



**GOVERNING BOARD MINUTES
REGULAR MEETING, GOVERNING BOARD
PALOMAR COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD ROOM
COLLEGE CAMPUS
SAN MARCOS, CALIFORNIA
TUESDAY, NOVEMBER 12, 2002, 6:00 P.M.**

A. CALL TO ORDER

Dr. Robert L. Dougherty, Jr., President, called the meeting of the Palomar Community College District Governing Board to order at 6:00 p.m.

B. ROLL CALL

TRUSTEES PRESENT:

ROBERT L. DOUGHERTY, JR., M.D., PRESIDENT
DARRELL L. McMULLEN, M.B.A., VICE PRESIDENT
SILVERIO H. HARO, ED.M., SECRETARY
RALPH G. JENSEN, B.A., TRUSTEE
MICHELE T. NELSON, PH.D., TRUSTEE
SEAN WEIMER, STUDENT TRUSTEE

EXECUTIVE ADMINISTRATORS PRESENT:

Dr. Sherrill L. Amador, Superintendent/President
Diane Lutz, Assistant Superintendent/Vice President, Instruction
Joseph Madrigal, Assistant Superintendent/Vice President, Student Services
Dr. Jack Miyamoto, Assistant Superintendent/Vice President, Human Resource Services
Jerry Patton, Assistant Superintendent/Vice President, Finance and Administrative Services

BB. CLOSED SESSION

The Board went into Closed Session at 6:00 p.m., to discuss:

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

BBB. RECONVENE TO OPEN SESSION

Dr. Dougherty reconvened the meeting to Open Session at 7 p.m.

STAFF PRESENT:

Barbara Baldrige, Executive Assistant, President's Office
Chris Barkley, President, Faculty Senate; Associate Professor, English
Mike Dimmick, President, CCE/AFT; Information Services Senior Network Specialist
JoAnne Giese, President, Confidential and Supervisory Team; Administrative Assistant,
Administrative Services
Doug Key, President, The Faculty; Associate Professor, Earth Sciences
Mary Millet, Co-President, PFF/AFT; Adjunct Faculty, English
Mollie Smith, President, Administrative Association; Interim Director, Vocational Programs

GUESTS:

Others present are listed on the sign-in sheets.

QUORUM ESTABLISHED

Following the pledge of allegiance to the flag, Dr. Dougherty declared a quorum present, and the meeting proceeded with the order of business.

A TAPED RECORD OF THE PROCEEDINGS OF THIS MEETING IS ON FILE IN THE PRESIDENT'S OFFICE FOR THIRTY DAYS OR UNTIL THE MINUTES OF THE MEETING HAVE BEEN APPROVED BY THE GOVERNING BOARD, WHICHEVER IS LONGER.

ACTION TAKEN DURING CLOSED SESSION

Dr. Dougherty announced that the following action had been taken by the Governing Board during Closed Session:

1. The Board took action to terminate probationary classified employee, #006008733, in the classification of Custodian II, effective November 15, 2002.
2. The Board took action to terminate probationary classified employee, #000105825, in the classification of Skilled Maintenance Technician, effective November 15, 2002.
3. The Board took action to terminate classified employee, #000060206, in the classification of Custodian I, effective November 13, 2002.
4. The Board took action to deny a student discrimination appeal claim by Ivonne Torres.

C. APPROVAL OF MINUTES

MSC Jensen, Nelson

The Governing Board hereby approves the Minutes of the Regular Meeting of October 8, 2002.

The Vote was unanimous.

Student Trustee Advisory Vote: Aye

At this time Dr. Dougherty moved item **H-12-i and j** forward on the agenda.

12. RATIFY CLASSIFIED EMPLOYMENT

MSC Jensen, McMullen

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

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%

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

Administration of Oath of Office to William L. Knack and Stephen E. Keith

At this time, Dr. Dougherty administered the oath of office to Police Officer I, William L. Knack, and Police Sergeant, Stephen E. Keith. Jerry Patton gave a brief description of each of these officer's background and experience.

