



**GOVERNING BOARD AGENDA**  
**ORGANIZATIONAL AND REGULAR MEETING, GOVERNING BOARD**  
**PALOMAR COMMUNITY COLLEGE DISTRICT**  
**GOVERNING BOARD ROOM, STUDENT SERVICES CENTER**  
**COLLEGE CAMPUS**  
**SAN MARCOS, CALIFORNIA**  
**TUESDAY, DECEMBER 10, 2002**  
**7:00 P.M.**

**NOTICE TO PUBLIC:** In accordance with Board Procedure 12.10.1, members of the public who wish to address the Board on matters within its jurisdiction have a five-minute time limit per person. The Board may ask a group to select a spokesperson and may limit the number of speakers on a particular topic unless the proposed speakers are addressing different concerns.

*The 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 .....	2
AA.	Administration of Oath of Office .....	2
B.	Roll Call .....	2
BB.	Election of Officers.....	2
BBB.	Appointment of Secretary to the Board.....	2
BBBB.	Establishment of Date, Time, and Place of Meetings .....	2
C.	Approval of Minutes .....	2
D.	Call for Removal of Items from or Changes to Agenda.....	2
E.	Report of the Board President .....	3
F.	Reports of the Governing Board Members .....	3
G.	Report of the Superintendent/President.....	3
H.	Consent Calendar .....	3-8
I.	Action on Items Removed from Consent Calendar .....	8
J.	Reports from College Groups .....	8
K.	Comments from Other Individuals or Groups.....	9
L.	Unfinished Business .....	9
M.	New Business .....	9-19
N.	Closed Session.....	20
O.	Reconvene to Open Session .....	20
P.	Adjournment .....	20

**A. CALL MEETING TO ORDER**

**AA. ADMINISTRATION OF OATH OF OFFICE**

**B. ROLL CALL**

Establishment of a Quorum

**BB. ELECTION OF OFFICERS**

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

**BE IT RESOLVED, That \_\_\_\_\_ be elected **President** of the Governing Board of the Palomar Community College District, effective December 10, 2002.**

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

**BE IT RESOLVED, That \_\_\_\_\_ be elected **Vice President** of the Governing Board of the Palomar Community College District, effective December 10, 2002.**

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

**BE IT RESOLVED, That \_\_\_\_\_ be elected **Secretary** of the Governing Board of the Palomar Community College District, effective December 10, 2002.**

**BBB. APPOINTMENT OF SECRETARY TO THE BOARD**

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

The Governing Board hereby appoints **Dr. Sherrill L. Amador, Superintendent/President**, to serve as **Secretary to the Governing Board** of the Palomar Community College District, effective December 10, 2002.

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

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

**BE IT RESOLVED, That the **Regular Meetings** of the Governing Board of the Palomar Community College District shall be held on the **second Tuesday** of each month, **closed session** beginning at **6 p.m.**, **open session** beginning at **7 p.m.**, in the **Governing Board Room, Student Services Center, San Marcos Campus**.**

**ADJOURNMENT OF ORGANIZATIONAL MEETING**

**CONVENE REGULAR MEETING**

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

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

The Governing Board hereby approves the Minutes of the Special Meeting of November 19, 2002.

- D. CALL FOR REMOVAL OF ITEMS FROM OR CHANGES TO AGENDA**
- E. REPORT OF THE GOVERNING BOARD PRESIDENT**
- F. REPORTS OF THE GOVERNING BOARD MEMBERS**
- G. REPORT OF THE SUPERINTENDENT/PRESIDENT**
  - 1. Report of Vice President for Instruction
    - a. Accreditation Self-Study Report
  - 2. Report of Vice President for Student Services
  - 3. Report of Vice President for Finance and Administrative Services
    - a. Audit Report
  - 4. Report of Vice President for Human Resource Services

<b>CONSENT CALENDAR</b>
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***NOTICE TO PUBLIC:*** *There will be no separate discussion of these items unless a Governing Board member or member of the public requests that particular item(s) be removed from the Consent Calendar. Items so removed will be considered separately. All matters remaining under Consent Calendar are considered to be routine and will be approved by one motion.*

**H. 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. Bronze life-size figure of young woman (original), Minoan-style youth lead casting (original), press releases, portfolio, photos for students, bronze plank slices for display and use in the Art Department, donated by **Wilfred O. Boettiger**, 12469 Greens East Road, San Diego, CA 92128. Total cash value as estimated by donor is \$15,550.00.
- b. Three boxes of pre-school games, books, tapes, and curriculum books for use in the Child Development Center, donated by **Penny Pecoraro**, 592 Starstone Place, San Marcos, CA 92069. Total cash value as estimated by donor is \$1,000.00.
- c. Compact discs (180+) of music to be used in the Performing Arts Department, donated by **Frank Smalley**, P.O. Box 1504, Vista, CA 92085. Total cash value as estimated by donor is \$5,000.00.
- d. Aviation books (90), pilot training manuals (22), and aviation videos (3) for student reference in the Earth Sciences Department, donated by **Larry F. Stoffers**, 755 Yucca Ridge Lane, San Marcos, CA 92069. No cash value estimated by donor.

