



**GOVERNING BOARD MINUTES  
REGULAR MEETING, GOVERNING BOARD  
PALOMAR COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD ROOM  
COLLEGE CAMPUS  
SAN MARCOS, CALIFORNIA  
TUESDAY, JANUARY 14, 2003, 6:00 P.M.**

**A. CALL TO ORDER**

Darrell L. McMullen, President, called the regular meeting of the Palomar Community College District Governing Board to order at 6:00 p.m.

**B. ROLL CALL**

**TRUSTEES PRESENT:**

DARRELL L. McMULLEN, M.B.A., PRESIDENT  
RALPH G. JENSEN, B.A., VICE PRESIDENT  
MICHELE T. NELSON, PH.D., SECRETARY  
NANCY C. CHADWICK, M.S.W., M.P.A., TRUSTEE  
MARK R. EVILSIZER, M.A., TRUSTEE  
LEO MELENA, A.A., 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 54957.6.
3. Conference regarding negotiations with PFF/AFT, pursuant to Government Code 54957.6.
4. Conference regarding discussion with Other Unrepresented Employees, pursuant to Government Code 54957.6.
5. Review of tort claim, pursuant to Government Code 54956.95.

**BBB. RECONVENE TO OPEN SESSION**

The Board reconvened to Open Session at 7:02 p.m. There was no reportable action taken during closed session.

**BBBB. ADMINISTRATION OF OATH OF OFFICE TO STUDENT TRUSTEE**

At this time, Mr. McMullen administered the Oath of Office to Leo Melena, Student Trustee.

**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  
Jo Anne Giese, President, Confidential and Supervisory Team  
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, Mr. McMullen 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.

**C. APPROVAL OF MINUTES**

MSC Nelson, Chadwick

The Governing Board hereby approves the Minutes of the Regular Meeting of December 10, 2002, with the following correction: The names of Nancy Chadwick and Mark Evilsizer will be added to the list of trustees present.

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

**D. CALL FOR REMOVAL OF ITEMS FROM OR CHANGES TO AGENDA**

Dr. Amador reported that there were three changes to the printed agenda:

1. Item M-7, page 24, item 30 should read (change in **bold**):  
CSIS 134 Network Voice and Data Cabling  
*Three hours lecture – Two hours **lecture**/laboratory (4)*

2. Item M-7, page 24, item 31 should read (change in **bold**):

176 Managing a Windows Network  
*One and one-half **hours** lecture – One hour lecture/laboratory (2)*

3. Item H-7-b, page 5, should be removed from the agenda.

#### **E. REPORT OF THE GOVERNING BOARD PRESIDENT**

Mr. McMullen reported that he and Mr. Evilsizer had the pleasure of attending the R.N. pinning ceremony on December 23. They were impressed with their enthusiasm and positive comments about their faculty.

Mr. McMullen commented that the budget crisis in Sacramento will be a struggle for all of us. He stated that we have no control over our revenues, and that makes the Board's job exceedingly more difficult. For a student to have to go from \$11 to \$24 a unit is a quantum leap. All of that additional money will stay in Sacramento to help solve the deficit problem; none of it will go to the college. In addition, our budget will be cut substantially. He stated that it will take all of us together to get through this, and he is glad Lois Meyer is postponing her retirement to help us.

#### **F. REPORTS OF THE GOVERNING BOARD MEMBERS**

Dr. Nelson stated that she is also pleased that Lois Meyer will be staying to help us get through the budget crisis.

Ms. Chadwick noted that we have had the first word on the budget, but there are a lot of words between now and the last word. Even though the last word is going to be an unhappy one, we need to be constructive and energetic and participate in the process. She stated that she thinks we have a good process to participate in.

Ms. Chadwick stated that she has begun to tour the campuses. Mike Ellis conducted a tour of the San Marcos campus for she and Mr. Evilsizer. There is a lot to cherish here, but there is also a lot of work to do.

Ms. Chadwick will be attending the Trustees Orientation and Legislative Conference in Sacramento. She will be spending some time meeting with elected officials to introduce herself so that they get to know each other better.

Mr. Evilsizer reported that he had attended the Christmas Coffee hosted by Dr. Amador. He felt it was very nice to bring a collegial atmosphere around the holidays to the faculty and classified staff.

Mr. Evilsizer reported that he also participated in the EOP&S Christmas program where they gave away a lot of nice gifts to children of the people in that program.

Mr. Evilsizer noted that during the nurse pinning ceremony, graduating nurses gave some heartfelt testimonial as to what they went through to earn that pin. It was very heartening and rewarding to hear them speak. It is another validation of what we do at this college, and that is help improve people's lives.

Mr. Evilsizer reported that he had toured the television satellite facilities with Mr. Cerda and Mr. Kroncke. We have a lot of capabilities on the campus that we host for the entire community college system. Mike Ellis was kind enough to show Mr. Evilsizer and Ms. Chadwick around the main campus.

Mr. Evilsizer stated that they have been meeting with some local officials and hope to meet with some more up in Sacramento to discuss some of the budgetary concerns that are formulating in the state capital.

Mr. Jensen reported that it is rare to find a nurse at Palomar Hospital who did not go to Palomar College.

Mr. Jensen noted that the Governor's proposed \$13 increase in student fees would not go to Palomar but would go to the general fund in Sacramento.

Mr. McMullen reported that we had received a letter from the CCLC asking for Trustees who might be interested in running for the CCCT Board. If anyone is interested, they were asked to notify Mr. McMullen.

Mr. Melena reported that he had given a letter of introduction to the other trustees. He noted that he had attended the governmental affairs committee of the chamber of commerce in San Diego as he knows how important outreach is to Palomar College. A great deal of time was spent discussing the budget and what the end result will be. He stated that he is looking forward to working with the college community as the new Student Trustee and with his fellow Board members.

#### **G. REPORT OF THE SUPERINTENDENT/PRESIDENT**

##### 1. Report of Vice President for Instruction

Diane Lutz presented a report on the curriculum process. **Exhibit G-1** Chris Barkley discussed the role of the Faculty Senate in the curriculum process.

##### 2. Report of Vice President for Student Services

Joe Madrigal reported that there has been an immediate adverse impact to our categorical programs as a result of the budget crisis. We are looking at the worst-case scenario, which would mean significant cuts. Student Services is moving to minimize the direct impact it would have on students by putting the emphasis on direct services to students, although there will be substantial cuts. Mr. Madrigal noted that Board members may be hearing some complaints from students and asked that they make their feelings known to the legislature. Hopefully, they will absorb some of the information they are receiving. Lower-income students who are unable to qualify for the BOGW will be severely impacted.

Mr. Madrigal reported that he had recently chaperoned the cheerleaders at the national competition in Orlando, Florida, as their guest. He thanked them for including him on this trip where he saw how hard they work to compete. At this time, he asked Bruce Bishop to report on the results of the competition. The team last year won first place in the national competition. This year they raised almost \$30,000 to attend the competition where they won second place and a large trophy. As winners of the preliminary competition, the team received an all-expense-paid trip to Orlando for the competition. As a result, they had money left over to pay for Mr. Madrigal and Mr. Bishop to attend the competition. Mr. Bishop reported that the Palomar cheerleading Squad was honored with a four-page spread in *American Cheerleader* magazine. The squad asked Mr. Bishop to present a 2002 national championship ring to Joe Madrigal. Coach Paul Groom introduced members of the team who were present. Mr. Bishop noted that the Palomar College Foundation had generously provided the funds for the 2002 squad's championship rings.

3. Report of Vice President for Finance and Administrative Services – There was none.
4. Report of Vice President for Human Resource Services – There was none.

Dr. Amador gave the following report:

It is not good to start the year with the issue of the budget, but I know it is something that's on everybody's mind. It especially came to the forefront when the Governor's proposed budget came out last Friday. It was a shock to us because we had been expecting a 3.66% cut, and it was kicked up to 10% in the mid-year cut. Our best estimate, which was sent out in an email to all faculty and staff today, is that the mid-year cut is \$4.5 million of our general fund unrestricted. That's a permanent cut with an additional cut expected for the 2003-04 budget year of \$6.4 million. It is a considerable cut to general funds. In terms of the categoricals, which is a much smaller budget base, the mid-year cut is more than \$789,000. For 2003-04, that cut continues with an additional cut of \$480,000.

I want to make clear that this is the Governor's proposal. There are many details and nuances that are going to be shifting over the next six months. Some of the things that are placed in his budget are very illogical. And with that, I think smart people will see the light and make some significant changes to what he proposes. The proposal includes, as you heard, an increase in student fees to \$24. However, all of that increase goes to solve a deficit at the state level. It does not go to any community college, nor does it go to the community college system. His budget proposal in total reduces the contribution at the system level by \$658 less per student than we had in the previous year. In addition, the Governor says that he is going to fund us for 3% growth during the 03-04 year. Here we are supposed to be getting 3% growth money, when you have already taken away \$658 per student, there is no money for growth. Clearly, he has devastated what we do. The proportion of the hit is three times what the other systems are receiving – K-12, UC, and CSU. And where CSU and UC have the ability to increase fees, and as you know, they have done so, they get to keep that money. It is a different kind of system. There is not a lot of good news. However, the advocacy efforts have already begun. As of this afternoon, I received from the League the first effort by both the Chancellor's Office through the consultation process, a revised budget which includes cuts. But the system cuts, instead of being at the \$270 million level to our system for mid-year, have been reduced down to \$159 million, and it changes the categories. It also does something that I think makes it a very tenuous solution and one that may not be supported by the legislature. It takes \$50 million, the reversion account for backfill of property taxes (Proposition 98), and uses that to balance part of the \$270 million and come up with a \$159 million cut.

No matter how you look at it, the reality is that we are going to have significant cuts over the next 18 months and suffering the results of those. The actions that we take now will help us to mitigate what is going to be a severe budget situation over the next 18 months. On January 21, which is the first day that the faculty is back, the Strategic Planning Council will be meeting, and we will be looking at a draft document on the criteria for determining the cuts as well as our plans for implementation over the next 18 months broken out by mid-year and for future years. I can't tell you how it feels to be responsible for this institution and not have people be in harm's way, but we are going to go through some rough times and my commitment is to do it in as fair and equitable and open a process as we possibly can. For me to say that it won't hurt anybody would be a lie, because it is going to affect us all. The Governor cannot put out this kind of budget and have this kind of deficit problem without affecting anybody that receives public funds, and we happen to receive public funds. We also happen to be under a lot of regulations and stipulations and Ed. Code. that tie our hands to do some of the things the other systems can do. I hope that, as a result of what occurs, we at least will be able to be relieved of some of those regulations as we go through the next couple of years, so our hands will not be tied.

On a positive note, we have enrollment; and classes do begin on the 21<sup>st</sup>, so business will continue and we will continue to serve students. As of yesterday, our credit enrollment is up 1% over last spring to a total of 23,763 students and that is total headcount being up about ½%. Those percentages aren't as high because they are being compared to last spring, and last spring we did not collect. We let students enroll in classes who had not paid their fees with the assumption that they would pay their fees in time. We have learned over some history here that they don't pay their fees in time, and we have lots of problems with that. When a student enrolls, they have ten days to pay their fees. Should they not pay in ten days, they are dropped from the class or classes and the student that is on the wait list is then put in the class. That process has been going on. Approximately 50% of those students do pay their fees and do remain in class. My sense is that as the information about the fee increase becomes better known, more students will be paying their fees because it may be the last semester before fees increase.

Approximately 29% of the classes are closed at this point. Some Board members have been contacted about student enrollment concerns and not being able to get the classes they want. There have been a couple of issues within the science curriculum of prerequisite courses that keep them out of moving through other programs. I want to assure the Board that we, through the beginning of the schedule process by the faculty chairs putting things together, are concerned about what the prerequisites are and whether or not we have enough prerequisite courses for the next level of courses for students to move through. But within the science curriculum, we have a problem. We have a room problem of labs, and it is mitigated by not having enough lab space. When there is lab space available, there is a problem finding a qualified faculty member. There has been a lot of effort to do that, but we have not been able to resolve all of those issues within the science piece. A new building will help, along with more money from the state.

In addition, low enrollment classes will be canceled, given the budget situation, unless they meet one of the requirements upon which we have agreed with the faculty. Staff has been notifying students in very low enrollment courses that they will be canceled, giving students options before the end of the registration period to move to another class. With limited resources, this is just the beginning. There will definitely be an impact on the schedule in the future. We will probably have more students unhappy because they can't get classes, and that is the result of a severe budget cut. We will be looking at that, not with this schedule, but as we plan future schedules beginning with the summer. It is my hope we will have information on the budget soon. I am not confident of that, but it is a hope. Last year, we had a budget in September, so it doesn't bode well; but if they conceive of cuts in this year's budget, which has happened before, we will have to be readying ourselves for it.

To end my report, the College will be closed on January 20 for Martin Luther King Day in celebration of his life and what he contributed to the United States. It is a nice way to stop and think about the good in the world and what is possible through working together. It is my hope that we will keep these thoughts in mind as we start school on the 21<sup>st</sup> and have a very difficult spring.

Mr. Evilsizer questioned the practice of students being dropped after ten days if fees are not paid. He suggested a policy of having students pay within ten days of the semester starting. Dr. Amador responded that our policy is designed to prevent non-paying students from taking the place of students who can pay. The non-paying student takes up a seat, then we must drop him/her much later. The student who was conscientious enough to pay his/her fees was denied the opportunity to have a seat in the class. When students enroll, they know what the payment deadlines are because they are printed in the schedule and other publications.

Mr. Evilsizer asked how that impacts lower-income or economically disadvantaged students, who are relying on government assistance. Lise Telson responded that students on financial aid are urged to apply early so that we can process them. Everyone who thinks they may possibly be eligible for the Board of Governors Waiver is urged to apply. The staff is working closely with the faculty to let students know of the assistance that is available to them.

Jerry Patton noted that if a student is not dropped before the end of the census period, which is about ten days into the semester, we are not allowed to admit another student past that date. Dr. Amador reported that there has been discussion at the Faculty Senate of assisting us to get students to pay. Chris Barkley made an announcement at the beginning of last semester asking all instructors to remind their students that the College would be enforcing the rule requiring that they be dropped if fees were not paid. She stated that we do not want to give them ten days into the semester because if suddenly several students are dropped for non-payment of fees and the instructor has already turned away several others who were willing to pay in order to participate, the instructor is not teaching the number of students he/she should be teaching.

Mr. Evilsizer noted that he is concerned about the students who are left behind because they can't pay within the ten-day window after registering, then having to come back and apply for the class when they have the money and the class is full. He also asked the staff to bring a report of what student fees have increased over the last two years, such as picture ID and parking fees, etc. Mr. Patton will provide this for the next meeting.

Mr. Evilsizer commented on the problem of having insufficient lab space for highly impacted science courses, particularly those that are prerequisites for certain programs. He asked if we had explored the possibility of using other facilities. Dr. Amador stated that most of the classes that are being requested are during the day when other institutions are using their labs. Diane Lutz reported that we have explored using high school laboratories, but high school teachers do not want other people using their supplies and equipment. That has been a problem for us to offer a variety of classes at Mt. Carmel and Poway. We have made a few inroads with computer labs, but it is almost impossible with science labs. They need anatomy, physiology, and microbiology, all of which require specialized equipment and supplies.

Mr. McMullen suggested we explore all of our financial options, including lowering our reserves from 5% to the state-mandated 3%. That would probably free up about \$1.5 million for us. He asked that the Board's Finance Committee meet, explore this possibility and any other issues along this line, and possibly come back to the Board with a recommendation to change the current Board Policy to maintain 5% in reserves.

## C O N S E N T   C A L E N D A R

### H.      **CONSENT CALENDAR**

#### **GIFTS**

##### 1.      **ACCEPT GIFT**

MSC    Nelson, Chadwick

The Governing Board hereby accepts the following **gift** donated in 2002 and directs that an appropriate letter of appreciation be sent to the donor:

- a. Approximately 75 miscellaneous emergency medicine (EMT and Paramedic) books and 15 videos to be used for student and staff reference in the EMT program, donated by **JEMS Communication**, 525 B Street, Suite 1900, San Diego, California 92101-4495. Total cash value as estimated by donor is \$1,800.00.