D. CALL FOR REMOVAL OF ITEMS FROM OR CHANGES TO AGENDA – There were none.

E. REPORT OF THE GOVERNING BOARD PRESIDENT

Dr. Dougherty reported that he had attended the graduation ceremonies at the Fire Fighter Academy last Friday. There were originally 43 students in the class. There were only four in the group who had dropped out soon after they started. The remaining 39 students bonded together and passed the entire course.

F. REPORTS OF THE GOVERNING BOARD MEMBERS

Dr. Nelson congratulated Nancy Chadwick and Mark Evilsizer on their election to the Governing Board. She stated that she would miss Silverio Haro and Robert Dougherty as they have made a major contribution to the College.

Dr. Nelson reported that she and Mr. McMullen, Dr. Amador, Mr. Patton, and Dr. Vernoy had met with members of the Poway City Council this afternoon. It was a very positive exchange of information with a sense of history. She felt everyone present learned from the meeting.

Dr. Nelson noted that the President's Associates Gala is planned for Saturday, November 16, at the La Costa Resort. It is hoped to raise more than \$80,000 at the event. The planning committee has been working hard all year to make this a successful event.

Dr. Nelson suggested the Board consider inviting David Viar, President of the Community College League of California, to Palomar to provide the Board a workshop after the new members attend their orientation in Sacramento in February.

Mr. Haro congratulated the new Board members. He stated that he has enjoyed the last 22 months on the Board and thanked all who have been involved during that time in the process of making Palomar College a better place for our students and our community. He stated that he has had the good fortune to know and work with some very talented and committed individuals while on the Board. He stated that we are very fortunate to have them with us at Palomar. He stated that he shared those community events that made him proud to represent Palomar College, especially in the areas of student outreach, parent involvement, and leadership training. He stated that he is disappointed in not being able to continue serving as a trustee but is committed to the mission of this fine institution and pledges to continue to serve the students and community of Palomar College in whatever capacity he is able to do so. He thanked everyone for a great 22 months.

Mr. McMullen commented positively on the Professional Development newsletter and its contents. He found ideas in there that he has put to use in his own teaching.

Mr. McMullen commented on the clever photographs on the cover of the Spring, 2003, class schedule. He commended those who prepare this publication on the fabulous job they do in promoting the College.

Mr. Jensen also welcomed the new Board members. He stated that the Board did an outstanding job when they appointed Mr. Haro, and the Board has appreciated his efforts and insights. Mr. Jensen also commended Dr. Dougherty for 19 years of service on the Board.

Mr. Weimer also welcomed the new Board members, welcomed back Dr. Nelson, and stated that it has been a pleasure working with Mr. Haro and Dr. Dougherty. Mr. Weimer looks forward to continuing his educational experience with the Board.

G. REPORT OF THE SUPERINTENDENT/PRESIDENT

At this time, Mr. McMullen presented Dr. Dougherty with a plaque in commemoration of his presidency of the Board for 2002.

1. Report of Vice President for Instruction

Diane Lutz noted that Mr. McMullen had requested a comparison of canceled classes for Fall, 2001, and Fall, 2002. In Fall, 2001, 212 classes were canceled. In Fall, 2002, 199 classes were canceled. The average class size of those canceled was 7.76. Those were the full semester classes that started at the beginning of the semester.

Ms. Lutz asked the Journalism students who were present to introduce themselves. A number of them won awards at the Journalism Association of Community Colleges' Southern California Conference and the San Diego Press Club's Annual Journalism Competition. Our students competed against 350 students from Southern California community colleges at the JACC Conference.