## COMMUNITY SERVICES

### 2. RECOMMENDATION: ACTION – APPROVE 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:       | Maureen O'Connor-DuPont      |
|    | Name of Class:   | CBEST Test Preparation       |
|    | Effective:       | February 8 and March 1, 2003 |
|    | Instructor Rate: | \$276.29                     |
|    | Fee to Student   | \$129                        |
|    | Terms:           | Minimum of 10 students       |
| b. | Presenter:       | Dawn Schmidt                 |
|    | Name of Class:   | CBEST Test Preparation       |
|    | Effective:       | February 1 and 22, 2003      |
|    | Instructor Rate: | \$245.00                     |
|    | Fee to Student   | \$129                        |
|    | Terms:           | Minimum of 10 students       |

## FISCAL SERVICES

### 3. RECOMMENDATION: ACTION – ACCEPT AUDIT REPORT

The Governing Board hereby accepts the **Audit Report** of the Palomar Community College District, Year Ended June 30, 2002, as prepared by Vicenti, Lloyd, Stutzman LLP, 2100-A Foothill Boulevard, La Verne, CA 91750.

### 4. RECOMMENDATION: ACTION – APPROVE REPORT OF REVOLVING CASH EXPENDITURES

The Governing Board hereby reviews and approves the report of **Revolving Cash Expenditures**, for October, 2002. **Exhibit H-4**

## PERSONNEL

### 5. RECOMMENDATION; ACTION – APPROVE CHILD DEVELOPMENT CENTER TEACHER EMPLOYMENT

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

Blankinship, Kathryn	Master Teacher	\$10.83
	A.B., Home Economics	
	J.D., Law	

### 6. RECOMMENDATION: ACTION – APPROVE PERSONNEL ACTIONS HISTORY

The Governing Board hereby approves the **Personnel Actions History** report, which includes hires and pay rate changes for short-term and student employees for the month of **November, 2002. Exhibit H-6**

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

- a. The Governing Board hereby ratifies the recommendation of the Superintendent/President granting a **40% Personal Leave of Absence without pay and with no effect on benefits**, effective January 21, 2003, through May 23, 2003, to **DANIEL K. CLEGG**, Associate Professor, Mathematics.
- b. The Governing Board hereby ratifies the recommendation of the Superintendent/President granting a **15% Personal Leave of Absence without pay and with no effect on benefits**, effective January 1, 2003, through June 30, 2003, to **DOROTHY M. FARRELL**, Staff Assistant, Counseling and Matriculation.
- c. The Governing Board hereby ratifies the recommendation of the Superintendent/President granting a **100% Family Leave of Absence without pay and with benefits**, effective January 15, 2003, through April 8, 2003, to **TIFFINY R. HICKEY**, Web Analyst, Educational Television.

**8. RECOMMENDATION: ACTION – RATIFY CLASSIFIED RECLASSIFICATION**

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

- a. **Position:** INTERPRETATION PROGRAM COORDINATOR  
**Department:** Disabled Student Programs and Services  
**Name:** Vacant  
**Position #:** 5706                      **New?:** No  
**Remarks:** Position was Supervisor Interpretation Services, grade 48 on Administrative Schedule  
**Effective:** December 1, 2002  
**% of position:** 100%                      **# of Mos:** 12  
**Sal Grade/Stp:** **35/1**                      **Salary:** **\$3,848.83/month**  
**Account(s):** A-212200-472100-64200-0000000/100%  
**Note:** Position will be removed from Supervisory and placed in the bargaining unit represented by the CCE/AFT

**9. 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. **JAMES T. SAW**, Professor, Art, December 22, 2002.
- b. **BONNIE B. CORZINE**, Senior Library Media Technician, Library Media Center at Palomar College Escondido Center, December 31, 2002.

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

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

- a. **AMANDA L. GONZALEZ**, Library Media Technician II, Library Media Center, effective December 1, 2002 (last day of employment 11/30/2002).

- b. **KERRY S. KANONAS-GROSE**, Accounting Assistant, Facilities, effective November 30, 2002 (last day of employment 11/29/2002).
- c. **JULIE A. KLEIN**, Instructional Support Assistant IV, Life Sciences, effective December 3, 2002 (last day of employment 12/2/2002).
- d. **KARLA CASTRO**, Outreach Coordinator, GEAR UP/Student Support Services, effective 12/13/2002 (last day of employment 12/12/2002).

**11. 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: **JAMES J. DIAZ**  
Position: Supervisor, Facilities Operations  
Department: Building Services at Palomar College Escondido Center  
Position #: 5654                      New?: No  
Remarks: Replacement for Timothy McGann; promotion for Mr. Diaz.  
Sal Grade/Stp: **43/1**                      Salary: **\$3,345.43/month**  
% of Position: 100%                      # of Mos: 12  
Effective: November 18, 2002  
Account #(s): A-212100-542100-65100-0000000/100%  
Note: Position will be placed in the Confidential and Supervisory Team.
  