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

## TRAVEL

### 2. APPROVE TRAVEL EXPENSES

MSC Nelson, Chadwick

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

- a. **Nancy C. Chadwick**  
Advanced Funds? Yes  
For: Transportation, parking, meals, lodging, registration, miscellaneous  
To attend: CCLC Trustee Orientation, Legislative Conference  
Location: Sacramento, California  
Date: February 1-3, 2003  
Amount: \$1,103.00  
Budget Acct. No.: 575200-11-111100-66100-10-2003-0000000
- b. **Mark R. Evilsizer**  
Advanced Funds? Yes  
For: Transportation, mileage, parking, meals, lodging, registration, miscellaneous  
To attend: CCLC Trustee Orientation, Legislative Conference  
Location: Sacramento, California  
Date: February 1-3, 2003  
Amount: \$1,163.30  
Budget Acct. No.: 575200-11-111100-66100-10-2003-0000000
- c. **Darrell L. McMullen**  
Advanced Funds? Yes  
For: Transportation, mileage, parking, meals, lodging, registration, miscellaneous  
To attend: CCLC Board Chairs Conference, Legislative Conference  
Location: Sacramento, California  
Date: February 1-3, 2003  
Amount: \$1,009.15  
Budget Acct. No.: 575200-11-111100-66100-10-2003-0000000

- d. **Michele T. Nelson**  
Advanced Funds? Yes  
For: Transportation, parking, meals, lodging, registration,  
miscellaneous  
To attend: CCLC Legislative Conference  
Location: Sacramento, California  
Date: February 2-3, 2003  
Amount: \$918.00  
Budget Acct. No.: 575200-11-111100-66100-10-2003-0000000

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

### BUSINESS SERVICES

3. Item was removed from the Consent Calendar by Ms. Chadwick.

### PERSONNEL

4. **APPROVE PERSONNEL ACTIONS HISTORY**

MSC Nelson, Chadwick

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

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

5. **RATIFY ASSIGNED-TIME CHANGE**

MSC Nelson, Chadwick

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

- a. **Name:** **JUDITH E. EBERHART**  
**Position:** Coordinator  
**Department:** Professional Development  
**Position #:** 5069  
**Remarks:** 80% assigned time for 10 months as Coordinator; 20% regular assignment for 10 months as Counselor; 100% regular assignment for 1 month as Counselor.  
**Effective:** November 7, 2002, through December 31, 2003  
**Sal Grade/Step:** **F/36** **Salary: \$6,348.74/month**  
**Account(s):** A-123400-312100-60200-00000000/100%

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

**6. RATIFY LEAVES OF ABSENCE**

MSC Nelson, Chadwick

- a. 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 6, 2003, through February 14, 2003, to **PATRICIA REYES**, Senior Accounting Assistant, Fiscal Services.
- b. The Governing Board hereby ratifies the recommendation of the Superintendent/President granting a **26.6% Personal Leave of Absence without pay and with no effect on benefits**, effective January 21, 2003, through May 23, 2003, to **KELLY PATRICK**, Library Media Technician II, Library Media Center.

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

**7. 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. **TIMOTHY W. ULMAN**, Professor, Foreign Languages, December 22, 2002.

**8. RATIFY CLASSIFIED RECLASSIFICATIONS**

MSC Nelson, Chadwick

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

- a. **Position: STAFF AIDE**  
Department: Disabled Student Programs & Services  
Name: Mary A. Tuttle  
Position #: 5544      New?: No  
Remarks: Was Disabled Services Assistant, placement 16/10  
Effective: January 1, 2003  
% of position: 100%      # of Mos: 12  
Sal Grade/Stp: **20/10**      Salary: **\$3,431.81/month**  
Account(s): K-212200-472100-64200-1612030/100%

- b.     **Position:**       **SENIOR TELEPHONE OPERATOR**  
Department: Telephone Services  
Name: Larissa K. Baumann  
Position #: 5612   New?:           No  
Remarks: Was Telephone Operator, placement 10/2  
Effective: January 1, 2003  
% of position: 100%   # of Mos:       12  
Sal Grade/Stp: **14/2**   Salary:           **\$2,421.16/month**  
Account(s): A-212200-562100-66500-0000000/100%
- c.     **Position:**       **SYSTEMS MODULE FUNCTIONAL SPECIALIST**  
Department: Admissions, Records, & Veterans' Services  
Name: Susan L. Doran  
Position #: 5465   New?:           No  
Remarks: Was same title, placement 35/7  
Effective: January 1, 2003  
% of position: 100%   # of Mos:       12  
Sal Grade/Stp: **39/7**   Salary:           **\$5,324.35/month**  
Account(s): A-212200-422200-62100-0000000/100%
- d.     **Position:**       **SYSTEMS MODULE FUNCTIONAL SPECIALIST**  
Department: Admissions, Records, & Veterans' Services  
Name: Richard L. Gommel  
Position #: 6131   New?:           No  
Remarks: Was same title, placement 35/6  
Effective: January 1, 2003  
% of position: 100%   # of Mos:       12  
Sal Grade/Stp: **39/6**   Salary:           **\$5,277.74/month**  
Account(s): A-212200-421100-62100-0000000/100%
- e.     **Position:**       **SYSTEMS MODULE FUNCTIONAL SPECIALIST**  
Department: Instruction  
Name: Linda A. Balko  
Position #: 6129   New?:           No  
Remarks: Was same title, placement 35/7  
Effective: January 1, 2003  
% of position: 100%   # of Mos:       12  
Sal Grade/Stp: **39/7**   Salary:           **\$5,324.35/month**  
Account(s): A-212200-311100-60910-0000000/100%
- f.     **Position:**       **SYSTEMS MODULE FUNCTIONAL SPECIALIST**  
Department: Fiscal Services  
Name: Traci A. Sickinger  
Position #: 6133   New?:           No  
Remarks: Was same title, placement 35/3  
Effective: January 1, 2003  
% of position: 100%   # of Mos:       12  
Sal Grade/Stp: **39/3**   Salary:           **\$4,679.19/month**  
Account(s): A-212200-551100-67200-0000000/100%

- g.     **Position:**        **SYSTEMS MODULE FUNCTIONAL SPECIALIST**  
Department:        Human Resource Services  
Name:                Vacant  
Position #:         6114    New?:                No  
Remarks:           Was same title, grade 35  
Effective:           January 1, 2003  
% of position:     100%   # of Mos:           12  
Sal Grade/Stp:   **39/1**   Salary:             **\$4,243.78/month**  
Account(s):        A-212200-611100-66600-0000000/100%
- h.     **Position:**        **SYSTEMS MODULE FUNCTIONAL SPECIALIST**  
Department:        Instruction  
Name:                Vacant  
Position #:         6242    New?:                No  
Remarks:           Was same title, grade 35  
Effective:           January 1, 2003  
% of position:     100%   # of Mos:           12  
Sal Grade/Stp:   **39/1**   Salary:             **\$4,243.78/month**  
Account(s):        A-212200-311100-60910-0000000/100%
- i.     **Position:**        **SYSTEMS MODULE FUNCTIONAL SPECIALIST**  
Department:        Fiscal Services  
Name:                Vacant  
Position #:         6132    New?:                No  
Remarks:           Was same title, grade 35  
Effective:           January 1, 2003  
% of position:     100%   # of Mos:           12  
Sal Grade/Stp:   **39/1**   Salary:             **\$4,243.78/month**  
Account(s):        A-212200-551100-67200-0000000/100%
- j.     **Position:**        **SYSTEMS MODULE FUNCTIONAL SPECIALIST**  
Department:        Financial Aid & Scholarships  
Name:                Vacant  
Position #:         6130    New?:                No  
Remarks:           Was same title, grade 35  
Effective:           January 1, 2003  
% of position:     100%   # of Mos:           12  
Sal Grade/Stp:   **39/1**   Salary:             **\$4,243.78/month**  
Account(s):        A-212200-475100-64600-0611400/100%

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

**9. RATIFY CLASSIFIED EMPLOYMENT**

MSC Nelson, Chadwick

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

- a. Name: **MARK G. LEE**  
Position: Audio Production Coordinator  
Department: Performing Arts  
Position #: 5158 New?: No  
Remarks: Replacement for James Weld  
Sal Grade/Stp: **25/1** Salary: **\$3,016.01/month**  
% of Position: 100% # of Mos: 11  
Effective: December 9, 2002  
Account #(s): A-212200-327100-60910-0000000/100%
- b. Name: **RICHARD R. LOUCKS**  
Position: Systems Module Functional Specialist  
Department: Instruction  
Position #: 6242 New?: No  
Remarks: Replacement for Jennifer Turpin  
Sal Grade/Stp: **39/1** Salary: **\$4,243.78/month**  
% of Position: 100% # of Mos: 12  
Effective: January 6, 2003  
Account #(s): A-212200-311100-60910-0000000/100%
- c. Name: **MARK A. MENALDO**  
Position: Instructional Support Assistant I  
Department: Foreign Languages  
Position #: 5144 New?: No  
Remarks: Replacement for Allen Page  
Sal Grade/Stp: **16/1** Salary: **\$2,421.16/month**  
% of Position: 100% # of Mos: 12  
Effective: January 13, 2003  
Account #(s): A-222000-326100-11011-0000000/100%
- d. Name: **SHELLY M. COMFORT**  
Position: American Sign Language/English Interpreter  
Department: Disabled Student Programs & Services  
Position #: 6255 New?: Yes  
Remarks: Position approved September 12, 2002  
Sal Grade/Stp: **31/1** Salary: **\$1,570.81/month**  
% of Position: 45% # of Mos: 10  
Effective: January 21, 2003  
Account #(s): A-212200-472100-64200-0000000/100%

- e. Name: **LISA A. HORNSBY**  
Position: Senior Administrative Secretary  
Department: Arts & Languages  
Position #: 5072 New?: No  
Remarks: Replacement for Muriel Mendizza; promotion for Ms. Hornsby.  
Sal Grade/Stp: **23/2** Salary: **\$3,016.01/month**  
% of Position: 100% # of Mos: 12  
Effective: January 13, 2003  
Account #(s): A-212200-321100-60910-0000000/100%
- f. Name: **LOUVENIA E. HENDERSON**  
Position: Instructional Support Assistant II  
Department: Business Education  
Position #: 6168 New?: No  
Remarks: Replacement for Frances Simpson; funded - PFE.  
Sal Grade/Stp: **22/1** Salary: **\$2,803.83/month**  
% of Position: 100% # of Mos: 12  
Effective: January 13, 2003  
Account #(s): A-221000-357100-05020-0611400/100%  
Note: Normal work schedule: Monday - Thursday, 12:00 pm - 9:00 pm; Friday, 11:00 am - 3:00 pm; Saturday, 9:00 am - 1:00 pm. 3% differential paid for hours worked between 6:00 pm and 10:00 pm.
- g. Name: **LIZ G. STRAHLE**  
Position: Outreach Coordinator  
Department: Career and Technical Education  
Position #: 6268 New?: Yes  
Remarks: Position approved 9/9/02; funded - HEA.  
Sal Grade/Stp: **20/1** Salary: **\$2,670.14/month**  
% of Position: 100% # of Mos: 12  
Effective: January 14, 2003  
Account #(s): K-212100-33150-63900-1112304/100%
- h. Name: **BEVERLY A. WARREN DE PAULINO**  
Position: Outreach Coordinator  
Department: Career and Technical Education  
Position #: 6269 New?: Yes  
Remarks: Position approved 9/9/02; funded - HEA.  
Sal Grade/Stp: **20/1** Salary: **\$2,670.14/month**  
% of Position: 100% # of Mos: 12  
Effective: January 14, 2003  
Account #(s): K-212100-331500-63900-1112304/100%

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

**10. RATIFY CERTIFICATED EMPLOYMENT**

MSC Nelson, Chadwick

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

- a. Name: **KAREN E. MILLER**  
A.A., Child Development  
Position: Master Teacher I  
Department: Child Development Center at Palomar College Escondido Center  
Position #: 6014 New?: No  
Remarks: Replacement for Janet Ross; funded – Child Development.  
Sal Rng/Stp: **D1/1** Salary: **\$1,710.82/month**  
% of Position: 100% # of Mos: 12  
Effective: January 6, 2003  
Account #(s): V-111000-364300-69200-1633400/100%
- b. Name: **LORENE E. CRAW**  
A.A., Art  
Position: Master Teacher I  
Department: Child Development Center  
Position #: 6017 New?: No  
Remarks: Replacement for Patricia Mings  
Sal Rng/Stp: **D1/1** Salary: **\$1,710.82/month**  
% of Position: 100% # of Mos: 12  
Effective: January 6, 2003  
Account #(s): U-111000-364300-69200-0000000/100%
- c. Name: **MOLLY L. HODDER**  
Position: Teacher I  
Department: Child Development Center at Palomar College Escondido Center  
Position #: 6250 New?: Yes  
Remarks: Position approved February 12, 2002  
Sal Rng/Stp: **C1/1** Salary: **\$1,313.91/month**  
% of Position: 100% # of Mos: 12  
Effective: January 6, 2003  
Account #(s): U-111000-364300-69200-0000000/100%

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

**11. RATIFY CORRECTION TO ACADEMIC CONTRACT**

MSC Nelson, Chadwick

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

- a. Name: **DENISE E. RUDY**  
A.A., General Studies  
Position: Assistant Professor/Director  
Department: Dental Assisting  
Remarks: Increased step placement due to verification of previous related work experience.  
Sal Grade/Stp: **B/8** Salary: **\$5,222.65/month**  
% of position: 100%  
# of Mos: 10  
Effective: January 21, 2003  
Account #(s): A-111000-344200-12041-0000000/100%

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

**12. APPROVE REIMBURSEMENT OF CANDIDATE FOR SECOND-LEVEL INTERVIEW EXPENSES**

MSC Nelson, Chadwick

The Governing Board hereby approves **reimbursement of travel expenses** for **second-level interviews** for the following:

- Name: **Yadvindra Dhmi**  
For: Airfare  
To Attend: Second Level Interview for Assistant Professor, Trades and Industry (Electronics)  
Location: San Jose to San Diego, California  
Date: December 19, 2002  
Amount: \$200.50  
Budget Account #: 545400-11-611100-66600-10-2003-0000000/100%

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

**13. GRANT EQUIVALENCY FOR DISCIPLINES**

MSC Nelson, Chadwick

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**:

Philip Archuleta – Physical Education  
Annie Lemoux - Communications  
Dale Mais – Earth Sciences  
Brian Kooiman – Physical Education

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

**14. RATIFY ADJUNCT FACULTY EMPLOYMENT**

MSC Nelson, Chadwick

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**

**BEHAVIORAL SCIENCES**

McGraw, Bruce	Philosophy B.A., Education M.A., Philosophy	\$38.24
Vives, Neal	Philosophy B.A., English B.A., Philosophy B.A., Psychology M.A., Secondary School Teaching of English M.A., Philosophy	\$40.71
Vukov, Boris	Psychology B.S., Psychology M.A., Psychology	\$38.24

**BUSINESS EDUCATION**

Gilkey, Michael	Business Education B.S., Accounting M.A., Accountancy, Financial Audit	\$38.24
O'Dell, Marilyn	Business Education B.A., Economics M.B.A., Accountancy	\$38.24

**COMMUNICATIONS**

Lemoux, Annie                      Photography                      \$37.01  
Eminence in Photography

Michals, John                      Journalism                      \$40.71  
B.A., Journalism  
M.A., Journalism  
M.B.A., Business Administration

Kachler, Francisca                      Radio & Television                      \$37.01  
B.S., Television, Film and New Media  
Production  
2 + Years Experience

**EARTH SCIENCES**

Auerbach, Daniel                      Earth Sciences                      \$38.24  
B.S., Astrophysics  
M.S., Astronomy and Astrophysics

Felker, Kathleen                      Aeronautics                      \$37.01  
B.S., Home Economics  
2 + Years Experience

Mais, Dale                      B.S., Chemistry                      \$40.71  
M.S., Chemistry  
Ph.D., Pharmacology

Thomas, Christina                      Oceanography                      \$38.24  
B.S., Earth Science  
M.S., Earth Science

**ENGLISH**

Dongell, Robert                      English                      \$38.24  
B.A., English  
M.A., English: Literature

**FOREIGN LANGUAGES**

Del Rio, Leticia                      Spanish                      \$38.24  
B.A., Spanish  
M.A., Spanish

**GRAPHIC COMMUNICATIONS**

Hertz, Robert                      Graphic Communications                      \$37.01  
A.S., Computer Science  
6 + Years Experience

**LIBRARY SCIENCE**

Burke, Susan                      Library Technology                      \$39.47  
B.A., English  
M.L.S., Library Science

Reeske, Mary                      Library Technology                      \$38.24  
B.A., History  
M.S., Library Science

Simons, Linda	Library Technology A.B., Teaching of Social Studies M.S., Library Science M.B.A., Business Administration	\$40.71
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**MATHEMATICS**

Swick, Kenneth	Mathematics B.S., Mathematics M.A., Mathematics Ph.D., Mathematics	\$40.71
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**PERFORMING ARTS**

Brigham, Maura	Music B.A., Fine Arts M.M., Musical Theater	\$38.24
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**PHYSICAL EDUCATION**

Archuleta, Philip	Health Education B.A., Biology D.C., Chiropractic	\$40.71
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Kooiman, Brian	Physical Education A.A., General Studies B.S., Kinesiology	\$37.01
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The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

**15. RECOMMENDATION; ACTION – APPROVE CHILD DEVELOPMENT CENTER TEACHER EMPLOYMENT**

MSC Nelson, Chadwick

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 Spring, 2003:

Butner, Darlene	Master Teacher B.S., Child Development	\$11.72
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The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

**FISCAL SERVICES**

**16. APPROVE REPORT OF REVOLVING CASH EXPENDITURES**

MSC Nelson, Chadwick

The Governing Board hereby approves **Revolving Cash Expenditures** for the month of November, 2002, as indicated on **Exhibit H-16**.