San Diego Press Club Awards – October 24:

First Place – Feature Story – Jessica Musicar
Second Place – College Web Site – Charles Steinman
Second Place – News Story – Tie – Sarah Strause and Stephen Keller
Second Place – Feature Story – Stephen Keller
Second Place – Opinion – Kristian Smock
Third Place – Opinion – Stephen Keller

Journalism Association of Community Colleges Southern California Conference
– October 19-20:

Mail-In Winners:

General Excellence – The Telescope
First Place – Sports Feature Photo – Natalie Schrik
Second Place – Column Writing – Charles Steinman
Second Place – Depth News Story/Series – Sarah Strause and Stephen Keller
Third Place – Line Illustration – Kristian Smock

Honorable Mentions:

Editorial Cartoon – Zachary Mudd
News Photo – Natalie Schrik
Editorial – Donna Jackson
Feature Story – Jessica Musicar
Inside Page Layout – The Telescope staff

On-the-Spot Winners:

First Place – Sports Photo – Arthur Anderson
Second Place – Bring-in Advertisement – Johnny Rabago
Second Place – Feature Photo – Arthur Anderson
Second Place – Critical Review – Jason Kalchik
Third Place – Editorial – Stephen Keller

Honorable Mentions:

Feature Story – Megan Schmidt
News Photo – Ben Burgeson

2. Report of Vice President for Student Services

On October 18, Palomar College hosted a memorable event, College eXpo 2002. We had approximately 1,000 high school seniors visit our campus during the day. While they were here, our staff and faculty provided them activities that ranged from tours of the campus through special interest sessions, such as financial aid, information on degrees and certificate programs. There was a very nice turnout. High schools from as far away as Warner Springs attended. The letters that came in after the event were very positive. There is much interest in continuing this event. Mr. Madrigal thanked the individuals who were instrumental in organizing this successful event: Javier Williams, Dr. Brenda Montiel, Diane McAllister, Judy Eberhart, and Mea Daum.

Palomar College wrestler Matt Lambert was selected as Pacific Coast Conference Men's Athlete of the Week. Matt is a sophomore from Rancho Bernardo High School, who has remained unbeaten on the season by winning the 157-pound weight class in the National Junior College Invitational Wrestling Tournament in Las Vegas. Matt helped lead Palomar to the tournament title. Coach Joe Ismay's Comets remain unbeaten in eight duals and five tournaments and are ranked No. 1 in the State by the California Wrestling Newsletter. This is an outstanding program.

Meredith Ballwey, women's volleyball player, was selected as Women's Athlete of the Week. Meredith, a sophomore setter from Poway High School, recorded 61 saves as the first-place Comets won twice to remain unbeaten in the PCC and extend their winning streak to 10 matches. Meredith had 35 assists in a 30-18, 30-24, 30-18 sweep of second-place Grossmont. She came back with 26 assists in a 30-14, 30-24, 30-23 sweep of Southwestern on the road. Meredith has played a key role as Palomar College has gone 9-0 to lead the conference and is 12-3 on the season.

The football team is near the end of the season with seven wins and one loss and is in first place in the conference.

Mr. Madrigal congratulated all of the athletic programs and the students who have performed outstanding feats for their very successful year.

3. Report of Vice President for Finance and Administrative Services

a. 2002 Toy Drive

Police Officers Brian Herritt and Ryan Banks discussed the Police Department's Holiday Toy Drive.

b. Student Accounts Report

Jerry Patton reported that the auditors are recommending that we write off \$605,000 of student accounts receivables. That does not mean that we will not keep trying to collect them as they will remain on the books. We will likely turn them over to a collection agency soon. The auditors felt it was best to take those accounts off to more adequately reflect the financial status of the college. These uncollected fees relate back to the implementation of PeopleSoft in 1999. The accounts receivable were allowed to get so high because we did not feel comfortable enough to send out bills and force students to pay on some of the information that had been posted. Only those of which we were certain were pursued. The auditors will make a comment about that during their report in December. We have a balance of \$190,216 as a current collectible that the auditors still want us to carry on the books. We also participate with the State of California on a collection process called COTOPS whereby we send in a list of delinquent accounts to the state, and they withhold from any state income tax refund the amount a student owes us and forward it to us.