- b. Name: **ALISON G. BECKETT**  
Position: Academic Department Assistant  
Department: English as a Second Language  
Position #: 5127                      New?: No  
Remarks: Replacement for Judy Tokas; promotion for Ms. Beckett.  
Sal Grade/Stp: **19/5**                      Salary: **\$3,166.88/month**  
% of Position: 100%                      # of Mos: 12  
Effective: November 25, 2002  
Account #(s): A-212200-325100-60910-0000000/100%
  
- c. Name: **GLORIA SALTZ**  
Position: Records Assistant  
Department: Admissions, Records, and Veterans' Services  
Position #: 5477                      New?: No  
Remarks: Replacement for Rose Tucker; transfer for Ms. Saltz.  
Sal Grade/Stp: **16/12**                      Salary: **\$3,166.88/month**  
% of Position: 100%                      # of Mos: 12  
Effective: January 2, 2003  
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% differential paid for hours worked between 6:00 pm and 10:00 pm.
  
- d. Name: **DONNA M. GUSTAFSON**  
Position: Client Services Assistant  
Department: Educational Television  
Position #: 6221                      New?: No  
Remarks: Replacement for Shanon Beach; funded - e-Conferencing.  
Sal Grade/Stp: **20/1**                      Salary: **\$2,670.14/month**  
% of Position: 100%                      # of Mos: 12  
Effective: November 22, 2002  
Account #(s): K-212200-318100-61320-1612191/100%



**13. RECOMMENDATION: ACTION – RATIFY ADJUNCT FACULTY EMPLOYMENT**

The Governing Board hereby ratifies the recommendation of the Superintendent/President regarding the employment of the following **adjunct faculty**, at the rates indicated for Spring, 2003 (day and/or evening); said adjunct faculty are not scheduled to teach more than a 60-percent load in a single semester:

**SPRING, 2003**

**BUSINESS EDUCATION**

Prabowo, Haryo	Business Education B.A., Architecture M.B.A., Management	\$38.24
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Smith, Theresa	Office Information Systems B.B.A., Business Administration M.A., Education	\$38.24
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**ECONOMICS, HISTORY, AND POLITICAL SCIENCE**

Martinez, Kristy	Political Science B.A., International Relations M.A., Pacific International Affairs	\$38.24
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Zacharias, Jared	Political Science B.A., Political Science M.A., Political Science	\$38.24
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**PUBLIC SAFETY**

Benton, Bob	Administrative Justice A.A., General Studies 6 Years' Experience	\$37.01
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**Resumption of  
 REGULAR AGENDA**

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

**J. REPORTS FROM COLLEGE GROUPS**

1. **INFORMATION: Report of the Faculty Senate**
2. **INFORMATION: Report of the Palomar Faculty Federation**
3. **INFORMATION: Report of The Faculty**
4. **INFORMATION: Report of the Administrative Association**
5. **INFORMATION: Report of the 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.

- a. Statement of Appreciation – Linda Dudik

**L. UNFINISHED BUSINESS**

**M. NEW BUSINESS**

1. **RECOMMENDATION: ACTION - RECEIVE BIDS FOR PROVIDING EQUIPMENT AND SERVICES FOR A PAY TELEPHONE SYSTEM**

The following bid was received by the Palomar Community College District from the firm indicated in response to Notice to Bidders published on October 18 and October 25, 2002:

**BIDDER**

Payphone Stations, Inc.  
Big Bear Lake, CA 92315

**Payphone Stations, Inc.**, is hereby found to be the bidder with the least potential cost and greatest percentage of revenue sharing to Palomar Community College District on the aforesaid **Pay Telephone System**, and an agreement per attached schedule, **Exhibit M-1**, is hereby authorized between this company and the District, subject to compliance with all insurance requirements.

2. **RECOMMENDATION: ACTION – APPROVE DELETION OF BP 101 AND ADOPTION OF BP 3420**

Upon the recommendation of the Strategic Planning Council, the Governing Board hereby approves the **deletion of BP 101** and the **adoption of BP 3420**, which reads as follows:

**BP 3420 – UNLAWFUL DISCRIMINATION**  
(replaces BP 101) **Exhibit M-2**

It is the policy of the Palomar Community College District to offer equal opportunity for all persons in all facets of the District's operations. Equal opportunity is offered to all employees and applicants for employment without regard to these matters including, but not limited to ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, physical or mental disability, medical condition, marital status, political affiliation, veteran status, and protected union activities under EERA in any program or activity under California state or federal law or regulation. The District affirms its commitment to non-discrimination in recruitment, screening, testing, selection, hiring, compensation, employment benefits, promotion, educational opportunities access to programs, work assignments, application of discipline, layoffs, recalls, access to grievance procedures, terminations, and all other conditions of employment which are provided by District policy, regulation, rule, or practice. This policy is subject to the provisions of any collective bargaining agreement between the District and an employee bargaining agent.

The Superintendent/President shall establish administrative procedures to assure equal opportunity. It is the ongoing responsibility of the Governing Board, Superintendent/President, assistant superintendents/vice presidents, deans, directors, chairpersons, search committees, and others involved in employment decisions to comply with this policy.

Palomar College recognizes and appreciates the benefits of a diverse campus community and values the individual distinctions of its staff and students. In support of its goal to encourage students to examine their own and other heritages through multicultural and interdisciplinary programs, Palomar College seeks to provide positive role models for all students and recognizes that diversity in the academic and vocational environment fosters cultural awareness, mutual understanding and respect, harmony, and creativity.