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

**17. APPROVE DRAWING NEW WARRANT**

MSC Nelson, Chadwick

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

Warrant # 76-069129 dated 02/26/02 in the amount of \$44.00, to Jennifer L. Lacey, 1061 Prospect Pl. #A, Vista, CA 92083. Void due to stale dating.

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

**18.** Item was removed from the Consent Calendar by Ms. Chadwick.

<b>Resumption of REGULAR AGENDA</b>
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**I. ACTION ON ITEMS REMOVED FROM CONSENT CALENDAR**

**BUSINESS SERVICES**

**3. REVIEW AND APPROVE PURCHASES MADE FOR PRIOR SIXTY DAYS**

MSC Nelson, Chadwick

The Governing Board hereby reviews and approves all **purchase transactions and contracts** entered into on behalf of the Palomar Community College District during the past 60 days, as detailed on **Exhibit H-3**. All purchases listed herein are made against the 2002-2003 fiscal year budget.

Re-Encumbered				
FY 2002 PO's	0300045	through	0300045	\$ 102.77
Purchase Orders	0340242	through	0340356	\$ 428,851.20
Travel	0350062	through	0350062	\$ 357.00
Advertising/Increases	0360019	through	0360033	\$ 24,601.68
Employment Ads	0365010	through	0365012	\$ 2,644.62
Agreement/Services	0370278	through	0370382	\$1,223,687.90
Repairs	0375058	through	0375081	\$ 213,089.79
Agreement/Annual	0380162	through	0380164	\$ 1,721.49
Utilities	0395088	through	0395091	\$ 501,356.40
Procurement Card	Time Period: 10/23/02 - 11/22/02			\$ 129,159.03
	Time Period: 11/23/02 - 12/22/02			\$ 101,946.27

\$2,627,518.15

Ms. Chadwick stated that she is concerned that the Board is looking at purchase transactions ranging from very small to extremely large in the same way. She asked if this is normal. Jerry Patton responded that one of the large items on the report is the CCCSAT grant, which has been authorized through the Chancellor's Office. The other large purchase order is an annual estimate for utilities. As long as the Board adopts the budget, we bring these back to the Board after they have been issued. To bring them prior to issuing them would be extremely difficult.

Ms. Chadwick asked if it is necessary for the Board to see each of the items for less than \$1,000. Mr. Patton responded that we do have to bring them to the Board as required by the Education Code, but we can look at consolidating them. Ms. Chadwick asked if this is a normal period. Ken Jay responded that there are two periods in this report. A normal period would run about \$1.5-1.8 million.

Mr. Evilsizer asked who has access to the procurement card and what it is used for. Ken Jay reported that there are approximately 300 designated employees who use these cards to make low-value purchases, mostly supplies. There are limits per transaction, per card, and per month. Dr. Amador pointed out that because we no longer have stores on campus to provide office supplies, the designated employees order through Office Depot on their cards. This has saved the College a great deal of paperwork, staff, stocking items, and storage space. There are multiple levels of oversight. The cardholder is the one responsible; there is also an approving official who oversees each cardholder's purchases; there are two persons in Business Services who go over each transaction to be certain it meets our standards.

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

## COUNSEL, CONTRACTS

### 18. REVIEW AND APPROVE CONTRACTS AND AGREEMENTS MADE FOR PRIOR SIXTY DAYS

MSC Nelson, Jensen

The Governing Board hereby ratifies and approves all **contracts and agreements** for the period **November 1, 2002, through December 31, 2002**, and entered into on behalf of the Palomar Community College District, as detailed on **Exhibit H-18**.

Ms. Chadwick asked why the Board is looking at these after the fact. Ben Echeverria explained that in 1997 the Board passed a resolution delegating the power to contract to certain individuals, including the Office of Counsel and Contracts, the Director of Business Services, the Vice President for Finance and Administrative Services, and the Superintendent/President, up to the competitive bidding limit, pursuant to the Education Code. One of the provisos is that those transactions that are consummated under that shall be in a report to the Board every 60 days for review and ratification. Prior to 1997, a good number of those transactions came as individual Board items and took Board time to review. Most of the items are very modest in amount; many involve contracts with outside agencies, pursuant to which they pay the District.

Ms. Chadwick asked why the Board even needs to see this. Mr. Echeverria responded that the Education Code requires that once you delegate authority, the report be submitted every 60 days for Board review and ratification. Mr. Patton added that we had received comments from our auditors prior to starting this delegation/report procedure that we should be doing it.

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

**J. REPORTS FROM COLLEGE GROUPS**

**1. INFORMATION**

**Report of the Faculty Senate**

Chris Barkley reported that the Senate has approved all of the policy changes that are on tonight's agenda. They generated the one on program and curriculum review because it is an academic and professional matter. They sent it to the Curriculum Committee; they approved it and sent it back to the Senate, which then put it through the process. The Senate had ample time for deliberation. Often the Senate would have a couple of weeks to discuss items before taking action on them. Many of their suggestions were taken to SPC and were incorporated into the policies that were presented to the Board. The Senate is encouraging the Board to pass those particular policies. The Senate had only one meeting since the last Board meeting but chose to have a special adjourned meeting on December 16 to discuss the instructional reorganization plan. There were two particular motions that came out of that which the Senate asked Ms. Barkley to read to the Board. Both were passed unanimously.

The first one was: "The Faculty Senate states its firm opposition to the Instructional reorganization as proposed for the following reasons, including but not limited to: it is inconsistent with planning goals, it is not adequately supported by data analysis, it has not been analyzed for positive or negative impact it may have on instructional programs, and it is not prudent in this very uncertain fiscal climate."

The second one was: "Should any reorganization of Instruction be considered, the discussion on how to reorganize must involve the Faculty Senate, the new Vice President for Instruction when that individual is hired, as well as Chairs of all of the Divisions for their input as procedures should be in place for any reorganization proposed now or in the future."

Those were the two outcomes from the special meeting that we held.

**2. INFORMATION**

**Report of the Palomar Faculty Federation**

Mary Millet reported that PFF is kicking off the new semester by having a STRS workshop at the PFF office to which they are inviting adjunct faculty. Tom Barrett from the state office will be there to talk about the defined benefits program. This is being planned for the day of orientation, beginning at 4:30 p.m., so that it can complement but not in any way replace the workshops and breakout sessions planned for adjunct orientation. They are hoping that adjunct faculty will increase their understanding of their complicated retirement system.

Ms. Millet and several other Palomar faculty members attended some statewide meetings on the budget and other items. The deficit is something we can't change, but this is the way the Governor proposes to deal with the deficit. He has invited all constituencies to respond and let him know how they feel about it. At the meeting, a film was shown from 1990 that showed students actively writing letters, riding buses to Sacramento, administrators taking the classes of teachers so that teachers could go lobby, individual programs being spotlighted for the public so that the community could see the results of cuts. As a result, Governor Wilson changed his proposal concerning education significantly. PFF sees this as an opportunity for all campus constituencies to join together with the community to let the Governor know how we feel and what these proposals would do to the education of students. It is time for a visionary plan.

3. **INFORMATION**

Report of The Faculty – There was no report.

4. **INFORMATION**

Report of the Administrative Association – There was no report.

5. **INFORMATION**

Report of the Confidential and Supervisory Team – There was no report.

6. **INFORMATION**

Report of the CCE/AFT

Mike Dimmick welcomed Leo Melena to the Governing Board.

Mr. Dimmick stated that over the past couple of weeks since the budget severity became apparent, many classified staff are very concerned and have called him. He stated that he looks forward to working with the College in working on this issue, addressing it, and seeing if some things can be changed.

7. **INFORMATION**

Report of the Associated Student Government

Leo Melena reported that ASG has been bracing itself for the budget cuts. They are excited about the new semester and are ready to go. They have set their goals. They are ready to remind students about the need to pay fees within ten days and the necessity of canceling classes with low enrollment so there are not as many surprises. The ASG office has received a great many phone calls from concerned students in EOP&S. They have contacted student government teams from other colleges and plan to get together to see what they can do to strategize a statewide effort. Strategy would include letter-writing campaigns, e-mails, etc.

**K. COMMENTS FROM OTHER INDIVIDUALS OR GROUPS**

Eamon Kavanagh addressed the Board at this time informing them of and congratulating Leo Melena on his many achievements.

**L. UNFINISHED BUSINESS** – There was none.

**M. NEW BUSINESS**

**1. APPROVE DELETION OF BP 7.08 AND ADOPTION OF BP 4020**

MSC Jensen, Nelson

The Governing Board hereby approves 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)*

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

**2. APPROVE DELETION OF BP 413 AND ADOPTION OF BP 4225**

MSC Jensen, Chadwick

The Governing Board hereby approves 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*

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

**3. APPROVE ADOPTION OF BP 5120**

MSC Jensen, Chadwick

The Governing Board hereby approves 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*

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

**4. APPROVE DELETION OF BP 401 AND ADOPTION OF BP 5050**

MSC Chadwick, Nelson

The Governing Board hereby approves 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*

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

**5. APPROVE DELETION OF BP 4.5 AND ADOPTION OF BP 2510**

MSC Chadwick, Nelson

The Governing Board hereby approves 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, Education Code 70901.2)

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)*

Mary Millet addressed the Board regarding EERA.

The Vote was unanimous.

Student Trustee Advisory Vote: Aye

**6. APPROVE COURSES TO MEET MULTICULTURAL COURSE REQUIREMENT**

MSC Jensen, Evilsizer

The Governing Board hereby **approves the following courses**, which have been reviewed by Subcommittee C of the Curriculum Committee, to **meet the Multicultural Course Requirement**, effective Fall, 2003:

- |    |          |                                      |              |
|----|----------|--------------------------------------|--------------|
| a. | HIST 140 | History of the Americas Through 1800 | All sections |
| b. | HIST 141 | History of the Americas Since 1800   | All sections |

The Vote was unanimous.

Student Trustee Advisory Vote: Aye

7. **APPROVE COURSES FOR INCLUSION IN CURRICULUM**

MSC Chadwick, Jensen

The Governing Board hereby **approves the following courses**, which have been examined by the Curriculum Committee and are being recommended for **inclusion in the Palomar College curriculum**:

1. Catalog Number: ACCT 204  
Discipline(s): Accounting  
Requisite validated: Yes  
A.A. degree/certificate program(s): recommended elective in: General Education  
Effective term: Fall, 2003

**204 Financial/Managerial Accounting Spreadsheet Lab**

*Two hours lecture/laboratory (1)*

**Corequisite: ACCT 203**

Application of fundamental spreadsheet concepts, principles, and commands in working with templates and modeling problems in financial and managerial accounting problems. CSU

2. Catalog Number: AJ 140  
Discipline(s): Administration of Justice  
A.A. degree/certificate program(s): Administration of Justice - Law Enforcement – A.A. Degree  
Effective term: Fall, 2003

**140 Criminal Justice in the 21<sup>st</sup> Century – Field Study**

*Five hours lecture/laboratory (2.5)*

This course will be a study of local, state and federal courts, correctional institutions and law enforcement departments. Knowledge will be obtained by site visitations, personal interviews and tours.

3. Catalog Number: ANTH 100L  
Discipline(s): Anthropology  
Requisite validated: Yes  
A.A. degree/certificate program(s): elective in Archaeological Excavator Certificate of Achievement and Archaeology A.A.  
Effective term: Fall, 2003

**100L Physical Anthropology Laboratory**

*Three hours laboratory (1)*

**Prerequisite: Completion of, or concurrent enrollment in, ANTH 100**

This laboratory course provides an introduction to the methods and techniques used in research in physical/biological anthropology. The topics under study include: the scientific method, principles of evolution, human genetics, human osteology, anthropometrics, forensic anthropology, anatomy and behavior of living nonhuman primates, and paleoanthropology. CSU; UC pending

4. Catalog Number: AP DL 201  
Discipline(s): Apprenticeship Training  
Requisite validated: Yes  
A.A. degree/certificate program(s): required course in: Drywall/Lather  
Effective term: Fall, 2003

**201 Drywall/Lather Orientation I**

*One hour lecture-One & one-half hour laboratory (1.5)*

**Prerequisite: Indentured apprentice to the Carpenters Joint Apprenticeship and Training Committee for Southern California**

This course will provide the apprentice with various safety competencies. Hand tools, power tools, math, and beginning blueprint reading will also be covered. A student will demonstrate the ability to construct a welded frame scaffold to OSHA standards. *May be taken two times.*

5. Catalog Number: AP DL 202  
Discipline(s): Apprenticeship Training  
Requisite validated: Yes  
A.A. degree/certificate program(s): required course in: Drywall/Lather  
Effective term: Fall, 2003

**202 Drywall/Lather Orientation II**

*One hour lecture-One & one-half hour laboratory (1.5)*

**Prerequisite: AP DL 201**

This course will provide the apprentice with various safety competencies. A student will demonstrate the ability to safely operate a lift truck and aerial lift equipment. In addition they will receive American Red Cross First Aid/CPR as well as training in asbestos awareness and low velocity powder actuated tools. *May be taken two times.*

6. Catalog Number: AP DL 203  
Discipline(s): Apprenticeship Training  
A.A. degree/certificate program(s): required course in: Drywall/Lather  
Effective term: Fall, 2003

**203 Blueprint Reading I**

*One hour lecture-One & one-half hour laboratory (1.5)*

This course is designed to teach the basics of reading, understanding and visualizing the blueprints. Terms, symbols and definitions from several trades will be incorporated. Prints showing both residential and commercial application will be used. Related safety, math and blueprint reading will be covered. *May be taken two times.*

7. Catalog Number: AP DL 204  
Discipline(s): Apprenticeship Training  
Requisite validated: Yes  
A.A. degree/certificate program(s): required course in: Drywall/Lather  
Effective term: Fall, 2003

**204 Blueprint Reading II**

*One hour lecture-One & one-half hour laboratory (1.5)*

**Prerequisite: AP DL 203**

This course will give the student more in depth training related to on the job conditions. Basic estimating, material take offs and organizing jobs will be included. Related safety, math and blueprint reading will be covered. *May be taken two times.*

8. Catalog Number: AP DL 205  
Discipline(s): Apprenticeship Training  
A.A. degree/certificate program(s): required course in: Drywall/Lather  
Effective term: Fall, 2003

**205 Basic Lathing – Structural Framing**

*One hour lecture-One & one-half hour laboratory (1.5)*

This course will cover the different styles and techniques of structural framing compared to light gage framing. Proper waterproofing, lath or drywall and trim will be explained, demonstrated and applied to the framing. Related safety, math and blueprint reading will be covered. *May be taken two times.*

9. Catalog Number: AP DL 206  
Discipline(s): Apprenticeship Training  
A.A. degree/certificate program(s): required course in: Drywall/Lather  
Effective term: Fall, 2003

**206 Ceilings & Soffits**

*One hour lecture-One & one-half hour laboratory (1.5)*

This course is designed to provide instruction in the basics of framing ceilings and soffits with drywall and lath application. Related safety, math and blueprint reading will be covered. *May be taken two times.*

10. Catalog Number: AP DL 207  
Discipline(s): Apprenticeship Training  
A.A. degree/certificate program(s): required course in: Drywall/Lather  
Effective term: Fall, 2003

**207 Basic Framing – Material Identification**

*One hour lecture-One & one-half hour laboratory (1.5)*

An in-depth study of basic material identification, print layout, framing, drywall applications and proper trim applications for the Drywall/Lath industry. Safety, math and blueprint reading will be covered. *May be taken two times.*

11. Catalog Number: AP DL 208  
Discipline(s): Apprenticeship Training  
A.A. degree/certificate program(s): required course in: Drywall/Lather  
Effective term: Fall, 2003

**208 Advanced Framing/Suspended Ceilings/CRC**

*One hour lecture-One & one-half hour laboratory (1.5)*

This course is designed to provide related classroom instruction with the technical skills and knowledge to successfully frame any suspended ceiling in drywall and lath. Related hand and power tool safety, math and blueprint reading will be covered. *May be taken two times.*

12. Catalog Number: AP DL 209  
Discipline(s): Apprenticeship Training  
A.A. degree/certificate program(s): required course in: Drywall/Lather  
Effective term: Fall, 2003

**209 Advanced Framing – Curves & Arches**

*One hour lecture-One & one-half hour laboratory (1.5)*

This course is designed to teach curves and arches, barrel ceilings, radius walls and soffits. Related hand and power tool safety, math and blueprint reading will be covered. *May be taken two times.*

13. Catalog Number: AP DL 210  
Discipline(s): Apprenticeship Training  
A.A. degree/certificate program(s): required course in: Drywall/Lather  
Effective term: Fall, 2003

**210 AWS Certification – Welding – Light Gage**

*One hour lecture-One & one-half hour laboratory (1.5)*

This course is designed to teach the practical skills needed for the arc welding processes and applications. Students will have the practical skills to successfully pass the AWS light gage certification. Related safety, codes and materials will be covered. *May be taken two times.*

14. Catalog Number: AP DL 211  
Discipline(s): Apprenticeship Training  
A.A. degree/certificate program(s): required course in: Drywall/Lather  
Effective term: Fall, 2003

**211 LA City Certification – Welding – Light Gage**

*One hour lecture-One & one-half hour laboratory (1.5)*

Assists students in preparing for the Los Angeles City Light Gage Welding Certification. Written and practical skills of the test will be demonstrated and discussed in order to associate the student with the working knowledge necessary to successfully achieve a Los Angeles City Light Gage Welding Certification. Related safety, codes and materials will be covered. *May be taken two times.*

15. Catalog Number: ART 213  
Discipline(s) Art  
Requisite Validated: N/A  
A.A. degree/certificate program(s): elective in Illustration  
General Education: N/A  
Distance Learning offerings: N/A  
Effective term: FALL, 2003

**213 Illustration/Life Drawing**

*Two hours lecture/laboratory (1)*

The study of techniques used in drawing and painting from both nude and costumed models. *May be taken three times.* CSU

16. Catalog Number: ART 214  
Discipline(s) Art  
Requisite Validated: N/A  
A.A. degree/certificate program(s): elective in Illustration  
General Education: N/A  
Distance Learning offerings: N/A  
Effective term: FALL, 2003

**214 Head Painting**

*Two hours lecture/laboratory (1)*

Introduction to painting techniques as they apply to the human head. Critical analysis and application of color theory and mixing principles. Analysis of human facial planes, proportion and bone structure in the application of either oil or acrylic paint. *May be taken three times.* CSU.

