILDERS ASSOCIATION (ATRA) AND PALOMAR COMMUNITY COLLEGE DISTRICT**

The Governing Board hereby approves an agreement with **Automatic Transmission Rebuilders Association (ATRA)** to authorize Clifford Meyer, Associate Professor, Trades and Industry, to be a proctor member of ATRA. This is a year-to-year agreement. Proctor members schedule a classroom and administer tests twice yearly. In exchange, ATRA offers free technical information for Palomar College's automotive classes. **Exhibit M-2**

**3. RECOMMENDATION: ACTION - APPROVE FIELD COURSE TO YELLOWSTONE NATIONAL PARK FOR SUMMER, 2003**

The Governing Board hereby approves the Palomar Community College District's August 5-14, 2003, **field course to Yellowstone National Park**. The following courses shall be offered during the field course: (a) Biology 195A, Field Studies in Natural History 3 units; (b) Biology 195B, Field Studies in Ecology 3 units; (c) Biology 45A, Field Studies in Natural History 3 units; (d) Biology 114L Ecosystem Biology Laboratory 2 units; (e) Biology 295, Directed Study in Life Science 2 units.

All agreements and contracts necessary to carry out this summer field course to Yellowstone National Park are hereby authorized between the Palomar Community College District and the following vendors: (a) AMFAC Parks & Resorts; (b) National Park Service; (c) Dorman's Moose Enterprise; (d) Leisure Sports; (e) Grand Teton Lodge Company; (f) Triangle X Ranch. Advance deposits as may be required by these vendors are hereby authorized. The estimated cost per student is \$730.00 depending on lodging options and availability. Fee includes lodging and activities. Student must provide own means of transportation and meals. **Exhibit M-3**

**4. RECOMMENDATION: ACTION - APPROVE PLAN FOR EXPENDITURE OF TECHNOLOGY FUNDS ALLOCATED FOR THE 2002-2003 FISCAL YEAR FOR INFORMATION SERVICES**

The Governing Board hereby approves the application of the Palomar Community College District, Information Services, for the **2002-2003 TTIP (Telecommunication and Technology Infrastructure Program) Certification for Expenditures**, as detailed on **Exhibit M-4**, and approves the execution of certification for these expenditures by Dr. Sherrill L. Amador, Superintendent/President on behalf of the District.

**5. RECOMMENDATION: ACTION – APPROVE AND ACCEPT TWO MINI GRANTS FROM REGION 10 CONSORTIUM**

The Governing Board hereby approves and **accepts two mini grants** from the **Region 10 Consortium** in a total amount of seven thousand dollars (\$7,000.00). Two thousand dollars (\$2,000.00) will be used to provide training for staff in the area of compliance with the Americans for Disabilities Act (ADA). Five thousand dollars (\$5,000.00) will be used for an outreach project for Emergency Medical Education; the objective is to increase student diversity in the Fire, EMT, and Paramedic Academies. **Exhibit M-5**

**6. RECOMMENDATION: ACTION – APPROVE/RATIFY CONTRACT AMENDMENT TO MEMORANDUM OF UNDERSTANDING FOR FISCAL YEAR 2002-2003 WITH SAN DIEGO COUNTY SUPERINTENDENT OF SCHOOLS FOR R.O.P. PROGRAMS AND SERVICES FUNDED BY CARL D. PERKINS VOCATIONAL AND APPLIED TECHNOLOGY EDUCATION ACT SECTION 132**

The Governing Board hereby ratifies and approves an amendment to the Memorandum of Understanding (MOU) for the period 7/1/01-6/30/04 between the **San Diego County Superintendent of Schools**, San Diego County Office of Education, and the Palomar Community College District for Fiscal Year 2002-2003, pursuant to which ROP programs and services will be provided by the District and funded through the County under the **Carl D. Perkins Vocational Applied Technology Act** Section 132. Funding for the period of July 1, 2002, through June 30, 2003, shall be \$100,462.00. **Exhibit M-6**

**7. RECOMMENDATION: ACTION - RENEW CONTRACT AGREEMENT WITH HORIZONLIVE, INC., FOR HOSTING STATEWIDE e-CONFERENCING PROJECT**

The Governing Board hereby approves a renewal contract between **HorizonLive, Inc.**, and the Palomar Community College District, effective January 1, 2003, through June 30, 2003, for hosting of the statewide e-Conferencing telecommunications project (TSP), Grant RFA No. 00-0079, with HorizonLive, Inc., per terms of the original agreement, dated December 12, 2001. The amount of the renewal contract is not to exceed five hundred thousand dollars (\$500,000.00). Funds are to be paid from the e-Conferencing Grant account. **Exhibit M-7**

**8. RECOMMENDATION: ACTION - APPROVE EXTENSION OF PUBLIC INTEREST PROGRAMMING AGREEMENT WITH ECHOSTAR COMMUNICATIONS CORPORATION FOR CHANNEL CAPACITY TO BE USED BY THE CALIFORNIA COMMUNITY COLLEGE SATELLITE NETWORK (CCCSAT)**

The Governing Board hereby approves an extension of the **Public Interest Programming Agreement** for satellite channel capacity, dated December 15, 2001, between **EchoStar Communications Corporation** and the Palomar Community College District, doing business as the **California Community College Satellite Network (CCCSAT)**, effective December 15, 2002, through June 30, 2003, unless terminated earlier as provided therein. Charges for satellite capacity used under this agreement are paid from the statewide telecommunications grant to CCCSAT from the Office of the Chancellor, California Community Colleges. **Exhibit M-8**