The Superintendent/President shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.

No District funds shall be used for membership, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, or physical or mental disability, or because he or she is perceived to have one or more of those characteristics.

In so providing, the Palomar Community College District hereby implements the provisions of California Government Code sections 11135 through 11139.5, the Sex Equity in Education Act (Ed. Code, § 66250 et seq.), Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d), Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), the Americans with Disabilities Act of 1990 (42 U.S.C. § 12100 et seq.) and the Age Discrimination Act (42 U.S.C. § 6101).

*Authority: Cal. Code Regs., Title 5, § 59300; Gov. Code, § 11135-11139.5; Ed. Code, § 66250 et seq.; 42 U.S.C. § 2000d; 20 U.S.C. § 1681; 29 U.S.C. § 794; 42 U.S.C. § 12100 et seq.; 42 U.S.C. § 6101.*

**3. RECOMMENDATION: ACTION – APPROVE DELETION OF BP 174 AND BP 26 AND ADOPTION OF BP 7120**

Upon the recommendation of the Strategic Planning Council, the Governing Board hereby approves the **deletion of BP 174 and BP 26** and the **adoption of BP 7120**, which reads as follows:

**BP 7120 - RECRUITMENT AND SELECTION**

(Replaces BP 174 and BP 26) **Exhibit M-3**

The Palomar Community College District recognizes that excellence in student learning and student success requires that faculty, staff, and administrators have a clear understanding of and commitment to the mission, vision, and values of the institution. Additionally, the District seeks to employ highly qualified faculty, staff, and administrators who are sensitive to and understand the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of the student population in such a way that effective student learning results.

The Superintendent/President, in cooperation with the appropriate campus constituencies, shall establish procedures for the recruitment and selection of employees including, but not limited to, the following criteria:

### **Academic**

Academic employees shall possess the minimum qualifications prescribed for their positions by the Board of Governors.

The criteria and procedures for hiring academic employees shall be established and implemented in accordance with Board policies regarding the Faculty Senate's role in local decision-making. In accordance with AB1725 and BP 2510, the Governing Board elects to rely primarily upon the advice and judgment of the Faculty Senate on Academic and Professional Matters. Faculty hiring is an Academic and Professional Matter.

### **Classified**

The criteria and procedures for hiring classified employees shall be established after affording the CCE/AFT an opportunity to participate under the Board's policies regarding local decision-making.

### **Administrative and Confidential/Supervisory**

The criteria and procedures for hiring administrative, confidential, and supervisory employees shall be established in a way that encourages participation of administrators, the Administrative Association and the Confidential and Supervisory Team, faculty, and classified staff in all appropriate phases of the process.

*Education Code Section 70902(d); 87100 et seq*

## **4. RECOMMENDATION: ACTION – APPROVE DISTRICT CONFIGURATIONS FOR PURPOSES OF EDUCATIONAL AND FACILITIES MASTER PLAN**

State approval of district facilities and the necessary capital funding require that a district's educational and facilities master plan describes and quantifies the educational programs and services of a district in the configurations of centers, campuses, and/or colleges.

Palomar Community College District currently serves approximately 32,000 students using the configuration of one college and 8 educational centers of varying sizes. The District's projected student growth by 2022 is 47,500. Based on the current capacities and locations of existing District sites, it was determined that retaining the current configurations will impede the projected growth. To accommodate the District's future growth, new configurations with build-out capacities were considered by the Educational and Facilities Master Plan Task Force.

The Task Force considered these factors in determining the recommended configurations: demographics and 20-minute drive times supplied by SANDAG, free flow patterns based on San Diego County community colleges' enrollments by zip codes, census 2000 adult population, potential number of students served using a 60:1000 adult participation rate, geographical overlap with other Palomar sites, and overlap with other community college districts. See **Exhibit M-4**.

The Governing Board hereby approves the following **future District site configuration** to complete the planning process for the draft Palomar Community College District 20-Year Educational and Facilities Master Plan:

- a. set maximum capacity of San Marcos campus at 25,000 students;
- b. reduce number of centers;
- c. plan for two campuses; and (d.) or (e.)

- d. develop a campus in the north and a center in the south (with land potential for a campus); or
- e. develop a campus in the south and a center in the north (with land potential for a campus)

**5. RECOMMENDATION: ACTION - APPROVE AGREEMENT WITH AUDITOR**

The Governing Board hereby approves an agreement for **audit services** pursuant to California Government Code § 53060, Title 5 California Code of Regulations § 59102 and California Education Code § 84040, for the fiscal years ending June 30, 2003, and June 30, 2004, with **Vicenti, Lloyd, Stutzman, LLP**, business consultants and CPA's, which agreement may be terminated by either party upon thirty (30) days' notice to the other. Compensation for the audit services shall be in the amount of Fifty-One Thousand, Nine Hundred Dollars (\$51,900.00) for FY 2002-2003, and Fifty-Four Thousand, Five Hundred Dollars (\$54,500.00) for FY 2003-2004, plus reimbursement for mileage at the approved IRS rate for the year served. In addition, the District shall have the option to retain the services of this firm to assist with implementation and related issues outside the audit scope, as needed to convert its internal records to the new reporting format, for additional fees ranging from Nine Thousand Dollars (\$9,000.00) to Twelve Thousand Dollars (\$12,000.00), with funding for audit and related services budgeted from the general fund.