c. Instructional Costs

Mr. Patton presented a report defining the classification of costs and a spreadsheet indicating the comparison of costs for Instruction as opposed to Administration and Support from FY 1990-91 through FY 2000-01. He also presented a spreadsheet indicating the amounts and percentages for the 50% Law (ECS 84362) with data taken from audited annual financial and budget reports (CCFS-311). **Exhibit G-3c**

4. Report of Vice President for Human Resource Services

a. Faculty and Staff Diversity Performance Report

Dr. Jack Miyamoto presented the Faculty and Staff Diversity Performance Report (**Exhibit G-4a**) indicating that of the 775 persons interviewed, 123 persons were hired in the categories indicated during the 2001-02 year. The following percentages hired were from under-represented groups:

Executive/Administrative/Managerial	33.0%	(3 of 9 positions)
Faculty	16.7%	(2 of 12 positions)
Professional (Non-Faculty)	36.4%	(4 of 11 positions)
Secretarial/Clerical	33.3%	(20 of 57 positions)
Technical/Paraprofessional	25.0%	(5 of 20 positions)
Skilled Crafts	40.0%	(2 of 5 positions)
Service/Maintenance	55.6%	(5 of 9 positions)

Dr. Miyamoto pointed out that Proposition 209 had eliminated Affirmative Action, but that Palomar College remains committed to diversity among its staff members.

Dr. Amador reported that she and Mr. Patton had recently hosted Robert Turnage, Vice Chancellor of Finance, from the Chancellor's Office, for a very productive meeting. He has been in the position for less than six months. He is working on the finance issues for the next year and will be responsible for putting the system budget together. They discussed the handling of growth and how our District is dealing with that. He wanted to know what we knew of other districts. They also discussed their concern about their blended growth rate, how one year it can be around 3.5, the next year 6, and the next year 3 – totally inconsistent. They also noted that they didn't understand that growth rate because it seems somewhat of a mystery for a state growth rate that every college gets. They discussed facilities issues and took him on a tour of this campus. He quickly saw that we were in need of help. He was glad to hear that we are working on our Educational and Facilities Master Plan because all colleges need to have that in order to get any more state funds.

Dr. Amador also reported that she has been asked to serve on a "think tank" for the Accrediting Commission on the new standards. She attended her first meeting on October 28. The group consists of faculty, some administrators, accrediting staff members from both two-year and four-year colleges, and she was the only college president asked to participate. The four new standards emphasize student learning outcomes assessment, institutional effectiveness, and the planning model. The discussion entailed how colleges will put their self-studies together because it will be different from what they have been used to for the last 20+ years. They are looking at new methodologies and helping the staff develop the guidebook for the institutions beginning in 2004 when the new standards take effect. Dr. Amador will attend the last meeting of the "think tank" on November 18. She stated that participating in the group has been an excellent learning experience for her.

Dr. Amador reported that she had done the welcoming speech at the Phi Theta Kappa installation on November 1 and was surprised with an honorary membership in the group. She thanked the group for that honor.

Dr. Amador provided the Board with a draft of "Tidal Wave Watch," which was written by David Wolf, the past Executive Director of the Accrediting Commission, and Stephen Weiner, who served on the Board of Governors for many years. It is a very interesting report which is the result of interviewing many persons. It tells the story of access from a public policy point of view – what we are doing to our students by not funding growth, by not funding facilities, and what is actually happening from a policy level of keeping students out of community colleges. We are the entrance to higher education for the majority of students in California and the United States as well. Dr. Amador will provide additional drafts of this report as she receives them.

Dr. Amador congratulated Dr. Nelson, Mr. Evilsizer, and Ms. Chadwick on their election as Governing Board members. She stated she looks forward to working with them.

There will be a Governing Board workshop on November 19 at 6 p.m. in the Governing Board Room to discuss the future District structure in relation to the Educational and Facilities Master Plan projecting the student growth of 17,000 students by the year 2022. Dr. Amador encouraged the new Board members to attend the workshop.