17. Catalog Number: ART 248  
Discipline(s) Art  
Requisite Validated: N/A  
A.A. degree/certificate program(s): elective in Interactive Media Design,  
Emphasis in 3-D Modeling and Animation  
Effective term: Fall, 2003

**248 Character Animation**

*Three hours lecture/laboratory (1.5)*

Fundamentals of character animation and design. Hands on experience creating hand drawn animations. Drawings are scanned and assembled on the computer. Final output is transferred onto videotape. *May be taken three times.* CSU

18. Catalog Number: ART 276  
Discipline(s) Art  
A.A. degree/certificate program(s): elective in Three Dimensional Arts -  
Glass Emphasis  
Effective term: Fall, 2003

**276 Cold Glass Design**

*Two hours lecture/laboratory (1)*

Applications of the materials and processes involved in the production of flat glass materials. Emphasis is on the design of stained glass and problem solving during fabrication of designs. *May be taken three times.* CSU

19. Catalog Number: ART 277  
Discipline(s) Art  
A.A. degree/certificate program(s): elective in Three Dimensional Arts - Glass  
Emphasis  
Effective term: FALL, 2003

**277 Glass Casting**

*Two hours lecture/laboratory (1)*

The study of the properties of molten glass as applied to glass casting. The acquisition of knowledge through problem solving using open face glass casting techniques. *May be taken three times.* CSU

20. Catalog Number: BIOL 160  
Discipline(s): Biology  
Requisite validated: Yes  
A.A. degree/certificate program(s): elective in: Biology-General  
Effective term: Fall, 2003

**160 Biotechnology Preparatory Course**

*Three hours lecture-Six hours laboratory (5)*

**Recommended Preparation: MATH 50**

This course is intended as a preparation course for students interested in further studies in biotechnology. The course provides the basic knowledge in math, chemistry, biology, and microbiology for additional biotechnology coursework. Topics include the fundamental chemical processes common in prokaryotic and eukaryotic biology, chemistry of biomolecules, cellular and molecular biology, gene expression and genetic engineering. The laboratory experience provides basic skills and techniques essential to advanced biotechnology courses. CSU

21. Catalog Number: CFT 130  
Discipline(s) Cabinet and Furniture Technology  
Requisite validated: Yes  
A.A. degree/certificate program(s): elective in (GROUP TWO) (1) Cabinet and Furniture Design, (2) Furniture Making  
Effective term: Fall, 2003

**130 Stringed Instrument Making**

*Four, six or eight hours- lecture/laboratory (2,3,4)*

**Prerequisite: CFT 100**

Through the fabrication of a steel stringed guitar, students will study the: history, tone theory, construction processes, materials, finishing and set up of stringed instruments. Students will work together, production style, milling raw lumber from local sources into guitar part blanks. Students will then work individually constructing their own guitar. Traditional and modern methods of construction and fabrication are explored. *May be taken four times.*

22. Catalog Number: CFT 141  
Discipline(s): Cabinet and Furniture Technology  
A.A. degree/certificate program(s): recommended elective in (Group Two)  
Cabinet and Furniture Design and Furniture Making  
Effective term: Fall, 2003

**141 Making Woodworking Tools**

*One, two, four or six hours lecture/laboratory (.5,1,2,3)*

Making a traditional woodworking tools used to make furniture and chairs. Topics include the history and uses of tools, materials and design, layout of the stock, equipment needed to make and finish the tools, sharpening and fitting the blades, forging and heat treating steel parts. Types of tools include spoke shaves, shaving horses, steaming devices and bending forms. *May be taken four times.*

23. Catalog Number: CFT 172  
Discipline(s): Cabinet and Furniture Technology  
A.A. degree/certificate program(s): recommended elective in: (Group Two)  
Cabinet and Furniture Design, Cabinetmaking and Millwork, Furniture Making  
Effective term: Fall, 2003

**172 TurboCAD for Cabinets & Furniture**

*Two, three, or four hours lecture (2,3,4)*

Introduction to TurboCAD and to basic CAD concepts and their direct application to the design and drawing of custom cabinets and furniture, as an alternative to "pencil & paper" drawing. Topics will include: extensive 2D and 3D drawing, modifying, and editing tools; the production of measured, shop drawings as an essential first step in the construction of a project; rendering, as a tool in the visualization of concept design.

24. Catalog Number: CHDV 106  
Discipline(s): Child Development  
A.A. degree/certificate program(s): required course in: Master Teacher Certificate  
Effective term: Fall, 2003

**106 Infant and Toddler Curriculum**

*Three hours lecture (3)*

A survey of program and activity planning for infants and toddlers in child care programs, emphasizing areas of attachment, motor skills, cognition, language and communication skills, environments. Strategies for working with parents, observation and assessment skills and the need for professional development will be explored.

25. Catalog Number: CHDV 121  
Discipline(s): Child Development  
A.A. degree/certificate program(s): required course in: Child Development  
Teacher Certificate  
Effective term: Fall, 2003

**CHDV 121 Pediatric CPR and First Aid**

*One-half hour lecture (.5)*

Prepares childcare workers, parents, and other adults working with children for skills and knowledge required for pediatric first aid and CPR. *May be taken four times. Grading: Credit/No Credit only.*

26. Catalog Number: CHDV 180  
Discipline(s): Child Development  
A.A. degree/certificate program(s): required course in: Master Teacher  
Certificate  
Effective term: Fall, 2003

**180 Understanding and Working with the School-Age Child**

*Three hours lecture (3)*

Designed to prepare students to work with children ages five through adolescence, by focusing on the development of the children in this age group. Students will study developmental theories and the practical implications of these theories when working with the school-aged child. Licensing regulations for Title 5 and 22 programs will be explored. CSU

27. Catalog Number: CHDV 190  
Discipline(s): Child Development  
A.A. degree/certificate program(s): required course in: Master Teacher  
Certificate  
Effective term: Fall, 2003

**190 Curriculum for the School-Aged Child**

*Three hours lectures (3)*

A survey of programs and activities planning for school-age children, including both before and after school curriculum and activities for groups and individuals.

28. Catalog Number: CSIS 108  
Discipline(s): Computer Science and Information Systems  
A.A. degree/certificate program(s): required course in Voice and Data  
Cable Installer Certificate, Desktop Support Specialist Certificate  
Effective term: Fall, 2003

**CSIS 108 Hardware and O.S. Fundamentals**

*Three hours lecture – Two hours lecture/laboratory (4)*

This course provides students with the knowledge and skills necessary to build a foundation in computer hardware and operating systems. It will include P.C. hardware and operating system fundamentals; installation, configuration and upgrading; diagnosing and troubleshooting; preventative maintenance; motherboards, processors, and memory; printers; and basic networking including network operating systems.

29. Catalog Number: CSIS 122  
Discipline(s): Computer Science and Information Systems  
A.A. degree/certificate program(s): required course in: Visual Basic  
Distance Learning: Online Course  
Effective term: Fall, 2003

**122 Visual Basic.NET I**

*Three hours lecture- Two hours lecture/ laboratory (4)*

The course is designed to provide students with an introduction to the use of the Visual Basic.NET language to solve problems using structured design logic. Emphasis will be on learning the fundamentals including sequence, decision and repetition. The course will also focus on learning to utilize the .NET Framework and the Common Language Runtime. It includes learning about the differences between earlier versions of Visual Basic and the .NET platform. CSU

30. Catalog Number: CSIS 134  
Discipline(s): Computer Science and Information Systems  
Requisite validated: Yes  
A.A. degree/certificate program(s): required course in: Voice and Data Cable  
Installer's Certificate  
Effective term: Fall, 2003

**CSIS 134 Network Voice and Data Cabling**

*Three hours lecture – Two hours laboratory/laboratory (4)*

**Prerequisite: A minimum grade of "C" in CSIS 108 or R CSIS 56 and CSIS 111**

The course is designed for students interested in the physical aspects of voice and data network cabling and installation. The course focuses on cabling issues related to data and voice connections and provides an understanding of the industry and its worldwide standards, types of media and cabling, physical and logical networks, as well as signal transmission. It includes network design documentation, part list set up and purchase, pulling and mounting cable, cable management, choosing wiring closets and patch panel installation and termination as well as installing jacks and cable testing. Also included are design documentation, and installation issues, as well as laboratory safety, on-the-job safety, and working effectively in group environments.

31. Catalog Number: CSIS 176  
Discipline(s): Computer Science and Information Systems  
Requisite validated: Yes  
A.A. degree/certificate program(s): elective in: Desktop Support  
Specialist, Network Systems Engineer  
Effective term: Fall, 2003

**176 Managing a Windows Network**

*One and one-half lecture-One hour lecture/laboratory (2)*

**Prerequisite: CSIS 162 and CSIS 163**

This course provides students with the knowledge and skills necessary to administer, support, and troubleshoot networks that incorporate Microsoft Windows.

32. Catalog Number: CSIS 177  
Discipline(s): Computer Science and Information Systems  
Requisite validated: Yes  
A.A. degree/certificate program(s): elective in: Network Engineer  
Effective term: Fall, 2003

**177 Microsoft Exchange Server**

*One and one-half hour lecture-One hour lecture/laboratory (2)*

**Prerequisite: CSIS 162 and CSIS 163**

This course provides students with the knowledge and skills necessary to implement, administer, and troubleshoot information systems that incorporate Microsoft Exchange Server.

33. Catalog Number: CSIS 212  
Discipline(s): Computer Science and Information Systems  
Requisite validated: Yes  
A.A. degree/certificate program(s): required course in: Visual Basic  
Distance Learning offering(s): Online Course  
Effective term: Fall, 2003

**212 Visual Basic.NET II**

*Three hours lecture- Two hours laboratory (4)*

**Prerequisite: CSIS 117 or CSIS 122**

This course provides an intermediate level of experience using the Visual Basic.NET programming language. The course provides extensive practice in developing MS Windows based programs through the use of the .NET technology. Topics will include the relationship between Visual Basic.NET and the .NET framework, creating and using collections, creating and using objects, and using XML with Visual Basic.NET.

34. Catalog Number: CSIS 219  
Discipline(s): Computer Science and Information Systems  
Requisite validated: Yes  
A.A. degree/certificate program(s): required course in: Visual Basic  
Distance Learning offering(s): Online Course  
Effective term: Fall, 2003

**219 Visual Basic.NET III**

*Three hours lecture- Two hours laboratory (4)*

**Prerequisite: CSIS 212**

This course presents an introduction to the technologies and features in ASP.Net. Topics include: introduction to ASP.Net and the Microsoft .Net initiative; WebForms, controls, events, validation, custom controls, data binding, and various methods of code reuse, state management, configuration, caching, and application deployment; Web services--definition, creation, deployment, and consumption of Web services.

35. Catalog Number: CSIS 272  
Discipline(s): Computer Science and Information Systems  
Requisite validated: Yes  
A.A. degree/certificate program(s): required course in: Web Developer – Java/  
Open Source, elective in: Web Developer – Windows  
Distance Learning offering(s): Online Course  
Effective term: Fall, 2003

**272 Java Programming for Information Systems**

*Two hours lecture-Two hours laboratory (3)*

**Recommended Preparation: CSIS 117 or CSIS 138**

An introduction to Java programming with emphasis on the syntax and structure of the Java language. Specific topics will include data types, exception handling, object-oriented programming, multi-threaded programming, event-driven programming and an introduction to Java Servlets and JSPs. CSU

36. Catalog Number: DT 130  
Discipline(s): Drafting Technology/ Regional Occupational Program  
Requisite validated: Yes  
Dually listed: R DT 130  
A.A. degree/certificate program(s): elective in: Electro-Mechanical Drafting & Design, Drafting Technology – Technical, Drafting Technology – Multimedia  
Effective term: Fall, 2003

**130 CAD/CAM Machining**

*Six hours lecture/laboratory (3)*

**Prerequisite: DT 110 and DT 128/R DT 128**

Hands-on operation of importing three-dimensional solid and parametric three-dimensional models into CAD/CAM operations. *This course is dually listed as R DT 130. May be taken two times.*

37. Catalog Number: DT 131  
Discipline(s): Drafting Technology/ Regional Occupational Program  
Requisite validated: Yes  
Dually listed: R DT 131  
A.A. degree/certificate program(s): elective in: Electro-Mechanical Drafting & Design, Drafting Technology – Technical, Drafting Technology – Multimedia  
Effective term: Fall, 2003

**131 Advanced 3D Design and Presentation**

*Six hours lecture/laboratory (3)*

Prerequisite: DT 128/R DT 128

Advanced theory and hands-on operation of solid and parametric three-dimensional models. Emphasis is placed on creating molds, advanced sheet metal design and developing dynamic assemblies. *This course is dually listed as R DT 131. May be taken two times. CSU*

38. Catalog Number: ED 200  
Discipline(s): Education  
Effective term: Fall, 2003

**200 Careers in Teaching**

*Three hours lecture (3)*

An overview of the teaching profession for those students contemplating a career in education. Foundations of education, critical issues in the classroom, and the history and philosophy of education are addressed. Effective and active learning, diversity in the classroom and teaching profession standards are discussed. Guided classroom observations (45 hours) of a K-12 classroom in a variety of subject areas are a requirement for this course. CSU; UC pending

39. Catalog Number: ED 201  
Discipline(s): Education  
Effective term: Fall, 2003

**201 Literacy Instruction**

*Three hours lecture (3)*

This course is designed for both the student who is considering a career in teaching as well as the prospective literacy tutor. The basic process of literacy acquisition is presented as well as literacy strategies for the emerging and developing reader. The literacy dynamics of a multicultural learning environment will also be presented. 20 hours of literacy training required. CSU; UC pending

40. Catalog Number: EME 106  
Discipline(s): Emergency Medical Education  
Requisite validated: Yes  
A.A. degree/certificate program(s): required course in: Paramedic & Fire Science  
Effective term: Fall, 2003

**106 Emergency Medical Technician Basic (Lecture)**

*Six hours lecture (6)*

**Prerequisite: Current BLS course CPR card and Emergency Response card, or EME 100. Proof of meeting the prerequisite will be required at the first class meeting**

**Corequisite: EME 106L**

The study of EMT theory and knowledge required for identification and treatment of pre-hospital emergencies. The course prepares the student for National Registry, California and San Diego County EMT-Basic certification. *May be taken two times.*

41. Catalog Number: EME 106L  
Discipline(s): Emergency Medical Education  
Requisite validated: Yes  
A.A. degree/certificate program(s): required course in: Paramedic & Fire Science  
Effective term: Fall, 2003

**106L Emergency Medical Technician Basic Skills (Laboratory)**

*Three hours laboratory (3)*

**Prerequisite: Current CPR for Health Care Providers CPR and Emergency Response card or EME 100**

**Corequisite: EME 106**

Application of skills required for treatment of pre-hospital emergencies. This course prepares the student for National Registry, California and San Diego County EMT-Basic certification. Student is required to complete 16 hours supervised ambulance and emergency department observation. *Grading: Credit/No Credit only. May be taken two times.*

42. Catalog Number: EME 175L  
Discipline(s): Emergency Medical Education  
Requisite validated: Yes  
A.A. degree/certificate program(s): required course in: Paramedic Training  
Effective term: Fall, 2003

**175L Paramedic Preparation Skills (Laboratory)**

*Three hours laboratory (1)*

**Prerequisite: Current EMT with a minimum of 3 months full time pre-hospital experience**

**Corequisite: EME 175**

Performance of EMT skills combined with appropriate paramedic-level anatomy, physiology and treatment relevant to the disease processes studied. *Grading: Credit/No Credit only.*

43. Catalog Number: EME 196  
Discipline(s): Emergency Medical Education  
Requisite validated: Yes  
A.A. degree/certificate program(s): required course in: Paramedic Training  
Effective term: Fall, 2003

**196 Special Problems in Field Internship**

*Nine to fifteen hours laboratory (3-5)*

**Corequisite: EME 210 or EME 215**

Application of skills and knowledge necessary for student to successfully complete either the Clinical or Field Internship of Paramedic Training. This is for a student who needs to be extended up to 10 shifts to allow fulfillment of EME 210 or 215 course obligations and requires an individual student specific contract.