**Exhibit M-5**

**6. RECOMMENDATION: ACTION - RATIFY AND APPROVE AGREEMENT WITH EXAMINERS TO CONDUCT HEARINGS ON CONTESTED PARKING CITATIONS**

The Governing Board hereby approves a master agreement effective November 1, 2002, and until terminated by the District upon ten (10) days' written notice, pursuant to California Vehicle Code §§ 40215 and following for **hearing contested parking citations** issued by the Palomar College Police Department and under which qualified individuals, including but not limited to Kim A. Mikhael and Veronica Baird, are retained to act as Examiners and conduct the required hearings at the rate of Forty-Five Dollars (\$45.00) per hour, with a minimum of three (3) hours per hearing day funded from the Parking Fines and Forfeitures Account. **Exhibit M-6**

**7. RECOMMENDATION: ACTION - APPROVE SUBSTITUTION OF FRAMING AND DRYWALL SUB-CONTRACTOR ON STUDENT UNION RENOVATION, PHASE II CONSTRUCTION**

The Governing Board hereby approves the request by Marcotte & Hearne Builders, Inc. ("Marcotte"), general contractors for the Student Union Renovation, Phase II Construction Project, to substitute Hardisty, Inc., as its framing and drywall sub-contractor for WR Chavez Construction, Inc. ("Chavez"), as authorized under Public Contract Code § 4107 (a) (4) on the grounds that Chavez is unable to meet the bond requirements of Marcotte; the notice and opportunity to object required under § 4107 (a) (9) has been waived by Chavez in writing dated November 21, 2002. **Exhibit M-7**

**8. RECOMMENDATION: ACTION - RECEIVE SITE SURVEY AND LEGAL DESCRIPTION FOR STUDENT UNION SITE AND AUTHORIZE RECORDING AS TO LEASE REVENUE BOND, SERIES 2001-A FINANCING AND LEASE DOCUMENTS**

The Governing Board hereby accepts the **site survey** performed by **Burkett & Wong Structural & Civil Engineers & Surveyors** dated 11-14-02 (see back-up) and the legal description resulting from the survey of the Student Union building site located on the San Marcos Campus of the District, authorizes the Superintendent/President and the Assistant Superintendent/Vice President for Finance and Administrative Services, or either of them, to execute and record with the Office of the Assessor/Recorder/County Clerk of San Diego County, State of California, all purchase contracts, lease/purchase agreements, amendments, leases, site leases, sub-leases, financing statements, trust indentures, and any other documents necessary to record this legal description as to the financing through the Lease Revenue Bonds, Series 2001A issued by the California Community College Financing Authority on or about April 1, 2001, and funding the work of construction on the Student Union Renovation, Phases I and II. **Exhibit M-8**

**9. RECOMMENDATION: ACTION - AUTHORIZE RECORDING OF CHANGE OF NAME OF DISTRICT AS TO CERTAIN REAL PROPERTY OWNED BY THE DISTRICT AND HELD IN OUTDATED NAMES OR DESIGNATIONS**

The Governing Board hereby authorizes the Superintendent/President and Assistant Superintendent/Vice President for Finance and Administrative Services, or either of them, to execute and record with the Office of the Assessor/Recorder/County Clerk of San Diego County, State of California, **quitclaim deeds** and any other documents of title necessary to **record name changes for the District** as to certain real property identified below, changing the legal name of the holder of title thereof to the **“Palomar Community College District”**:

1. Parcel 1 (Assessor's Parcel Nos. 220-021-23, 220-021-24, & 220-021-25) currently held in the name of the “Southern San Diego County Junior College District of San Diego County.”
2. Parcel 4 (Assessor's Parcel No. 220-021-21) currently held in the name of the “Palomar Junior College District of San Diego County.”
3. Parcel 6 (Assessor's Parcel No. 219-161-03) currently held in the name of the “Palomar Community College District of San Diego County” which acquired title as the “Northern San Diego County Junior College District.”
4. As to any unrecorded and/or documents of title recorded, conveying and/or otherwise transferring legal title to real property and/or real property interests to the District, in other than the name of the “Palomar Community College District.”

The interests affected under paragraphs 1, 2, and 3 above are detailed in a Preliminary (title) Report issued by Chicago Title Company, San Diego Office, on or about April 30, 2002, under its Order No. 23038270-U13, Michael Brady, Title Officer. **Exhibit M-9**

**10. RECOMMENDATION: ACTION – APPROVE CHANGE ORDER NO. 1, ACCEPTANCE AS FINAL AND COMPLETE THE WORK ON FISCAL SERVICES RENOVATION PROJECT, AUTHORIZE RELEASE OF BID SECURITY IN THIRTY-FIVE DAYS, RELEASE THE BONDS, AND RECORD NOTICE OF COMPLETION**

The Governing Board hereby approves **change order No.1** to replace existing ceiling installation, change ¼” Plexiglas to 3/8” laminated glass for extra safety and change in construction schedule from 2 phases to 3 phases to minimize disruption of services in the amount of \$4,533.80 and **accepts the renovation work** of the **Fiscal Services** department on the San Marcos campus (hereinafter “Project”) in accordance with the bid awarded by the District, on August 13, 2002, to Richard & Richard Construction Co., Inc., (the “Contractor”), 4751 Oceanside Blvd., Suite D, Oceanside, CA 92056.