Dr. Amador stated that, as a follow-up to the Faculty Senate resolution presented at the last Board meeting, she would like to make the following comments:

"I visited the Faculty Senate meeting on November 5 to discuss the issue of faculty morale. It is my opinion, based on that meeting, that the major factor in faculty morale is contract negotiations, not academic and professional matters. Now that the elections are over, I feel there is an opportunity for productive negotiations. The state mediator will be at the negotiation session on November 22; and, as he had indicated to the District team during the last two sessions, not much would happen until after the elections. Therefore, I would like to make the following changes to be effective with the negotiation session beginning on the 22nd.

"Jack Miyamoto, our Vice President for Human Resource Services will be the District's chief negotiator. Our attorney will be available for consultation only and will not be sitting at the table with us. I feel we are at a point where the legal issues have been addressed by the contract format and the references to code and law. Since reaching an agreement is the desire of both parties, I have decided to personally sit at the table with the District team and take an active role in negotiations. I have freed my calendar for the next few months to be available for what I hope to be many productive sessions in the near future. It is my plan to work in a problem-solving mode as we negotiate all articles. In addition, the District has researched information from all our comparable districts. We will be sharing the comparability data in salaries, while comparing work load, class size, WSCH/FTES, lecture/lab ratios, pay differentials, and state revenue per FTES for those comparable districts as well.

"A high priority of the Governing Board is to provide educational quality for our current and growing number of students while still maintaining fiscal stability using existing resources. I will continue to be mindful of that direction. This will not be easily achieved given the state revenue picture over the next few years, but that is the fiscal situation that all community college districts are facing. I look forward to the opportunities and challenges of this new assignment.

"And finally, I would like to publicly thank Dr. Dougherty for all of your work. Nineteen years is a long time to give service to students and community. Also, working with Trustee Haro, I have really appreciated your advice during our work together."

CONSENT CALENDAR

H. CONSENT CALENDAR

GIFTS

1. ACCEPT GIFTS

MSC Jensen, McMullen

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.

The Vote was unanimous.
 Student Trustee Advisory Vote: Aye

BUSINESS SERVICES

2. REVIEW AND APPROVE PURCHASES MADE FOR PRIOR SIXTY DAYS

MSC Jensen, McMullen

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>

The Vote was unanimous.
 Student Trustee Advisory Vote: Aye

COMMUNITY SERVICES

3. APPROVE NEW COMMUNITY SERVICES CLASSES, AGREEMENTS, AND PERSONNEL

MSC Jensen, McMullen

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

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

PERSONNEL

4. APPROVE PERSONNEL ACTIONS HISTORY

MSC Jensen, McMullen

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**

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

5. RATIFY CHANGE TO CLASSIFIED POSITIONS

MSC Jensen, McMullen

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/Step: **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%

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

6. RATIFY CLASSIFIED RECLASSIFICATIONS

MSC Jensen, McMullen

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%

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

7. RATIFY LEAVES OF ABSENCE

MSC Jensen, McMullen

- 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.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

8. RATIFY NEW ADMINISTRATIVE POSITION

MSC Jensen, McMullen

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%

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

9. RATIFY RESIGNATIONS

MSC Jensen, McMullen

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).

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

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.

Diane Lutz recognized individually each of these long-term employees who have supported the Instruction Division.

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. RATIFY CLASSIFIED EMPLOYMENT

MSC Jensen, McMullen

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/Stp: **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/Stp: **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/Stp: **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/Stp: **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%

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

13. RATIFY CORRECTION TO ACADEMIC CONTRACT

MSC Jensen, McMullen

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%

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

14. RATIFY ADMINISTRATIVE EMPLOYMENT

MSC Jensen, McMullen

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%

Diane Lutz introduced Dr. Garlow to the Board and discussed her background prior to her being named Interim Dean of Arts and Languages.