44. Catalog Number: EME 203  
Discipline(s): Emergency Medical Education  
Requisite validated: Yes  
A.A. degree/certificate program(s): required course in: Paramedic Training  
Effective term: Fall, 2003

**203 Paramedic Challenge (Lecture)**

*Two hours lecture (2)*

**Prerequisite: RN, MD, PA or former Paramedic who meets State of California challenge requirements**

**Corequisite: EME 203L**

Didactic challenge course for individuals who qualify for Paramedic Challenge per State of California Code of Regulations, Title 22. Allows the individual to attend the didactic portion of Paramedic training as needed to meet paramedic course content per individual student contract.  
*Grading: Credit/No Credit only.*

45. Catalog Number: EME 203L  
Discipline(s): Emergency Medical Education  
Requisite validated: Yes  
A.A. degree/certificate program(s): required course in: Paramedic Training  
Effective term: Fall, 2003

**203L Paramedic Challenge Skills (Laboratory)**

*One & one half hours laboratory (.5)*

**Prerequisite: RN, MD, PA or former Paramedic who meets State of California challenge requirements**

**Corequisite: EME 203**

Application of skills necessary for challenge course for individuals who qualify for Paramedic Challenge per State of California Code of Regulations, Title 22. Allows the individual to attend the skills portion of Paramedic Training as needed to meet paramedic course content per individual student contract. *Grading: Credit/No Credit only. May be taken two times.*

46. Catalog Number: EME 206  
Discipline(s): Emergency Medical Education  
Requisite validated: Yes  
A.A. degree/certificate program(s): required course in: Paramedic Training  
Effective term: Fall, 2003

**EME-206 Introduction to Paramedic Training (Lecture)**

*Four hours lecture (4)*

**Prerequisite: Admission into Paramedic program**

**Corequisite: EME 206L**

Introduction to Paramedic training which meets the requirements of the National Standard Curriculum for Paramedic Training. *May be taken two times.*

47. Catalog Number: EME 206L  
Discipline(s): Emergency Medical Education  
Requisite validated: Yes  
A.A. degree/certificate program(s): required course in: Paramedic Training  
Effective term: Fall, 2003

**206L Introduction to Paramedic Training (Laboratory)**

*Three hours laboratory (1)*

**Prerequisite: Admission into Paramedic program**

**Corequisite: EME 206**

Application of skills used in the Introduction to Paramedic Training which meets the requirements of the National Standard Curriculum for Paramedic Training. *Grading: Credit/No Credit only. May be taken two times.*

48. Catalog Number: EME 207  
Discipline(s): Emergency Medical Education  
Requisite validated: Yes  
A.A. degree/certificate program(s): required course in: Paramedic Training  
Effective term: Fall, 2003

**207 Paramedic Medical Training (Lecture)**

*Ten hours lecture (10)*

**Prerequisite: Admission into Paramedic program**

**Corequisite: EME 207L**

The study of medical diseases for Paramedic training which meets the requirements of the National Standard Curriculum for Paramedic Training. Includes ACLS training and certification. *May be taken two times.*

49. Catalog Number: EME 207L  
Discipline(s): Emergency Medical Education  
Requisite validated: Yes  
A.A. degree/certificate program(s): required course in: Paramedic Training  
Effective term: Fall, 2003

**207L Paramedic Medical Skills (Laboratory)**

*Four and one half hours laboratory (1.5)*

**Prerequisite: Admission into Paramedic program**

**Corequisite: EME 207**

Application of skills necessary for the medical portion of Paramedic Training which meets the requirements of the National Standard Curriculum for Paramedic Training. *Grading: Credit/No Credit only. May be taken two times.*

50. Catalog Number: EME 208  
Discipline(s): Emergency Medical Education  
Requisite validated: Yes  
A.A. degree/certificate program(s): required course in: Paramedic Training  
Effective term: Fall, 2003

**208 Paramedic Trauma Training (Lecture)**

*Four and one half hours lecture (4.5)*

**Prerequisite: Admission into Paramedic program**

**Corequisite: EME 208L**

The study of traumatic emergencies for Paramedic training which meets the requirements of the National Standard Curriculum for Paramedic Training. Includes Pre-hospital Trauma Life Support training and certification. *May be taken two times.*

51. Catalog Number: EME 208L  
Discipline(s): Emergency Medical Education  
Requisite validated: Yes  
A.A. degree/certificate program(s): required course in: Paramedic Training  
Effective term: Fall, 2003

**208L Trauma Skills (Laboratory)**

*One and one half hours laboratory (.5)*

**Prerequisite: Admission into Paramedic program**

**Corequisite: EME 208**

Application of skills necessary for trauma class of Paramedic training which meets the requirements of the National Standard Curriculum for Paramedic Training. Includes Pre-hospital Trauma Life Support training and certification. *Grading: Credit/No Credit only. May be taken two times.*

52. Catalog Number: EME 209

**209 Paramedic Obstetrical and Pediatric Training (Lecture)**

*Two and one half hours lecture (2.5)*

**Prerequisite: Admission into Paramedic program**

**Corequisite: EME 209L**

The study of Obstetrical and Pediatric emergencies for Paramedic training which meets the requirements of the National Standard Curriculum for Paramedic Training. Includes Pediatric Education for Pre-hospital Professionals *May be taken two times.*

53. Catalog Number: EME 209L

Discipline(s): Emergency Medical Education

Requisite validated: Yes

A.A. degree/certificate program(s): required course in: Paramedic Training

Effective term: Fall, 2003

**209L Paramedic Obstetrical and Pediatric Skills (Laboratory)**

*One and one half hours laboratory (0.5)*

**Prerequisite: Admission into Paramedic program**

**Corequisite: EME 209**

Application of skills necessary for the Obstetrical and Pediatric class for Paramedic Training which meets the requirements of the National Standard Curriculum for Paramedic Training. Includes Pediatric Education for Pre-hospital Professionals. *Grading: Credit/No Credit only. May be taken two times.*

54. Catalog Number: ENG 290

Discipline(s) English

Requisite Validated: Yes

Effective term: FALL, 2003

**290 Comic Books As Literature**

*Three hours lecture (3)*

**Prerequisite: Eligibility for ENG 100**

An analysis of the comic book in terms of its unique poetics (the complicated interplay of word and image); the themes that are suggested in various works; the history and development of the form and its subgenres; and the expectations of comic book readers. Examines the influence of history, culture, and economics on comic book artists and writers. Explores definitions of "literature," how these definitions apply to comic books, and the tensions that arise from such applications. CSU; UC pending

55. Catalog Number: GC 211

Discipline(s): Graphic Communications

Requisite validated: Yes

Distance Learning offering(s): Online Course

Effective term: Fall, 2003

**211 Web Motion Graphics III**

*Six hours lecture/laboratory (3)*

**Prerequisite: GC 209**

**Recommended Preparation: GC 202 and GC 216**

Dynamic Web content - explore the creation of dynamic Flash presentations. Skinnable components and presentations. Incorporating server-side technologies: Flash as a front-end to a database; using Flash Communications Server and ColdFusion MX to enable rich internet application capabilities. Production of audio and digital video for Flash; integration of non-embedded media. *May be taken four times.* CSU

56. Catalog Number: GC 213  
Discipline(s): Graphic Communications  
Requisite validated: Yes  
Distance Learning offering(s): Online Course  
Effective term: Fall, 2003

**213 Motion Graphics Production and Compositing**

*Six hours lecture/laboratory (3)*

**Prerequisite: GC 204 or GC 207**

**Recommended preparation: GC 140 or GC 165**

This course will be a "cap course" in which the student combines skills learned in multiple disciplines. For example the student will combine video skills learned in Graphic Communications and RTV with skills learned in ART or CAD by compositing a video that incorporates 3D rendered characters with live video footage. The student will complete the work by preparing it for publication using VHS, DVD, and on-line Streaming technologies. *May be taken four times.*

57. Catalog Number: GC 214  
Discipline(s): Graphic Communications  
A.A. degree/certificate program(s): required course in: Web Design Base Design  
Distance Learning offering(s): Television Course, Online Course, Computer Assisted Instruction  
Effective term: Fall, 2003

**214 Designing Data Bases Visually**

*Six hours lecture/laboratory (3)*

Organize and track people, projects, images and information in visually designed cross-platform relational data bases using graphic tools via wizards, templates and custom capabilities. Lay out powerful forms for the end user implementing graphical user interface standards. Publish for print and Web and intranet. Share and integrate secure data with workgroups across networks or other applications. Course is hands-on and will feature such applications as FileMaker Pro. *May be taken four times.* CSU

58. Catalog Number: GC 229  
Discipline(s): Graphic Communications  
Requisite validated: Yes  
A.A. degree/certificate program(s): required course in: Web Motion Graphics  
Effective term: Fall, 2003

**229 Interactive Streaming Media**

*Six hours lecture/laboratory (3)*

**Recommended Preparation: GC 204 or GC 207**

This course explores the various aspects of interactive streaming for the web. It combines lecture, hands on lessons, exercises, projects, and group work to build skills in the interactive streaming process. Students evaluate and select streaming methods, develop and author various media, and deliver the content in appropriate formats. Particular attention is given to design, usability, and applicable uses of interactive streaming media on the web. *May be taken three times.*

59. Catalog Number: GC 292  
Discipline(s): Graphic Communications  
A.A. degree/certificate program(s): elective in: E-Business  
Distance Learning offering(s): Online Course  
Effective term: Fall, 2003

**292 Legal Issues for Graphics Designers and Web Developers**

*Three hours lecture (3)*

This course will cover most legal issues that confront graphic designers and web developers in the day-to-day operation of the businesses. Specific legal issues will include business formation, contracts, copyright, licensing, deep linking, click wrap agreements, and the risks and benefits of self employment versus employment by a business.

60. Catalog Number: IFS 45  
Discipline(s): Institutional Food Service Program  
Effective term: FALL, 2003

**45 Firehouse Cooking Skills/Culinary Arts**

*Three hours lecture (3)*

Basic cooking, nutrition, and meal planning skills will be developed for individuals working in a firehouse setting. Instruction will stress proper sanitation and safety methods for preparing meals for a group.

61. Catalog Number: MATH 50A  
Discipline(s): Mathematics  
Requisite validated: Yes  
Effective term: Fall, 2003

**50A Beginning Algebra Part I**

*Two hours lecture (2)*

**Prerequisite: A minimum grade of "C" in Math 15 or eligibility determined through the math placement process**

First part of Math 50 with emphasis on mathematical reasoning, problem solving, and real-world applications using numerical, algebraic, and graphical models. Topics include problem-solving techniques, algebraic expressions, polynomials, linear equations, linear inequalities, linear and nonlinear graphs, and natural number exponents. *Not open to students with credit in Math 50.*

62. Catalog Number: MATH 50B  
Discipline(s): Mathematics  
Requisite validated: Yes  
Effective term: Fall, 2003

**50B Beginning Algebra Part II**

*Two hours lecture (2)*

**Prerequisite: A minimum grade of "C" in Math 50A**

Second part of Math 50 with continued emphasis on mathematical reasoning, problem solving, and real-world applications, using numerical, algebraic, and graphical models. Topics include problem-solving techniques, algebraic expressions, polynomials, linear equations, linear inequalities, linear and nonlinear graphs, systems of linear equations in two variables, integer exponents, proportions, and radicals. *Not open to students with credit in Math 50.*

63. Catalog Number: MUS 250  
Discipline(s): Music  
Requisite Validated: Yes  
Effective term: FALL, 2003

**250 Choral Conducting**

*One hour lecture/laboratory (.5)*

**Prerequisite: MUS 105 or MUS 245 or Experience in conducting choirs**

Practical conducting methods for choral musicians. Discussion and study of issues concerning musical rehearsal and performance with treble, SAB and SATB choral ensembles. CSU

64. Catalog Number: MUS 251  
Discipline(s): Music  
Requisite Validated: Yes  
Effective term: FALL, 2003

**251 Master Class in Keyboard Literature, Analysis and Performance**

*One, two, three, four, or six hours lecture/laboratory (.5, 1, 1.5, 2, 3)*

**Prerequisite: MUS 225 or the passing of equivalency test**

Survey of keyboard literature presented in a master class format. Analysis of styles and techniques of solo and ensemble performances. CSU

65. Catalog Number: PLS 170  
Discipline(s): Paralegal Studies  
Requisite validated: Yes  
A.A. degree/certificate program(s): elective in: Paralegal Studies  
Distance Learning offering(s): Two-Way Video Conferencing  
Effective term: Fall, 2003

**170 Alternative Dispute Resolution**

*Two hours lecture (2)*

**Prerequisite: LS 121 or PLS 121**

Alternative Dispute Resolution (ADR) utilizes various processes to settle disputes without a court adjudication, i.e., an alternative to civil dispute resolution. This course will review minitrial, settlement conference, conciliation, and emphasize negotiation mediation, and arbitration. The role of the paralegal in ADR will be addressed and a review of the essential laws.

66. Catalog Number: PLS 271  
Discipline(s): Paralegal Studies  
Requisite validated: Yes  
A.A. degree certificate program(s): elective in: Paralegal Studies  
Distance Learning offering(s): Two-way Video Conferencing  
Effective term: Fall, 2003

**271 Elder Law and Procedure**

*Two hours lecture (2)*

**Prerequisite: LS 121 or PLS 121**

**Recommended preparation: LS 150 or PLS 150 and LS 155 or PLS 155**

Elder Law focuses on a comprehensive review of the law relative to elders, as one the fastest growing areas in the field. The course will cover many different areas of the law having an impact on the elderly, including various important documents used in practice.

67. Catalog Number: PLS 275  
Discipline(s): Paralegal Studies  
Requisite validated: Yes  
A.A. degree certificate program(s): elective in: Paralegal Studies  
Distance Learning offering(s): Two-way Video Conferencing  
Effective term: Fall, 2003

**275 Employment Law and Practice**

*Two hours lecture (2)*

**Prerequisite: LS 121 or PLS 121**

**Recommended preparation: LS 150 or PLS 150 and LS 155 or PLS 155**

Employment law for paralegals. An introduction to the regulatory environment, common law principles, and an overview of labor relation law. The course will review ADA, sexual harassment, discrimination, and employees' rights.

68. Catalog Number: PKS 101  
Discipline(s): Parks and Recreation Management  
A.A. degree/certificate program(s): required course in: Parks and Recreation Management  
Effective term: Fall, 2003

**101 Parks Maintenance**

Two and one-half hours lecture & One and one-half hours laboratory (3)

Provides current knowledge of the various types of maintenance procedures in public and private parks. Introduces the characteristics and management requirements of various turf grasses with the exposure to the installation and maintenance of them; provides current knowledge of irrigation sprinkler systems in relation to landscape management. CSU

69. Catalog Number: PKS 102  
Discipline(s): Parks and Recreation Management  
A.A. degree/certificate program(s): required course in: Parks and Recreation Management  
Effective term: Fall, 2003

**102 Plant and Pest Identification**

Three hours lecture (3)

Provides students with the appropriate knowledge to evaluate the characteristics of plants and pests allowing them to correctly identify plants and pests by both scientific nomenclature and common names used in the parks and landscape industry. Students will be able to use reference material to aid them in caring for plants and controlling pest problems. CSU

70. Catalog Number: PKS 103  
Discipline(s): Parks and Recreation Management  
A.A. degree/certificate program(s): required course in: Parks and Recreation Management  
Effective term: Fall, 2003

**103 Parks: Function, Management and Liability**

Three hours lecture (3)

Provides students with the background on reasons for parks, their history, and their development. The course includes discussion of modern day conditions and investigates the role of parks and open spaces in preserving natural and cultural resources, biological corridors, and providing opportunities for high-quality recreation. The course will investigate good park design and maintenance, effective operational principles, and public relations. Additionally, the course will provide an overview of the principles and practices of managing risk in public and private parks and recreational facilities. CSU

71. Catalog Number: PE 83  
Discipline(s): Physical Education  
Effective term: Fall, 2003

**83 Cheerleading**

*Six hours lecture/laboratory (3)*

Prerequisite: Enrollment subject to audition

**Recommended preparation: Previous cheerleading experience**

Designed to teach the fundamentals of cheerleading. Students will explore practical and theoretical aspects of competitive and non-competitive cheerleading. Students will acquire knowledge of, and respect for, the skills needed to perform at college events and competition. (*This is a TBA class and will require travel away from the college on weekends and other dates.*)

72. Catalog Number: PWM 50  
Discipline(s): Public Works Management  
A.A. degree/certificate program(s): required course in: Public Works Management  
Effective term: Fall, 2003

**50 Introduction to Public Works**

Three hours lecture (3)

Designed by the American Public Works and Maintenance Superintendents Associations in order to prepare public works and maintenance workers for lead and supervisory positions. Students will receive an introduction to techniques; materials and equipment used in public works, maintenance and repair projects.