The Project is hereby accepted as complete and final; and the Superintendent/President is authorized to execute and file the Notice of Completion including execution of the verification as Secretary to the Governing Board. The total amount of this contract is \$75,273.00 and all money due and owing to the Contractor, with the exception of the ten percent (10%) retention of \$7,527.30, (the “Retention”) shall be paid, and following the expiration of thirty-five (35) calendar days from the date this resolution is recorded, the Retention shall be paid to the Contractor, provided no liens are filed within this period. The bid security posted by Richard & Richard Construction Co., Inc., shall be returned to this Contractor and all bonds shall be released, within the time and in the manner as provided by law.

**11. RECOMMENDATION: ACTION – APPROVE AUTHORIZATION TO REDUCE RETENTION HELD ON ENERGY CONSERVATION PROJECT FROM 10% TO 5%**

The Governing Board hereby approves **reduction** of the **percentage of the retention** held on the **Energy Conservation Project** with CalAir **from 10% to 5%** based on the successful completion of over 50% of the project work to date. Remaining project work consists of the Student Services Center HVAC replacement that cannot be undertaken until after the Student Center project is complete. The total contract amount for all projects is \$1,350,000.00.

**12. RECOMMENDATION: ACTION – ACCEPTANCE AS FINAL AND COMPLETE THE WORK ON THE CCCSAT SATELLITE UPLINK INSTALLATION, AUTHORIZE RELEASE OF BID SECURITY IN THIRTY-FIVE DAYS, RELEASE THE BONDS, AND RECORD NOTICE OF COMPLETION**

The Governing Board hereby approves and accepts as complete the installation of the California Community College Satellite Uplink on the San Marcos campus in accordance with the bid awarded by the District on March 14, 2000, to BitCentral.com (formerly Miralite Communications) 18872 Bardeen Avenue, Irvine, CA 92612. The Superintendent/President is authorized to execute and file the Notice of Completion including execution of the verification as Secretary to the Governing Board. The total amount of the uplink portion of this contract is \$865,691.00 and all money due and owing to the Contractor by the District for the uplink installation shall be paid following the expiration of thirty-five (35) calendar days from the date this resolution is recorded. The bid security posted by BitCentral.com shall be returned to this Contractor; and the labor and material and performance bonds shall be released within the time and in the manner as provided by law, but in no event earlier than the completion of the last down link installation at any remaining off site, non-District locations.

The Governing Board hereby authorizes and approves a pro-rata reduction in the principal amount of the labor and material and performance bonds originally posted by BitCentral.com, sufficient to cover the remaining downlink site installations. **Exhibit M-12**

**13. RECOMMENDATION: ACTION – APPROVE AGREEMENT WITH AUTOMOBILE CLUB OF SOUTHERN CALIFORNIA (AAA) TRAVEL AGENCY; AND APPROVE EARTH SCIENCES FIELD COURSE TRIP TO HAWAII; AND APPROVE ADVANCE PAYMENT TO COVER DEPOSIT OF TRIP FOR 2003 SUMMER TERM**

The Governing Board hereby approves an agreement with **AAA Travel Agency**, 3330 Vista Way, Oceanside, CA 92056-3752, for transportation and related services required for the **Earth Sciences Department field course to Hawaii**; GEOG/195 (2 units); during the 2003 Summer term with departure scheduled from Los Angeles, CA on June 14, 2003, and return on June 23, 2003.

The Governing Board also approves a request for payment of an **advanced deposit** in an amount not to exceed \$3,500.00, payable to AAA Travel Agency to secure their services required for this field course. The funds so advanced by the District shall be reimbursed to District from students' field course fees. The estimated total cost per student is \$1,600.00. **Exhibit M-13**

**14. RECOMMENDATION: ACTION - APPROVE AND ACCEPT FUNDING FROM THE CALIFORNIA DEPARTMENT OF EDUCATION FOR INSTRUCTION MATERIALS, CONTRACT # GIMS-2558 FOR CHILD DEVELOPMENT CENTER**

The Governing Board hereby approves contract number GIMS-2558 and accepts **funds for Fiscal Year 2002-2003** in the amount of \$954.00, from the **California Department of Education, Child Development Services**, for purchasing of materials and supplies for the Child Development Program for fiscal year 2002-03. The following District personnel are hereby authorized to sign all required contract documents:

Dr. Sherrill L. Amador, Superintendent/President  
Jerry R. Patton, Assistant Superintendent/Vice President for Finance and Administrative Services

**15. RECOMMENDATION: ACTION - RATIFY AND APPROVE APPLICATION FOR CONTINUED FUNDING FOR FISCAL YEAR 2003-04 FROM CALIFORNIA DEPARTMENT OF EDUCATION, CHILD DEVELOPMENT DIVISION**

The Governing Board hereby ratifies and approves the application for **continued funding** in the amount of \$250,000.00 from the **California Department of Education, Child Development Division** for **FY 2003-04 for State Pre-school – Campus Match Program** at the San Marcos campus and Escondido Center Child Development Centers and authorizes the Superintendent/President to execute the application for the District.