- 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%

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

15. GRANT EQUIVALENCY FOR DISCIPLINES

MSC Jensen, McMullen

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

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

16. RATIFY ADJUNCT FACULTY EMPLOYMENT

MSC Jensen, McMullen

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
---------------	--	---------

ENGLISH

Braman, Jayne	English B.A., Literature and Writing	\$37.01
---------------	---	---------

Payne, Robert	English B.A., English M.A., English	\$38.24
---------------	---	---------

COOPERATIVE EDUCATION

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

PERFORMING ARTS

Collado, Patricia	Music B.M., Music M.M., Music	\$38.24
-------------------	-------------------------------------	---------

PHYSICAL EDUCATION

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

PUBLIC SAFETY

Prior, Eric	Administrative Justice B.A., History J.D., Law	\$40.71
-------------	--	---------

SPRING, 2003

TRADES AND INDUSTRY

Douglas, Philip	Cabinet & Furniture Technology B.B.A., Accounting M.S., Taxation	\$38.24
-----------------	--	---------

Gary Russell Cabinet & Furniture Technology \$37.01
A.A., Furniture and Wood Technology

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

FISCAL SERVICES

17. APPROVE REVISED BUDGETS

MSC Jensen, McMullen

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**

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

18. APPROVE DRAWING NEW WARRANTS

MSC Jensen, McMullen

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.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

19. APPROVE QUARTERLY FINANCIAL STATUS REPORT (CCFS-311Q) FOR QUARTER ENDING SEPTEMBER 30, 2002

MSC Jensen, McMullen

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

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

20. **APPROVE REVISED ANNUAL FINANCIAL REPORT FOR FY 2002-2002 AND BUDGET REPORT FOR FY 2002-2003**

MSC Jensen, McMullen

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**

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

21. **APPROVE BUDGET TRANSFERS**

MSC Jensen, McMullen

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**

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

22. **APPROVE QUARTERLY REPORT OF CHIEF FINANCIAL OFFICER REGARDING DISTRICT INVESTMENTS**

MSC Jensen, McMullen

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**

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

CONTRACTS, COUNSEL

23. **REVIEW AND APPROVE CONTRACTS AND AGREEMENTS MADE FOR PRIOR SIXTY DAYS**

MSC Jensen, McMullen

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**.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

**Resumption of
REGULAR AGENDA**

I. ACTION ON ITEMS REMOVED FROM CONSENT CALENDAR

There were no items removed from the Consent Calendar.

J. REPORTS FROM COLLEGE GROUPS

1. INFORMATION

Report of the Faculty Senate

Chris Barkley gave the following report: "I, too, would like to thank Professor Haro and also Dr. Dougherty for their service to Palomar College and to congratulate Dr. Nelson and to congratulate and welcome Nancy Chadwick and Mark Evilsizer. I look forward to working with all of the members of the Board in the coming years. The report of the Senate:

"We invited Dr. Miyamoto to visit the Senate to discuss some Senate concerns about the proposed Unlawful Discrimination Policy changes. We are still working on this particular policy.

"We approved the Government Affairs Committee and made suggestions to PFF about when to place Spring Break in 2003 to best accommodate our programs, especially our field trip classes that take place during Spring Break.

"We are soliciting nominations for the Exemplary Award for outstanding program, which is given by the State Senate and which includes a generous monetary award. So we hope to make a nomination this year.

"We appointed Sara Thompson to take Katheryn Garlow's position as Chair of the Equivalency Committee and Judy Eberhart as Professional Development Coordinator to finish out Katheryn's term.

"We distributed the evaluation forms for the Superintendent/President, for all Vice Presidents, and the Deans who are not interim Deans. When the collating of the results is complete and the Senate has had a chance to review the evaluations, I will present the results to the person evaluated and to his or her superior. I will then request an opportunity to speak with the Board on the Superintendent/President's evaluation in closed session.

"We directed our Elections Committee chair to distribute a poll to all faculty on the proposed Hiring Policy and Procedures changes, but by a 2 to 1 margin of all those who voted (a total of slightly over 120 faculty), they were both defeated, so we directed Dan Sourbeer, chair of the Professional Procedures Committee, to renegotiate hiring procedures that faculty could support. We requested that no new policy be passed by SPC in order to keep our existing BP 174 active so that we could hire needed faculty in several areas again this year. We want to resolve the concerns of both faculty and the District in a mutually agreeable way very soon. We appreciated your willingness to consider passing the new policy without your usual procedure of seeing it first for information and not taking action until the following meeting, and we ask that you remain open to that possibility if we can agree on new procedures soon so that we could begin using the new policy and procedures as soon as possible after we come to an agreement.