73. Catalog Number: PWM 51  
Discipline(s): Public Works Management  
A.A. degree/certificate program(s): required course in: Public Works Management  
Effective term: Fall, 2003

**51 Road Construction & Maintenance**

Three hours lecture (3)

Provides instruction on street construction and maintenance; including materials and methods, specifications, records and cost accounting systems, revenue sources and budget preparation. Other subjects include safety, drainage, equipment records and specifications, as well as public relations. Codes and industry standards that pertain to improvements and repair will be reviewed.

74. Catalog Number: PWM 52  
Discipline(s): Public Works Management  
A.A. degree/certificate program(s): required course in: Public Works Management  
Effective term: Fall, 2003

**52 Concrete & Cement Construction**

Three hours lecture (3)

Provides instruction on the recommended procedures, practices, and testing criteria used by the Asphalt Institute highlighting local city and county asphalt requirements. Content includes specifications for roads, runway floors, and hydraulic structures and Portland Cement concrete design and uses. Includes transporting, placing, curing, and testing concrete as well as application and construction methods employed.

75. Catalog Number: PWM 53  
Discipline(s): Public Works Management  
A.A. degree/certificate program(s): required course in: Public Works Management  
Effective term: Fall, 2003

**53 Public Works Inspection I**

Three hours lecture (3)

Provides an overview of the inspector's role and responsibilities as it relates to a project. The student will be given the necessary information and training necessary for entry level inspection responsibilities. The course will apply to construction of municipal infrastructure and civil engineering type projects.

76. Catalog Number: PWM 54  
Discipline(s): Public Works Management  
A.A. degree/certificate program(s): required course in: Public Works Management  
Effective term: Fall, 2003

**54 Public Works Inspection II**

Three hours lecture (3)

Provides detailed instruction on more complex inspection tasks associated with public works construction. Topics include specific inspection methods for traffic signal installations, inspection techniques for street lighting system installations, inspection of street striping and markings, inspection of pipe rehabilitation systems, and inspection and construction methods of modified asphalts, pavements, and processes. Advanced material quantity estimating and technical report writing will be emphasized.

77. Catalog Number: PWM 55  
Discipline(s): Public Works Management  
A.A. degree/certificate program(s): required course in: Public Works Management  
Effective term: Fall, 2003

**55 Public Works Administration**

Three hours lecture (3)

Provides an introduction to the organizational concepts used by the Public Works Department. Content includes typical organization, management concepts, political considerations, planning, financial management and public relations.

78. Catalog Number: PWM 125  
Discipline(s): Public Works Management  
A.A. degree/certificate program(s): required course in: Public Works Management  
Effective term: Fall, 2003

### **125 Public Works Supervision**

Three hours lecture (3)

Administrative aspects of public works including organization, decision making, coordination, and public relations. Personnel management including recruiting, training, evaluation, promotion, morale, and grievances. Safety programs and encouraging safe conditions, actions and attitudes.

79. Catalog Number: RE 112  
Discipline(s): Real Estate  
Requisite validated: Yes  
A.A. degree/certificate program(s): required course in Real Estate Appraisal Preparation  
Distance Learning offering(s): Online Course  
Effective term: Fall, 2003

### **RE 112 Business Appraisal**

*Three hours lecture (3)*

#### **Recommended preparation: RE 100, RE 111, or BUS 100**

This course provides specialized training for licensed real estate salespersons, brokers, and appraisers in the methods and techniques used to evaluate small businesses. This course also includes fifteen hours of the Uniform Standards of Professional Appraisal Practice, required of students applying for the real estate residential, certified residential, or certified general appraisal exam.

80. Catalog Number: R CSIS 130  
Discipline(s): Regional Occupational Program (Computer Science and Information Systems)  
Effective term: Fall, 2003

### **130 Microsoft Publisher**

*Two hours lecture/laboratory (1)*

Create a wide range of professional quality documents suitable for business and personal use. Examples include newsletters, brochures, and flyers, web pages, business cards, letterheads and envelopes, advertising and marketing materials, and greeting cards.

81. Catalog Number(s): R CSIS 138  
Discipline(s): Regional Occupational Program (Computer Science and Information Systems)  
Requisite validated: Yes  
Effective term: FALL, 2003

### **138 Website Maintenance and Marketing**

*4 hours lecture/laboratory (2)*

#### **Recommended Preparation: R CSIS/CSIS 137**

Advanced study of web site development, including maintenance and marketing. Includes analysis of design elements; comparison of search engines, source code, and use of interactive forms to create client databases. Also includes uploading, testing and modification of web site.

82. Catalog Number: R CSIS 186  
Discipline(s): Regional Occupational Program (Computer Science and Information Systems)  
Effective term: Spring 2003

### **186 Contemporary Job Search Techniques**

*Two hours lecture/laboratory (1)*

Use the Internet, current software and research tools to organize and implement a job search. Includes: on-line resources; preparation and posting of application materials, including resume and

cover letters; interview strategies and mock interviews; industry speakers, and hard copy and online portfolios.

83. Catalog Number: R DT 130  
Discipline(s): Regional Occupational Program / Drafting Technology  
Requisite validated: Yes  
Dually listed: DT 130  
A.A. degree/certificate program(s): elective in: Electro-Mechanical Drafting & Design, Drafting Technology – Technical, Drafting Technology – Multimedia  
Effective term: Fall, 2003

### **130 CAD/CAM Machining**

*Six hours lecture/laboratory (3)*

**Prerequisite: DT 110 and DT 128/R DT 128**

Hands-on operation of importing three-dimensional solid and parametric three-dimensional models into CAD/CAM operations. *This course is dually listed as DT 130. May be taken two times.*

84. Catalog Number: R DT 131  
Discipline(s): Regional Occupational Program / Drafting Technology  
Requisite validated: Yes  
Dually listed: DT 131  
A.A. degree/certificate program(s): elective in: Electro-Mechanical Drafting & Design, Drafting Technology – Technical, Drafting Technology – Multimedia  
Effective term: Fall, 2003

### **131 Advanced 3D Design and Presentation**

*Six hours lecture/laboratory (3)*

**Prerequisite: DT 128/R DT 128**

Advanced theory and hands-on operation of solid and parametric three-dimensional models. Emphasis is placed on creating molds, advanced sheet metal design and developing dynamic assemblies. *This course is dually listed as DT 131. May be taken two times. CSU*

85. Catalog Number: R UP 95  
Discipline(s): Regional Occupational Program (Upholstery)  
A.A. degree/certificate program(s): required course in: Certificate of Proficiency: Upholstery  
Effective term: Fall, 2003

### **95 Window Treatments**

*Three hours lecture/laboratory (1.5)*

Design and fabrication of various window treatments. Includes industry standards, design and fabric options, measuring and estimating, and related business concepts. Students will complete sample projects.

86. Catalog Number: R UP 96  
Discipline(s): Regional Occupational Program (Upholstery)  
A.A. degree/certificate program(s): required course in: Certificate of Proficiency: Upholstery  
Effective term: Fall, 2003

### **96 Decorator Accessories**

*Three hours lecture/laboratory (1.5)*

Skills and techniques necessary for creation of a variety of decorator accessories: upholstered headboards; designer cushions; custom pillows; lampshades; duvet covers, bedspreads and dust ruffles; table runners and covers; and simple slipcovers. Includes design and fabric/materials selection, industry standards, cost estimating/pricing and other business considerations. Students will complete individual projects.

87. Catalog Number: SPAN 80  
Discipline(s) Spanish  
Effective term: FALL, 2003

**80 Spanish Through Song**

*One hour lecture (1)*

A highly participatory course in which students of all levels develop and improve pronunciation skills, listening comprehension skills, vocabulary and certain basic grammar concepts by means of pedagogically chosen and enjoyable Spanish songs representing a variety of forms such as Salsa, Romantica, Cumbia, Mariachi, Popular Music and Latin Rock. Students become dynamically aware that songs are an essential expression of Hispanic culture.

88. Catalog Number: SPCH 165  
Discipline(s): Speech  
Effective term: Fall, 2003

**165 Leadership Communication**

*Six hours lecture/lab (3)*

Designed to increase participant's knowledge of the function of communication in leadership and group contexts. Students will explore the nature of human communication, one on one interpersonal interaction, small and large group communication, organizational communication, and public speaking. More specifically, discussion and activities will focus on the topics of perception, persuasion, listening, ethics, credibility, parliamentary procedure, and problem solving. *This course is designed primarily for participants in Associated Student Government and other student leadership positions at Palomar College. This is a TBA class and participants will be expected to attend local, state, and national conferences.*

89. Catalog Number: TA 217  
Discipline(s) Theatre  
Requisite Validated: Yes  
A.A. degree/certificate program(s) elective in Theatre Arts  
Effective term: FALL, 2003

**217 Intensive Actor Training**

*Three hours lecture (3)*

**Prerequisite: TA 116 and audition**

The application of rigorous actor training techniques to develop the actor's ability to create compelling performances. The coursework will integrate physical, vocal and imagination training with psychological work, text analysis and ensemble training. CSU

The Vote was unanimous.

Student Trustee Advisory Vote: Aye

**8. APPROVE PROGRAMS FOR INCLUSION IN CURRICULUM**

MSC Jensen, Nelson

The Governing Board hereby **approves the following programs**, which have been examined by the Curriculum Committee and are being recommended for **inclusion in the Palomar College curriculum**:

1. Program Title: E-Business  
 Discipline(s): Business  
 Effective term: Fall, 2003

**E-BUSINESS**

**Courses required for a Certificate of Proficiency**

Provides a program, which prepares students in the basic skills necessary to use e-commerce in an ever changing and competitive entrepreneurial market.

In order to earn a certificate, students must achieve a minimum grade of "C" in each of the certificate program courses.

<b>Required Courses</b>	<b>Units</b>
BMGT105 Small Business Management	3
BUS155 Marketing	3
BUS157 E-Commerce	3
GC217 Online Store Design I	3

**Electives (select 3 units)**

BUS138 Business Ethics	2
BUS142 Customer Service	1
BUS180 Access for Business	1
BUS190 Internet for Business	1
GC218 Online Store Design II	3
GC290 Copyright for Graphic Designers & Web Developers	1
GC291 Contracts for Graphic Designers & Web Developers	1
GC292 Legal Issues for Graphic Designers & Web Developers	<u>3</u>
<b>TOTAL UNITS</b>	<b>15</b>

2. Program Title: Child Development Master Teacher Certificate  
 Discipline: Child Development  
 Effective term: Fall, 2003

**CHILD DEVELOPMENT MASTER TEACHER CERTIFICATE**

In order to earn a Master Teacher Certificate, students must complete the 42.5 units listed for the Teacher Certificate and a combination of 9 additional units listed in this section.

**Requires all of the Child Development Teacher Certificate courses (42.5 units) plus:**

	<b>Units</b>
CHDV 195 Adult Supervision/Mentor Teacher	3

AND

**One of the following course groupings:**

CHDV 102 Parents as Partners in the Early Years	3
CHDV 104 Guidance for Young Children	3
OR	
CHDV 160 Montessori Philosophy and Methods	3
CHDV 165 Montessori Language and Math	3
OR	
CHDV 180 Understanding and Working with the School-Aged Child	3

CHDV 190	Curriculum for the School-Age Child OR	3
CHDV 103	Infant and Toddler Care	3
CHDV 106	Infant and Toddler Curriculum	<u>3</u>
TOTAL UNITS		51.5

3. Program Title: Child Development Site Supervisor Certificate  
Discipline(s): Child Development  
Effective term: Fall, 2003

**CHILD DEVELOPMENT SITE SUPERVISOR CERTIFICATE**

In order to earn a Site Supervisor Certificate, students must complete the 42.5 units listed for the Teacher Certificate and the additional 9 units listed in this section.

**Requires all of the Child Development Teacher courses (42.5 units) plus:**

CHDV 195	Adult Supervision/Mentor Teacher	3
CHDV 150	Advanced Administration for Early Childhood Directors	3
CHDV 155	Advanced Supervision for Early Childhood Directors	<u>3</u>
TOTAL UNITS		51.5

4. Program Title: Desktop Support Specialist  
Discipline(s): Computer Science and Information Systems  
Effective term: Fall, 2003

**DESKTOP SUPPORT SPECIALIST**

**Courses required for a Certificate of Proficiency**

Desktop support specialists are qualified to successfully troubleshoot, repair and upgrade the desktop computer including hardware and software in a networked environment.

Required Courses	Units	
CSIS 108 or RCSIS 56	Hardware and OS Fundamentals Computer Hardware and Peripherals Repair II	4 3
CSIS 111	Networking Fundamentals	4
CSIS 162	Windows Client	3
CSIS 163	Windows Server	3

**Electives (Select 1 course)**

CSIS 176	Managing a Windows Network	2
CSIS 227	Unix System Administration	<u>2</u>
TOTAL UNITS		15-16

5. Program Title: Video Game Artist  
Discipline(s): Computer Science and Information Systems, Graphic Communications  
Effective term: Fall, 2003

**VIDEO GAME ARTIST**

**Courses required for a Certificate of Proficiency**

This certificate program introduces students to the video game industry, game design, and the creation of both 2D and 3D artwork for video games.

<b>Required Courses:</b>	<b>Units</b>
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CSIS 241	Overview of the Video Game Industry	4
CSIS 242	Game Design	4
ART 241 or GC 140 or GC 141 or GC 142	Computer Graphics Digital Imaging/Photoshop I Digital Imaging/Photoshop II Digital Imaging/Photoshop III	3
ART 243 or DT 180 or DT 182	Digital 3-D Design and Modeling Introductory 3D Modeling/Animation with 3D Studio Max Advanced 3D Studio Max	3
ART 246 or ART 247 or DT 181 or GC 204	Computer Animation and Multimedia I Computer Animation and Multimedia II Intermediate 3D Modeling/Animation with 3D Studio Max Motion Graphics for Multimedia A	<u>3</u>
TOTAL UNITS		17

6. Program Title: Voice and Data Cable Installer  
Discipline(s): Computer Science and Information Systems  
Effective term: Fall, 2003

**VOICE AND DATA CABLE INSTALLER**

**Courses Required for a Certificate of Proficiency**

This program provides students a strong foundation in Networking with an emphasis on the Physical, Data-link and Network Layers of the OSI model. It is designed to provide students with the knowledge of in-depth physical connectivity of networks and how data is transmitted across the media. This will prepare the student to achieve the BISCO installer's certificate and/or further their education and training in the computer-networking field with an emphasis on installations.

<b>Required Courses</b>	<b>Units</b>	
CSIS 108 or R CSIS 56	Hardware and O.S. Fundamentals Computer Hardware and Peripherals Repair II	4 3
CSIS 111	Networking Fundamentals	4
CSIS 134	Network Voice and Data Cabling	<u>4</u>
TOTAL UNITS		11-12

7. Program Title: Digital Arts  
Discipline(s): Graphic Communications  
Effective term: Fall, 2003

**DIGITAL ARTS**

**Courses required for a Certificate of Proficiency**

Specific skills for the Digital Arts certificate include graphic design methodologies, including the design process, output production and presentation. The certificate prepares students to gain competence with the industry standard for digital imaging: Adobe Photoshop. Color, resolution, input and output, production process, photography and creativity are core competencies. Upon completion of the certificate, the student may find a job as a production artist, illustrator, graphic artist, or in digital imaging.

In order to earn a certificate, students must achieve a minimum grade of "C" in each of the certificate program courses.