**16. RECOMMENDATION: ACTION - APPROVE 2002-03 ONE-TIME TTIP GRANT EXPENDITURE PLAN FOR VIDEOCONFERENCING EQUIPMENT UPGRADE**

The Governing Board hereby approves the application of the Palomar Community College District, for 2002-2003 one-time TTIP (Telecommunication and Technology Infrastructure Program) Expenditures Plan for Videoconferencing Equipment Upgrade, as detailed on the information lodged in support hereof, and authorize the execution of certification for these expenditures by Dr. Sherrill L. Amador, Superintendent/President on behalf of the District. **Exhibit M-16**

**17. RECOMMENDATION: ACTION – ACCEPT CUSTOMER SERVICE ACADEMY GRANT**

The Governing Board hereby accepts from **Region 10 Consortium** a **Customer Service Academy Grant** in the amount of Six Thousand Eight Hundred Fifty Dollars (\$6,850.00), Six Thousand Five Hundred Dollars (\$6,500.00) to be used to fund the Team Coordinator; Two Hundred Fifty Dollars (\$250.00) to be used for supplies; and One Hundred Dollars (\$100.00) for mileage. **Exhibit M-17**

**18. RECOMMENDATION: ACTION - ACCEPT AND APPROVE CHANGE ORDER #2 FOR STUDENT UNION REMODEL PROJECT**

The Governing Board hereby accepts and approves Change Order #2 , pertaining to the Student Union Remodel project; original contract approved by the Governing Board on July 15, 2002, as detailed on the accompanying memorandum in support hereof. Total amount of additive items on change order #2 are \$31,610.56; total amount of deductive item on change order #2 is \$6,735.00; total net cost of change order #2 is \$25,235.56. **Exhibit M-18**

**19. RECOMMENDATION: ACTION – ACCEPT ACCREDITATION SELF-STUDY**

The Governing Board hereby **accepts the Palomar College accreditation self-study report** and authorizes the Superintendent or designee to **submit the report to the Accrediting Commission for Community and Junior Colleges** of the Western Association of Schools and Colleges to meet the required submittal date.

**20. INFORMATION – FIRST READING: PROPOSED DELETION OF BP 7.08 AND ADOPTION OF BP 4020**

Upon the recommendation of the Strategic Planning Council, the Governing Board will be asked to approve the **deletion of BP 7.08** and the **adoption of BP 4020**, which reads as follows:

**BP 4020 - PROGRAM AND CURRICULUM DEVELOPMENT**  
(Replaces BP 7.08)

The programs and curricula of the District shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency. To that end, the Superintendent/President, relying primarily on the Faculty Senate, through the Curriculum Committee, shall establish procedures for the development and review of all curricular offerings, including their establishment, modification, or discontinuance.

Furthermore, these procedures shall include:

- regular review and justification of programs and course descriptions;
- opportunities for training for persons involved in aspects of curriculum development.

All new courses and programs and course and program deletions shall be approved by the Board.

Every vocational or occupational training program shall be reviewed every two years by the Board.

New courses that are not part of an existing approved program and all new programs shall be submitted to the Office of the Chancellor for the California Community Colleges for approval as required.

*Education Code Sections 70902(b) and 78016;  
Title 5, Section 51022(a)*

**21. INFORMATION – FIRST READING: PROPOSED DELETION OF BP 413 AND ADOPTION OF BP 4225**

Upon the recommendation of the Strategic Planning Council, the Governing Board will be asked to approve the **deletion of BP 413** and the **adoption of BP 4225**, which reads as follows:

**BP 4225 - COURSE REPETITION**  
(to replace BP 413)

Students may repeat a course under the following conditions:

- A. The course has been identified in the Catalog as repeatable, and the student has not taken a course more times than allowed; OR,
- B. The student is repeating a course to alleviate a D, F, or NC grade; OR,
- C. The student is repeating a course after a lapse of three years by approved petition of the Director of Enrollment Services.
- D. The student is repeating a course after a lapse of less than three years by approved petition of the Director of Enrollment Services based on the previous grade being, at least in part, the result of extenuating circumstances. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student.
- E. To meet legally mandated-training requirements as a condition of continued employment. No limitation on repetitions.
- F. Special classes for students with disabilities can be repeated beyond the stipulated number if appropriate as a reasonable accommodation for a disability.

Under conditions B, C, and D above, a course may be repeated only once for State apportionment.

When course repetition occurs, the permanent academic record shall be annotated in such a manner that all work remains legible, ensuring a true and complete academic history.

The CR/NC option is not available if a D or F grade was received the first time.

Students discovered through the course repetition programs who do not comply with the above regulations will be administratively dropped from those classes and will be notified by mail to see a counselor for alternative course selection.