“For some of our faculty committee appointments which require ballots, we are experimenting with new software that allows us to vote on line using a password before attending Senate meetings. This will save us time at Senate meetings (which have been running very long this year).

“I attended the Fall Plenary Session of the State Academic Senate from October 31 - November 2, and brought back several resolutions passed by that body to be considered by our own Senate. Since we have a long agenda each week due to proposed changes coming through SPC, it may take us a few weeks to deal with all of these issues.

“We evaluated and ratified the work of the Curriculum Committee.

“Our Joint Council, which consists of members of the Faculty Council and members of the PFF Executive Board, is working to identify legitimate ways that the Senate and the Palomar Faculty Federation can support the work of the other, as we both have the best interests of all faculty at heart and many areas of faculty concern overlap the responsibilities of each separate body. My personal concern that was raised at this meeting that Dr. Amador attended is that frustrations that are affecting union members are spilling over into Senate discussions, which prolongs our work and makes it more difficult to come to agreement with administration on anything. This hurts all of us at Palomar College.

“Therefore, coming out of a discussion at the last Board meeting, in which Dr. Amador said she was willing to work with the Senate to improve faculty morale, we invited her to attend the Senate and help us brainstorm some of the problems and possible solutions. She came to the November 4 Senate meeting. We discussed many possible reasons for the low faculty morale. We are serious about being proactive, about being problem solvers, and about being part of the solution; and we take Dr. Amador at her word that she is, too. A small group of faculty is meeting to generate some possible actions we could take to improve the situation, but we have not yet had an opportunity to discuss these with anyone in administration.”

2. **INFORMATION**

Report of the Palomar Faculty Federation

Mary Millet stated: “Compared to the Senate, we’ve been resting. However, we would like to welcome the new Trustees for the Board very much, Nancy Chadwick and Mark Evilsizer, and Michele, thank you for returning. We look forward to working with you. And to Dr. Dougherty and Silverio Haro, we want to let you know that we wish you well as well. And, to Dr. Amador, this is a good beginning. We look forward to working with Jack Miyamoto as well. So things are looking up.”

3. **INFORMATION**

Report of The Faculty

Doug Key, President of The Faculty, reported that a special Faculty meeting would be held to discuss and prepare responses to the proposed Instruction reorganization. It was reported that the results of the Faculty vote on the revisions to The Faculty Constitution would be known shortly. He also thanked Dr. Amador for her comments regarding the changes in the makeup of the District's negotiation team.

4. **INFORMATION**

Report of the Administrative Association

Mollie Smith stated, "On behalf of the Administrative Association, I would like to thank Mr. Haro and Dr. Dougherty for their service to Palomar College. Over the years, Dr. Dougherty has attended many Nursing, Fire and Police Academy, EOP&S, and Apprenticeship graduations. We want to thank you for your long-standing support."

5. **INFORMATION**

Report of the Confidential and Supervisory Team

Jo Anne Giese stated, "As you know, at the request of the District, the Confidential and Supervisory groups were separated from the Administrative Association. We have recently had an election, and I was voted President. Jenny Akins, Purchasing Supervisor, is the Vice President, and Donna Renner, Facilities Coordinator, is the Secretary-Treasurer. We've just completed our handbook, which was written specifically for our team. We'll send it out to our group this week and then to Dr. Miyamoto next week.

We would also like to thank Dr. Dougherty and Mr. Haro for their commitment to Palomar College."

6. **INFORMATION**

Report of the CCE/AFT

Mike Dimmick stated, "On behalf of the Classified Staff, I would like to echo my colleague's sentiments. I'd like to thank Dr. Dougherty and Silverio Haro with regards to their service to the community and to the District. I'd also like to congratulate Michele, Nancy, and Mark on the election. It was a very good election and well done."