<b>Required Courses</b>		<b>Units</b>
GC 140	Digital Imaging with Photoshop I	3
GC 141	Digital Imaging with Photoshop II	3
GC 142	Digital Imaging with Photoshop III	3
PHOT 230	Digital Darkroom	3.5
ART 240	Introduction to Computers for Art	<u>3</u>
TOTAL UNITS		15.5

8. Program Title: Digital Publishing  
Discipline(s): Graphic Communications  
Effective date: Fall, 2003

### **DIGITAL PUBLISHING**

#### **Courses required for a Certificate of Proficiency**

Designed to meet the increasing needs of organizations and businesses that distribute publications in both electronic and print media. Specific skills for the Digital Publishing certificate include typography, visual acuity, graphic design and layout. The certificate prepares students to gain competence with the basic applications used in industry for digital graphics and electronic publishing. Teamwork, problem solving, workflow and production process, communication and creativity are core competencies. Upon completion of the certificate, the student may find a job as a production artist, illustrator, graphic artist, graphic designer, or in digital imaging.

In order to earn a certificate, students must achieve a minimum grade of "C" in each of the certificate program courses.

<b>Required Courses</b>		<b>Units</b>
GC 140	Digital Imaging with Photoshop I	3
GC 141	Digital Imaging with Photoshop II	3
GC 152	DTP with Illustrator	3
GC 151 or	DTP with QuarkXPress	
GC 160	DTP with Adobe InDesign	3
GC 203	Interactive Publishing with Adobe Acrobat/PDF's	<u>3</u>
TOTAL UNITS		15

9. Program Title: E-Commerce Design  
Discipline(s): Graphic Communications  
Effective term: Fall, 2003

### **E- COMMERCE DESIGN**

#### **Courses required for a Certificate of Proficiency**

Provides students with a basis for understanding and participating in the design and production of e-business and e-commerce. Specific skills for the E-Commerce Design certificate include Web production, site accessibility, shopping carts, site and data management, security, privacy, and commercial site promotion. Teamwork, problem solving, production process, communication and creativity are core competencies. Upon completion of the certificate, the student may find a job as a graphic designer, Web author, or graphical user interface designer.

In order to earn a certificate, students must achieve a minimum grade of "C" in each of the certificate program courses.

<b>Required Courses</b>	<b>Units</b>
GC 212          Web Page Layout II	3
GC 215          Web Publishing	3
GC 217          Online Store Design I	3
GC 218          Online Store Design II	3
GC 232          Web Accessibility Design	1
GC 290 or Developers	
GC 291          Contracts for Graphic Designers & Web Developers	1
BUS157          E-Commerce	<u>3</u>
TOTAL UNITS	17

10.      Program Title: Electronic Publisher  
 Discipline(s): Graphic Communications  
 Effective term: Fall, 2003

**ELECTRONIC PUBLISHER**

**Courses required for a Certificate of Proficiency**

Electronic publishing encompasses computer-based document layout, composition, typography, illustration, scanning, image modification, as well as reproduction and distribution. It has revolutionized print communications. There will be a major growth in this field in the future.

Employment opportunities will be with commercial printers, corporate electronic publishers, small print shops, service bureaus, direct mail companies, magazine publishers, advertising, typographers and compositors, freelance publications, newspaper publishers, marketing and ad agencies, and in-plant printers.

In order to earn a certificate, students must achieve a minimum grade of "C" in each of the certificate program courses.

<b>Required Courses</b>	<b>Units</b>
GC105          Layout for Offset Lithography	3
GC 140          Digital Imaging with Photoshop I	3
GC 151 or      DTP with QuarkXPress	
GC 160          DTP with Adobe InDesign	<u>3</u>
TOTAL UNITS	9

11.      Program Title: Web Graphics  
 Discipline(s): Graphic Communications  
 Effective term: Fall, 2003

**WEB GRAPHICS**

**Courses required for a Certificate of Proficiency**

Designed to meet the increasing needs of organizations and businesses that publish on the World Wide Web. Specific skills for the Web Graphics certificate include typography, visual acuity, graphic design and Web color and file formats. The certificate prepares students to gain competence with the basic applications used in industry for digital graphics and Web publishing. Teamwork, problem solving, workflow and production process, communication and creativity are core competencies. Upon completion of the certificate, the student may find a job as a Web production artist, graphic production assistant or graphic designer.

In order to earn a certificate, students must achieve a minimum grade of "C" in each of the certificate program courses.

Required Courses		Units
GC 144	Web Graphics	3
GC 202	Web Page Layout I	3
GC 206	Web Multimedia	3
GC 208	Web Motion Graphics I	3
GC 212	Web Page Layout II	3
GC 232	Web Accessibility	<u>1</u>
TOTAL UNITS		16

12. Program Title: Web Motion Graphics  
 Discipline(s): Graphic Communications  
 Effective term: Fall, 2003

**WEB MOTION GRAPHICS**

**Courses required for a Certificate of Proficiency**

Prepares students with specific skills necessary for employment in the field of Interactive Web multimedia design and production. A high level of skill and time are needed to create professional motion graphics. Specific skills include an attention to detail, knowledge of various illustration and animation software, technical and analytical problem solving, and visual acuity. Teamwork, creativity, communication, understanding of the production process and interactivity are core competencies. Typical job opportunities are in entertainment business, corporate, educational and industries.

In order to earn a certificate, students must achieve a minimum grade of "C" in each of the certificate program courses.

Required Courses		Units
GC 202	Web Page Layout I	3
GC 206	Web Multimedia	3
GC 208	Web Motion Graphics I	3
GC 209	Web Motion Graphics II	3
GC 229	Interactive Streaming Media	<u>3</u>
TOTAL UNITS		15

13. Program Title: Legal Support Assistant  
 Discipline(s): Paralegal Studies  
 Effective term: Fall, 2003

**LEGAL SUPPORT ASSISTANT**

**Courses required for a Certificate of Proficiency.**

For students who are interested in working within the legal field. This certificate program prepares the student for entry-level legal work, or enhances the skills of those students already working in law offices, corporations, the courts, or government agencies.

In order to earn a certificate, students must achieve a minimum grade of "C" in each of the certificate program courses.

Required Courses		Units
LS/PLS 121	Introduction to Law	3
LS 145	Legal Ethics	3
PLS 110	Computer Literacy for Paralegals-Beginning	2
OIS 210	Law Office Procedures I	3
BUS 205	Business Writing	3
OIS 115	Filing and Records Management	<u>1</u>
TOTAL UNITS		15

Recommended Electives: BUS 110; BUS 125, OIS 102, OIS 215

A Certificate of Proficiency will be awarded to students who successfully complete the courses listed above and demonstrate the ability to type 35 words per minute.

14. Program Title: Public Works Management  
Discipline(s): Public Works Management  
Effective term: Fall, 2003

**PUBLIC WORKS MANAGEMENT**

Courses required for a Certificate or an A.A. Degree Major

Specifically designed for individuals employed by or seeking employment in public works organizations in San Diego County.

In order to earn a certificate, students must achieve a minimum grade of "C" in each of the certificate program courses.

<b>Required Courses</b>		<b>Units</b>
PWM 50	Introduction to Public Works	3
PWM 51	Road Construction & Maintenance	3
PWM 52	Concrete & Cement Construction	3
PWM 53	Public Works Inspection I	3
PWM 54	Public Works Inspection II	3
PWM 55	Public Works Administration	3
PWM 125	Public Works Supervision	3
PKS 101	Parks Maintenance	3
R CSIS 120	Microcomputer Applications	3

**Electives (Select 6 – 7 units)**

BUS 125	Business English	3
MATH 15	Prealgebra	3
SURV 100	Plane Surveying	4
TOTAL UNITS		33-34

15. Program Title: Real Estate Appraisal License Preparation  
Discipline(s): Real Estate  
Effective term: Fall, 2003

**REAL ESTATE APPRAISAL LICENSE PREPARATION**

**Courses required for a Certificate of Proficiency**

A Real Estate Appraiser Trainee license is required of individuals who are to be employed as appraisers under the control and supervision of licensed or certified real estate appraisers. A license may be obtained by a person who does not immediately intend to be employed by an appraiser. However, no real estate appraisal activity may be performed unless the trainee is in the employ of a licensed or certified real estate appraiser.

Minimum requirements to qualify to take the Real Estate Appraiser examination:

1. Age - 18 years of age or older.
2. Proof of legal presence in the United States.
3. Honesty - License applicants must be honest and truthful.
4. Education - Applicants for the Trainee or Residential license must provide evidence of successful completion of 90 hours of real estate appraisal education, including 15 hours of USPAP (uniform standards of professional appraisal practice). Applicants for the Certified Residential license must provide proof of completion of 120 hours of real estate appraisal education (including 15 hours of USPAP). Applicants for the Certified General

- license must provide evidence of successful completion of 180 hours of real estate education (including 15 hours of USPAP).
5. Experience - No experience is required before obtaining the Real Estate Appraiser Trainee license. 2,000 hours of appraisal experience is required before obtaining the Residential license. 2,500 hours of experience is required before obtaining the Certified Residential license. 3,000 hours of experience is required before obtaining the Certified General license.

This program is designed to meet the educational requirements of all four licensing levels of the Office of Real Estate Appraisers. Note: Licensed real estate brokers may satisfy 1,000 hours of the experience requirement.

Required Courses		Units
RE 100	Real Estate Principles	3
RE 110	Real Estate Appraisal	3
RE 111	Advanced Real Estate Appraisal	3
RE 112	Business Appraisal	<u>3</u>
TOTAL UNITS		12

16. Program Title: Automotive Upholstery  
Discipline(s): Regional Occupational Program (Upholstery)  
Effective term: Fall, 2003

### **AUTOMOTIVE UPHOLSTERY**

#### **Courses required for a Certificate of Proficiency**

Prepares students for employment in a variety of specialized areas of upholstery including automobiles, trucks, recreational vehicles and watercraft. Students will master skills and techniques specific to each area of interest.

In order to earn a certificate, students must achieve a minimum grade of "C" in each of the certificate program courses.

Required Courses		Units
R UP 85	Basic Upholstery	4
<b>R UP/R AT 90</b>	<b>Automotive Upholstery</b>	<b><u>4</u></b>
TOTAL UNITS		8

17. Program Title: Upholstery  
Discipline(s): Regional Occupational Program (Upholstery)  
Effective term: Fall, 2003

### **UPHOLSTERY**

#### **Courses required for a Certificate of Proficiency**

Prepares students for variety of positions in upholstery and related industries. Students will master skills and techniques required for furniture upholstery and accessories, antique restoration, custom draperies and window treatments.

In order to earn a certificate, students must achieve a minimum grade of "C" in each of the certificate program courses.

<b>Required Courses</b>		<b>Units</b>
R UP 85	Basic Upholstery	4
R UP 86	Advanced Upholstery	4
R UP95	Window Treatments	1.5
<b>R UP 96</b>	<b>Decorator Accessories</b>	<b><u>1.5</u></b>
TOTAL UNITS		11

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

**9. APPROVE REMOVAL OF COURSES FROM CURRICULUM**

MSC Evilsizer, Chadwick

The Governing Board hereby **approves the removal of the following courses**, which have been examined by the Curriculum Committee and are being recommended for removal **from the Palomar College curriculum**:

1. Catalog Number: ACCT 200  
Title: Intermediate Accounting  
Discipline(s): Accounting  
Page: 70  
Reason for deletion: Inactive  
Effective date: Fall 2003
2. Catalog Number: AJ 70  
Title: Police Academy Orientation  
Discipline(s): Administration of Justice  
Page: 72  
Reason for deletion: Inactive  
Effective date: FALL 2003
3. Catalog Number: AJ 111  
Title: Advanced Investigation  
Discipline(s): Administration of Justice  
Page: 72  
Reason for deletion: Inactive  
Effective date: Fall 2003
4. Catalog Number: AJ 112  
Title: Civil Investigation  
Discipline(s): Administration of Justice  
Page: 72  
Reason for deletion: Inactive  
Effective date: Fall 2003
5. Catalog Number: AJ 113  
Title: Accident Investigation  
Discipline(s): Administration of Justice  
Page: 72  
Reason for deletion: Inactive  
Effective date: Fall 2003

6. Catalog Number: AJ 119D  
Title: Law Enforcement Procedures Review 4  
Discipline(s): Administration of Justice  
Page 73  
Reason for deletion: Police Academy curriculum being revised.  
Effective date: FALL 2003
7. Catalog Number: AJ 121  
Title: Baton Training  
Discipline(s): Administration of Justice  
Page: 73  
Reason for deletion: Inactive  
Effective date: Fall 2003
8. Catalog Number: AJ 125  
Title: Introduction to Safety and Security Management  
Discipline(s): Administration of Justice  
Page: 73  
Reason for deletion: Inactive  
Effective date: Fall 2003
9. Catalog Number: AJ 126  
Title: Law for Security Personnel  
Discipline(s): Administration of Justice  
Page: 73  
Reason for deletion: Inactive  
Effective date: Fall 2003
10. Catalog Number: AJ 127  
Title: Business and Retail Security  
Discipline(s): Administration of Justice  
Page: 73  
Reason for deletion: Inactive  
Effective date: Fall 2003
11. Catalog Number: AJ 128  
Title: Personnel Security  
Discipline(s): Administration of Justice  
Page: 73  
Reason for deletion: Inactive  
Effective date: Fall 2003
12. Catalog Number: AJ 129  
Title: Security Systems  
Discipline(s): Administration of Justice  
Page: 73  
Reason for deletion: Inactive  
Effective date: Fall 2003
13. Catalog Number: AJ 130  
Title: Introduction to Corrections  
Discipline(s): Administration of Justice  
Page: 73  
Reason for deletion: Inactive  
Effective date: Fall 2003
14. Catalog Number: AJ 132  
Title: Institutional Corrections  
Discipline(s): Administration of Justice  
Page: 73  
Reason for deletion: Inactive  
Effective date: Fall 2003

15. Catalog Number: AJ 133  
Title: Community Based Corrections  
Discipline(s): Administration of Justice  
Page: 73  
Reason for deletion: Inactive  
Effective date: Fall 2003
16. Catalog Number: AJ 145  
Title: Criminal Codes  
Discipline(s): Administration of Justice  
Page: 73  
Reason for deletion: Inactive  
Effective date: Fall 2003
17. Catalog Number: AJ 150  
Title: Loss Prevention  
Discipline(s): Administration of Justice  
Page: 74  
Reason for deletion: Inactive  
Effective date: Fall 2003
18. Catalog Number: AJ 280  
Title: Internship  
Discipline(s): Administration of Justice  
Page: 74  
Reason for deletion: Inactive  
Effective date: Fall 2003
19. Catalog Number: AP DL 101  
Title: Drywall/Lather I  
Discipline(s): Apprenticeship Training  
Page: 86  
Reason for deletion: Inactive  
Effective date: Fall 2003
20. Catalog Number: AP DL 102  
Title: Drywall/Lather II  
Discipline(s): Apprenticeship Training  
Page: 86  
Reason for deletion: Inactive  
Effective date: Fall 2003
21. Catalog Number: AP DL 103  
Title: Drywall/Lather III  
Discipline(s): Apprenticeship Training  
Page: 86  
Reason for deletion: Inactive  
Effective date: Fall 2003
22. Catalog Number: AP DL 104  
Title: Drywall/Lather IV  
Discipline(s): Apprenticeship Training  
Page: 86  
Reason for deletion: Inactive  
Effective date: Fall 2003
23. Catalog Number: AP DL 105  
Title: Drywall/Lather V  
Discipline(s): Apprenticeship Training  
Page: 86  
Reason for deletion: Inactive  
Effective date: Fall 2003

24. Catalog Number: AP DL 106  
Title: Drywall/Lather VI  
Discipline(s): Apprenticeship Training  
Page: 86  
Reason for deletion: Inactive  
Effective date: Fall 2003
25. Catalog Number: AP TF 101  
Title: Tile Finisher I  
Discipline(s): Apprenticeship Training  
Page: 89  
Reason for deletion: Inactive  
Effective date: Fall 2003
26. Catalog Number: AP TF 102  
Title: Tile Finisher II  
Discipline(s): Apprenticeship Training  
Page: 89  
Reason for deletion: Inactive  
Effective date: Fall 2003
27. Catalog Number: AP TF 103  
Title: Tile Finisher III  
Discipline(s): Apprenticeship Training  
Page: 89  
Reason for deletion: Inactive  
Effective date: Fall 2003
28. Catalog Number: AP TF 104  
Title: Tile Finisher IV  
Discipline(s): Apprenticeship Training  
Page: 89  
Reason for deletion: Inactive  
Effective date: Fall 2003
29. Catalog Number: AP TF 197  
Title: Tile Finisher Topics  
Discipline(s): Apprenticeship Training  
Page: 89  
Reason for deletion: Inactive  
Effective date: Fall 2003
30. Catalog Number: ART 47  
Title: Art Topics  
Discipline(s) Art  
Page: 92  
Reason for deletion: Inactive  
Effective date: FALL 2003
31. Catalog Number: BIOL 220  
Title: Electron Microscopy  
Discipline(s): Biology  
Page: 102  
Reason for deletion: Inactive  
Effective date: Fall 2003
32. Catalog Number: BMGT 150  
Title: Women in Management  
Discipline(s): Business Management  
Page: 107  
Reason for deletion: Inactive  
Effective date: Fall 2003