Students dropped as a result of this process will be eligible for a refund of the enrollment fee. 5 CAC 55761, 55762, 55763, 58161; GB 9-17-85

*Title 5, Sections 55761-55765, 56029*

**22. INFORMATION – FIRST READING: PROPOSED ADOPTION OF BP 5120**

Upon the recommendation of the Strategic Planning Council, the Governing Board will be asked to approve the **adoption of BP 5120**, which reads as follows:

**BP 5120 - TRANSFER CENTER**

The District recognizes transfer of its students to baccalaureate level institutions as one of its primary missions. The District further recognizes that students who have historically been under-represented in transfer to baccalaureate level institutions are a special responsibility.

The Superintendent/President, in cooperation with the appropriate campus constituencies, shall assure that a transfer center plan is implemented that identifies appropriate target student populations, is designed to increase the transfer applications of under-represented students, and complies with law and regulations.

*Title 5, Section 51027*

**23. INFORMATION – FIRST READING: PROPOSED DELETION OF BP 401 AND ADOPTION OF BP 5050**

Upon the recommendation of the Strategic Planning Council, the Governing Board will be asked to approve the **deletion of BP 401** and the **adoption of BP 5050**, which reads as follows:

**BP 5050 - Counseling and Matriculation**

The District shall provide counseling and matriculation services to students for the purpose of furthering equality of educational opportunity and academic success. Palomar College will provide counseling and matriculation services to all students who enroll in credit courses. Counseling and matriculation will assist students in optimizing their opportunities for successfully completing their educational goals through the District's established programs, policies, and requirements. This will provide enhanced admission, assessment, orientation, academic career, transfer and personal counseling, advising and follow-up services.

The Superintendent/President shall establish procedures to assure implementation of counseling and matriculation services that comply with the Title 5 regulations.

*Education Code sections 78210, et seq.; Title 5, Section 55500*

**24. INFORMATION – FIRST READING: PROPOSED DELETION OF BP 4.5 AND ADOPTION OF BP 2510**

Upon the recommendation of the Strategic Planning Council, the Governing Board will be asked to approve the **deletion of BP 4.5** and the adoption of **BP 2510**, which reads as follows:

**BP 2510 - PARTICIPATION IN LOCAL DECISION-MAKING**  
(to replace BP 4.5)

The Board is the ultimate decision-maker in those areas assigned to it by state and federal laws and regulations. In executing that responsibility, the Board is committed to its obligation to ensure that appropriate members of the District participate in developing recommended policies for Board action and administrative procedures for Superintendent/President action under which the District is governed and administered.

Each of the following shall participate as required by law in the decision-making processes of the District:

**Faculty Senate** (Title 5, Sections 53200-53206.)

Pursuant to rules adopted by the Board of Governors of the California Community Colleges, the Governing Board elects to rely primarily upon the advice and judgment of the Faculty Senate on academic and professional matters.

The term "Academic and Professional Matters" refers to the establishment or modification of the following Policy and Procedure matters:

1. Curriculum, including establishing prerequisites and placing courses within disciplines
2. Degree and certificate requirements
3. Grading policies
4. Educational program development
5. Standards or policies regarding student preparation and success
6. Governance structures, as related to faculty roles
7. Faculty roles and involvement in accreditation processes, including self-study and annual reports
8. Policies for faculty professional development activities
9. Processes for program review
10. Processes for institutional planning and budget development
11. Faculty Hiring Policy, Faculty Hiring Criteria, and Faculty Hiring Procedures
12. Other academic and professional matters as mutually agreed upon by the Governing Board and the Faculty Senate. As other such academic and professional matters are identified, they will be added to this list.

### **Palomar Faculty Federation**

Consistent with the EERA (Educational Employment Relations Act), the Palomar Faculty Federation shall represent faculty on campus committees dealing with salaries, benefits, and working conditions.

### **Staff** (Title 5, Section 51023.5.)

Staff shall be provided with opportunities to participate in the formulation and development of District policies and procedures that have a significant effect on staff. The opinions and recommendations of the CCE/AFT, Administrative Association, and Confidential and Supervisory Team will be given every reasonable consideration.

### **Students** (Title 5, Section 51023.7.)

The Associated Students shall be given an opportunity to participate effectively in the formulation and development of District policies and procedures that have a significant effect on students, as defined by law. The recommendations and positions of the Associated Students will be given every reasonable consideration. The selection of student representatives to serve on District committees or task forces shall be made after consultation with the Associated Students.

Except for unforeseeable emergency situations, the Board shall not take any action on matters subject to this policy until the appropriate constituent group or groups have been provided the opportunity to participate.

Nothing in this policy will be construed to interfere with the formation or administration of employee organizations or with the exercise of rights guaranteed under the Educational Employment Relations Act, Government Code Sections 3540, *et seq.*

*Education Code Section 70902(b)(7); Title 5, Sections 53200 et seq., (Academic Senate), 51023.5 (staff), 51023.7 (students)*

## **25. RECOMMENDATION: ACTION – APPROVED PROPOSED CHANGES TO PLANETARIUM SHOW FEE STRUCTURE**

Upon the recommendation of the Strategic Planning Council, the Governing Board hereby approves the changes to the fee structure for planetarium shows, effective for the Spring, 2003, semester, as outlined on **Exhibit M-24**.

**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**