**9. RECOMMENDATION: ACTION - APPROVE AGREEMENT WITH CEO ALLIANCE, INC., AND OMNI HUMAN TECHNOLOGIES, LTD**

The Governing Board hereby approves an agreement with the **CEO Alliance, Inc.**, and the **Omni Human Technologies, Ltd.**, effective October 10, 2002, and terminating October 10, 2004, under which the District's Worksite Education and Training program shall be licensed to **sell and distribute Harrison InnerView System and Software products** suitable for staff selection, team development, staff development, training needs assessment, conflict resolution, career counseling, and other human resources development functions. The cost of the initial license is five thousand dollars (\$5,000.00) to be paid from Worksite Education fund balances earned from other Worksite projects; the District shall generate projected sales revenues in the first year of its sale and distribution of these products, estimated to be twenty-five thousand dollars (\$25,000.00). **Exhibit M-9**

**10. RECOMMENDATION: ACTION - APPROVE AGREEMENT FOR MITIGATION OF ARCHAEOLOGICAL SITE (SDI 5581) IDENTIFIED IN THE NEGATIVE DECLARATION FOR THE HIGH-TECH LECTURE AND LAB PROJECT**

The Governing Board hereby approves an agreement effective November 1, 2002, and until the work is complete, for the **mitigation of the archaeological site** (SDI 5581) identified by Parsons Engineering Science in the negative declaration for the High-Tech Lecture and Lab Building (hereinafter the "Project") to be constructed on the San Marcos Campus. The underlying agreement is for educational services with **Philip de Barros, Ph.D.** as the principal in charge of archaeological mitigation in an amount not to exceed nineteen thousand six hundred eighty dollars (\$19,680.00), and for additional services to be performed by others as subcontractors in an amount not to exceed thirty-eight thousand three hundred dollars (\$38,300.00), for a total not to exceed fifty-seven thousand nine hundred eighty dollars (\$57,980.00), funded by Project funding from the State of California. **Exhibit M-10**

**11. RECOMMENDATION: ACTION - RAIFY AND APPROVE SHORT-TERM LICENSE AND FACILITIES USE AGREEMENT WITH CALIFORNIA CENTER FOR THE ARTS, ESCONDIDO**

The Governing Board hereby ratifies and approves a short-term license and facilities use agreement (hereinafter "License") with the **California Center for the Arts, Escondido** (hereinafter "Center"), effective July 1, 2002, and terminating June 30, 2004. Under this License, the District shall be entitled to use the Center for five (5) days during each fiscal year, free of rental charges, for events produced by the District's Performing Arts Department. The District is an Educational Tax-Sharing Partner under a Redevelopment District Tax-Sharing Partner Agreement dated December 12, 1984, with the City of Escondido and its Redevelopment Agency. **Exhibit M-11**

**12. RECOMMENDATION: ACTION - FINAL ACCEPTANCE OF WORK COMPLETED ON RE-ROOFING PROJECT, BUILDINGS "B" & "E"; 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 re-roofing work on Buildings "B" & "E" Project** on the San Marcos campus in accordance with the bid awarded by the Palomar Community College District, on July 9, 2002, to Universal Coatings, Inc. (the "Contractor"), 1220 East North Ave., Fresno, California 93725, and the project is hereby found to be completed. The Superintendent/President is hereby authorized to execute and file the Notice of Completion including execution of the verification as Secretary of the Governing Board. The total amount of this contract, including permit is \$95,200.00 plus one change order in the amount of \$6,008.00 and one credit for \$50.00, for a total contract price of \$101,158.00. All money due and owing to the Contractor, with the exception of the (10%) retention shall be paid, and following the expiration of thirty-five (35) calendar days from the date of this action, the retention shall be paid to the Contractor, providing no liens are filed within this period. The bid security posted by this Contractor shall be returned to the Contractor, and all other bonds shall be released within the time and in the manner as provided by law.

**13. RECOMMENDATION: ACTION - FINAL ACCEPTANCE OF WORK COMPLETED ON PARKING LOTS 1 AND 2 RENOVATION 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 Parking Lots 1 and 2 Renovation Project work** as performed on the San Marcos campus in accordance with the bid awarded by the Palomar Community College District, on September 10, 2002, to Hanson SJH Construction (the "Contractor"), San Diego, California 92163-9096, and the project is hereby found to be completed. The Superintendent/President is hereby authorized to execute and file the Notice of Completion including execution of the verification as Secretary of the Governing Board. The total amount of this contract, including permit is \$319,000.00. All money due and owing to the Contractor, with the exception of the (10%) retention shall be paid, and following the expiration of thirty-five (35) calendar days from the date of this action, the retention shall be paid to the Contractor, providing no liens are filed within this period. The bid security posted by this Contractor shall be returned to the Contractor, and all other bonds shall be released within the time and in the manner as provided by law.

**14. RECOMMENDATION: ACTION - ACCEPT AND APPROVE CHANGE ORDER #1 FOR STUDENT UNION REMODEL PROJECT**

The Governing Board hereby accepts and approves **Change Order #1** in the amount of eight thousand four hundred forty-one dollars (\$8,441.00), pertaining to the **Student Union Remodel project**; original contract approved by the Governing Board on July 15, 2002, as detailed on **Exhibit M-14**.

**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**