6. **INFORMATION**

Report of the Associated Student Government

Sean Weimer stated, "On behalf of the Student Government, once again, that's all I'll say on that, you know, repeating. Fortunately, on November 8-10, we attended the American Student Association of Community Colleges planning conference for setting goals to go to Washington, D.C. I have to tell you, if there were awards given out for ASGs that were outstanding, Palomar would have brought home the biggest trophy. I found out this weekend that we're not just ahead, but we're light years ahead. And I was very proud. In fact, administrators from various colleges came up to me and asked me if my students could do some of the workshops, and I was very impressed. And, in fact, I have some of my students here. I have Leo Melena, Sally Serrin, and Paul Charles. They are doing an extraordinary job representing Palomar; in fact, our former President, Dr. Boggs, was there and he also gave Palomar outstanding accolades. We did very, very well. Washington, D.C., will be a success this year."

K. COMMENTS FROM OTHER INDIVIDUALS OR GROUPS

There were none.

L. UNFINISHED BUSINESS

There was none.

M. NEW BUSINESS

1. DESIGNATE DECEMBER 10, 2002, MEETING AS “ANNUAL ORGANIZATIONAL MEETING”

MSC Jensen, Nelson

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.

The Vote was unanimous.

Student Trustee Advisory Vote: Aye

2. APPROVE AGREEMENT BETWEEN AUTOMATIC TRANSMISSION REBUILDERS ASSOCIATION (ATRA) AND PALOMAR COMMUNITY COLLEGE DISTRICT

MSC Jensen, Nelson

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

The Vote was unanimous.

Student Trustee Advisory Vote: Aye

3. APPROVE FIELD COURSE TO YELLOWSTONE NATIONAL PARK FOR SUMMER, 2003

MSC Jensen, McMullen

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**

The Vote was unanimous.

Student Trustee Advisory Vote: Aye

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

MSC Nelson, McMullen

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.

The Vote was unanimous.

Student Trustee Advisory Vote: Aye

5. **APPROVE AND ACCEPT TWO MINI GRANTS FROM REGION 10 CONSORTIUM**

MSC Haro, Nelson

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**

The Vote was unanimous.

Student Trustee Advisory Vote: Aye

6. **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**

MSC Jensen, Nelson

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**

The Vote was unanimous.

Student Trustee Advisory Vote: Aye

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

MSC Nelson, Jensen

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**

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

8. **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)**

MSC Jensen, McMullen

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**

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

9. **APPROVE AGREEMENT WITH CEO ALLIANCE, INC., AND OMNI HUMAN TECHNOLOGIES, LTD**

MSC Jensen, McMullen

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**

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

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

MSC Jensen, Nelson

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**

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

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

MSC Jensen, Haro

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**

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

12. **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**

MSC McMullen, Jensen

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.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

13. **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**

MSC McMullen, Nelson

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.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

14. **ACCEPT AND APPROVE CHANGE ORDER #1 FOR STUDENT UNION REMODEL PROJECT**

MSC Nelson, McMullen

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**.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

Dr. Dougherty stated that it has been his great pleasure to work with outstanding people here at Palomar College, including students who have gone on to be successful in their chosen fields. He stated that we are doing a great job of turning out outstanding leaders in our society, and he is proud of that.

N. CLOSED SESSION

The Board recessed at 8:15 p.m. and went into Closed Session at 8:19 p.m., to discuss:

1. Public Employee Discipline/Dismissal/Release, pursuant to Government Code 54957.6.
2. Conference regarding discussion with Other Unrepresented Employees, pursuant to Government Code 54957.6.

Closed Session ended at 8:40 p.m.

O. RECONVENE TO OPEN SESSION

The meeting reconvened at 8:41 p.m.

Dr. Dougherty announced that the Board had taken action during closed session to issue a letter of contract non-renewal to an educational administrator, employee #004200494.

P. ADJOURNMENT

The meeting was adjourned at 8:42 p.m.