33. Catalog Number: BMGT 205  
Title: Mid-Management Seminar  
Discipline(s): Business Management  
Page: 107  
Reason for deletion: Inactive  
Effective date: Fall 2003
34. Catalog Number: CARP 50  
Title: Mathematics, Materials and Blueprint Reading  
Discipline(s): Carpentry  
Page: 111  
Reason for deletion: Inactive  
Effective date: Fall 2003
35. Catalog Number: CARP 75  
Title: Blueprint Reading and Estimating  
Discipline(s): Carpentry  
Page: 111  
Reason for deletion: Inactive  
Effective date: Fall 2003
36. Catalog Number: CARP 97  
Title: Carpentry Topics  
Discipline(s): Carpentry  
Page: 112  
Reason for deletion: Inactive  
Effective date: Fall 2003
37. Catalog Number: CHDV 170  
Title: Montessori Cultural Subjects and Experiences  
Discipline(s): Child Development  
Catalog page: 114  
Reason for deletion: Inactive  
Effective term: Fall 2003
38. Catalog Number: CHDV 175  
Title: The Developing Child  
Discipline(s): Child Development  
Catalog page: 114  
Reason for deletion: Other CHDV courses cover the same basic general contents as CHDV 175.  
Effective term: Fall 2003
39. Catalog Number: CNED 671  
Title: SAT Mathematics Preparation  
Discipline(s): Community Education  
Page: 245  
Reason for deletion: No apportionment may be collected for any non credit class designated to teach to a specific test.  
Effective date: Fall 2003
40. Catalog Number: CSIS 112  
Title: Net Prep: Local Area Networks  
Discipline(s): Computer Science and Information Systems  
Page: 120  
Reason for deletion: Inactive  
Fall 2003

41. Catalog Number: CSIS 113  
Title: Net Prep: Wide Area Networks  
Discipline(s): Computer Science and Information Systems  
Page: 120  
Reason for deletion: Inactive  
Effective date: Fall 2003
42. Catalog Number: CSIS 114  
Title: Net Prep: TCP/IP and Network Architectures  
Discipline(s): Computer Science and Information Systems  
Page: 120  
Reason for deletion: Inactive  
Effective date: Fall 2003
43. Catalog Number: CSIS 118  
Title: Net Prep: The Internet  
Discipline(s): Computer Science and Information System  
Page: 120  
Reason for deletion: Inactive  
Effective date: Fall 2003
44. Catalog Number: CSIS 119  
Title: Visual Studio.NET  
Discipline(s): Computer Science and Information Systems  
Page: 120  
Reason for deletion: Course content to be offered in new course CSIS 122 as a part of Visual Basic Program.  
Effective date: Fall 2003
45. Catalog Number: CSIS 192  
Title: Net Prep: Java I Fundamentals  
Discipline(s): Computer Science and Information Systems  
Page: 122  
Reason for deletion: Replacement with CSIS 272 – Java Programming for Information Systems.  
Effective date: Fall 2003
46. Catalog Number: CSIS 260  
Title: Introduction to Data Communications  
Discipline(s): Computer Science and Information Systems  
Page: 124  
Reason for deletion: Duplicate course  
Effective date: Fall 2003
47. Catalog Number: CSIS 292  
Title: Java Programming  
Discipline(s): Computer Science and Information Systems  
Page: 124  
Reason for deletion: Replaced with CSIS 272 – Java Programming for Information Systems.  
Effective date: Fall 2003
48. Catalog Number: CT 97B  
Title: Topics in Construction Technology - Electricity  
Discipline(s): Construction Technology  
Page: 126  
Reason for deletion: Inactive  
Effective date: Fall 2003

49. Catalog Number: CT 100  
Title: Introduction to Construction  
Discipline(s): Construction Technology  
Page: 126  
Reason for deletion: Inactive  
Effective date: Fall 2003
50. Catalog Number: COUN 80  
Title: Introduction to College  
Discipline(s): Counseling  
Page: 127  
Reason for deletion: Inactive  
Effective date: Fall 2003
51. Catalog Number: COUN 81  
Title: Peer Effectiveness I  
Discipline(s): Counseling  
Page: 127  
Reason for deletion: Inactive  
Effective date: Fall 2003
52. Catalog Number: COUN 82  
Title: Peer Effectiveness II  
Discipline(s): Counseling  
Page: 127  
Reason for deletion: Inactive  
Effective date: Fall 2003
53. Catalog Number: COUN 83  
Title: Peer Effectiveness III  
Discipline(s): Counseling  
Page: 127  
Reason for deletion: Inactive  
Effective date: Fall 2003
54. Catalog Number: COUN 97  
Title: Counseling Topics  
Discipline(s): Counseling  
Page: 127  
Reason for deletion: Inactive  
Effective date: Fall 2003
55. Catalog Number: DNCE 50  
Title: Basic Interpretive Dance  
Discipline(s): Dance  
Page: 129  
Reason for deletion: Inactive  
Effective date: Fall 2003
56. Catalog Number: DNCE 55  
Title: Basic Classic Dance Techniques  
Discipline(s): Dance  
Page: 129  
Reason for deletion: Inactive  
Effective date: Fall 2003
57. Catalog Number: DNCE 60  
Title: Basic Commercial Dance  
Discipline(s): Dance  
Page: 130  
Reason for deletion: Inactive  
Effective date: FALL 2003



58. Catalog Number: EME 105  
Discipline(s): Emergency Medical Education  
Catalog page: 143  
Reason for deletion: Being replaced by EME 106 & EME 106L  
Effective term: Fall 2003
59. Catalog Number: EME 205  
Discipline(s): Emergency Medical Education  
Catalog page: 144  
Reason for deletion: Being replaced by EME 206 & EME 206L,  
207 & 207L, 208 & 208L and 209 & 209L  
Effective term: Fall 2003
60. Catalog Number: FIRE 135  
Title: Fire Service Communication Systems  
Discipline(s): Fire Technology  
Page: 155  
Reason for deletion: Inactive  
Effective date: Fall 2003
61. Catalog Number: FREN 47  
Title: French Topics  
Discipline(s): French  
Page: 156  
Reason for deletion: Inactive  
Effective date: Fall 2003
62. Catalog Number: GC 159  
Title: Advanced Freehand  
Discipline(s): Graphic Communications  
Page: 164  
Reason for deletion: Inactive  
Effective date: Fall 2003
63. Catalog Number: GC 163  
Title: Advanced CoreIDRAW  
Discipline(s): Graphic Communications  
Page: 165  
Reason for deletion: Inactive  
Effective date: Fall 2003
64. Catalog Number: GC 190  
Title: Quick Printing and In-Plant Graphics  
Discipline(s): Graphic Communications  
Page: 165  
Reason for deletion: Inactive  
Effective date: Fall 2003
65. Catalog Number: GC 210  
Title: Finishing Processes  
Discipline(s): Graphic Communications  
Page: 166  
Reason for deletion: Inactive  
Effective date: Fall 2003
66. Catalog Number: LT 150  
Title: Library Research Skills  
Discipline(s) Library Technology  
Page: 178  
Reason for deletion: Inactive  
Effective date: FALL 2003

67. Catalog Number: LT 151  
Title: Library/Information Research Skills  
Discipline(s): Library Technology  
Page: 178  
Reason for deletion: Inactive  
Effective date: FALL 2003
68. Catalog Number: MUS 118  
Title: Key Literature, Analysis and Performance  
Discipline(s): Music  
Page: 185  
Reason for deletion: Inactive  
Effective date: FALL 2003
69. Catalog Number: MUS 135  
Title: Elementary Brass  
Discipline(s): Music  
Page: 185  
Reason for deletion: Inactive  
Effective date: Fall 2003
70. Catalog Number: MUS 136  
Title: Intermediate Brass  
Discipline(s): Music  
Page: 185  
Reason for deletion: Inactive  
Effective date: Fall 2003
71. Catalog Number: MUS 153  
Title: Palomar Orchestra: Music of the Classical Period  
Discipline(s) Music  
Page: 186  
Reason for deletion: Inactive  
Effective date: Fall 2003
72. Catalog Number: MUS 164  
Title: Palomar Orchestra: Music of the Post-Romantic Period  
Discipline(s) Music  
Page: 186  
Reason for deletion: Inactive  
Effective date: Fall 2003
73. Catalog Number: MUS 249  
Title: Folk Song Research II  
Discipline(s) Music  
Page: 189  
Reason for deletion: Unsuccessful as a sequential course to MUS 243.  
Effective date: Fall 2003
74. Catalog Number: PKS 105  
Title: Parks: Their Function and Management  
Discipline(s): Parks and Recreation Management  
Page: 200  
Reason for deletion: Inactive  
Effective date: Fall 2003
75. Catalog Number: PKS 115  
Title: Parks Maintenance  
Discipline(s): Parks and Recreation Management  
Page: 200  
Reason for deletion: Inactive  
Effective date: Fall 2003

76. Catalog Number: PKS 125  
Title: Turf Management  
Discipline(s): Parks and Recreation Management  
Page: 201  
Reason for deletion: Inactive  
Effective date: Fall 2003
77. Catalog Number: PKS 130  
Title: Plant Pests and Control  
Discipline(s): Parks and Recreation Management  
Page: 201  
Reason for deletion: Inactive  
Effective date: Fall 2003
78. Catalog Number: PKS 135  
Title: Landscape I  
Discipline(s): Parks and Recreation Management  
Page: 201  
Reason for deletion: Inactive  
Effective date: Fall 2003
79. Catalog Number: PKS 145  
Title: Ornamental Plant Material Identification  
Discipline(s): Parks and Recreation Management  
Page: 201  
Reason for deletion: Inactive  
Effective date: Fall 2003
80. Catalog Number: PKS 150  
Title: Liabilities in Managing Recreational Facilities  
Discipline(s): Parks and Recreation Management  
Page: 201  
Reason for deletion: Inactive  
Effective date: Fall 2003
81. Catalog Number: PHIL 125  
Title: Introduction to Bioethics  
Discipline(s): Philosophy  
Page: 201  
Reason for deletion: Inactive  
Effective date: Fall 2003
82. Catalog Number: SPAN 47  
Title: Spanish Topics  
Discipline(s): Spanish  
Page: 222  
Reason for deletion: Inactive  
Effective date: Fall 2003
83. Catalog Number: SPAN 52  
Title: Advanced Conversation  
Discipline(s): Spanish  
Page: 222  
Reason for deletion: Inactive  
Effective date: Fall 2003
84. Catalog Number: WWT 140  
Title: Basic Hydraulics  
Discipline(s): Wastewater Technology Education  
Page: 232  
Reason for deletion: Inactive  
Effective date: Fall 2003

85. Catalog Number: WTE 140  
Title: Basic Hydraulics  
Discipline(s): Water Technology Education  
Page: 233  
Reason for deletion: Inactive  
Effective date: Fall 2003

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

**10. APPROVE REMOVAL OF PROGRAMS FROM CURRICULUM**

MSC Nelson, Evilsizer

The Governing Board hereby **approves the removal of the following programs**, which have been examined by the Curriculum Committee and are being recommended for removal **from the Palomar College curriculum**:

1. Program Title: Apprenticeship: Tile Finisher  
Discipline(s): Apprenticeship: Tile Finisher  
Catalog Page: 89  
Effective term: Fall 2003
2. Program Title: Two Child Development Specialization  
Certificates – Directors  
Discipline(s): Child Development  
Catalog page: 114  
Effective term: Fall 2003
3. Program Title: Two Child Development Specialization  
Certificates – Montessori  
Discipline(s): Child Development  
Catalog page: 114  
Effective term: Fall 2003
4. Program Title: Associate Network Specialist  
Discipline(s): Computer Science and Information Systems  
Catalog Page: 118  
Effective term: Fall 2003

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

**11. REJECT CLAIM**

MSC Jensen, Evilsizer

The Governing Board of the Palomar Community College District hereby **rejects the claim for damages** filed by **Laura Brunner** and refers it to the District's Claim Administrator for handling.

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

12. **ADOPT NONRESIDENT TUITION FEE; ADOPT FEE FOR CAPITAL OUTLAY, MAINTENANCE, AND EQUIPMENT EXPENDITURES NOT COVERED IN NONRESIDENT TUITION FEE; AUTHORIZE CHARGING NON-REFUNDABLE INTERNATIONAL STUDENT APPLICATION PROCESSING FEE; AND AUTHORIZE MAKING ALL AFOREMENTIONED FEES EFFECTIVE BEGINNING WITH SUMMER, 2003, SESSION**

MSC Jensen, Evilsizer

The Governing Board hereby adopts the rate of **\$139 per unit of credit for the 2003-2004 Nonresident Tuition Fee for all nonresident students.**

The Governing Board also authorizes the Palomar Community College District to charge nonresident students who are both citizens and residents of a foreign country **\$10 per unit of credit for the 2003-2004 Fiscal Year.** This \$10 fee is for the purposes of **capital outlay, maintenance, and equipment expenditures** which are not covered in the above-calculated Nonresident Tuition Fee and is authorized under Education Code 76141.

The Governing Board also authorizes the Palomar Community College District to charge a **non-refundable International Student Application Processing Fee of \$25.**

The Governing Board also authorizes that these fees be **effective beginning with the Summer, 2003, session. Exhibit M-12**

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

13. **RATIFY AND APPROVE THIRD AMENDMENT TO AGREEMENT WITH CALIFORNIA ENGLISH SCHOOL**

MSC Nelson, Jensen

The Governing Board hereby approves a **Third Amendment** to the **agreement** with the **California English School** ("CES") effective December 15, 2002, to assist CES in its compliance with the recent reporting requirements of the Student Exchange Visitor Information System ("SEVIS") for international students issued by the U.S. Immigration & Naturalization Service.

Paragraph 12. STUDENT FEES, in part, is amended as follows:

"Additional student services are available, for a fee, to English School students. A fee of Twenty-five Dollars (\$25.00) is currently paid by the California English School to the College District for each student enrolled in California English School. This fee will be credited to the International Student Office to cover the initial reporting of CES information to SEVIS. In the event any CES student extends his/her enrollment with CES beyond one calendar year, an additional Twenty-five Dollar (\$25.00) fee shall be due to the District at the commencement of this additional year.

This fee shall be shared equally, 50/50 between CES and the District with the District's share to be paid from non-District funds earned by the Worksite Education program.

To enable the International Student Office to make accurate reports of CES students on SEVIS, CES agrees to furnish to the International Student Office certified, true and correct copies of all CES student admissions, enrollment, and attendance records on an ongoing basis to be used by the International Student Office to make its SEVIS reports for CES students and for the anticipated on-site review by the INS and can respond properly on behalf of CES.”

All other terms of the basic agreement effective August 15, 1994, as amended, shall remain in effect. **Exhibit M-13**

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

**14. RECEIVE PROPOSAL FOR ATM SERVICES AND AUTHORIZE CONTRACT WITH MISSION FEDERAL CREDIT UNION**

MSC Jensen, Evilsizer

The Governing Board published a request for proposals for **ATM services** on December 2 and 9, 2002 and received one response as follows:

From Mission Federal Credit Union of San Diego, California (“Mission Fed”) offering to furnish ATM machines at Palomar College San Marcos and Palomar College Escondido Center and pay to the District a total rental fee for both sites, combined, the following rental and related donations, for the term of the proposed agreement of five (5) years, effective January 1, 2003, with full rental commencing upon installation of both ATM machines, but until then, fifty (50%) of the following rental amounts:

1. \$400.00 per month (combined rental for two locations),
2. \$550.00 per month for ATM cash withdrawal volume of \$5,000 but not exceeding \$6,999.00,
3. \$700.00 per month for ATM cash withdrawal volume of \$7,000.00 or more.

In addition Mission Fed agrees to make the following annual donations to the District:

1.	Palomar Goes Gala	\$3,000.00
2.	President's Associates	\$1,000.00
3.	Rose Hartley Scholarship	\$2,000.00
4.	Corporate Donation	\$1,000.00
5.	Other contributions	<u>\$1,000.00</u>
	Total donations:	\$8,000.00 annually

The Governing Board hereby authorizes an **agreement with Mission Federal Credit Union**, effective January 1, 2003, and terminating December 31, 2007, on the terms stated above, subject to fulfillment by Mission Fed of all insurance and legal requirements for the operation of ATM equipment on public property. **Exhibit M-14**

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

15. **APPROVE RESOLUTION AUTHORIZING EXECUTION AND DELIVERY OF LEASE REVENUE BOND DOCUMENTS TO FUND CONSTRUCTION OF HIGH-TECHNOLOGY LABORATORY-CLASSROOM BUILDING**

MSC Nelson, Jensen

**RESOLUTION NO. 02-20754**

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE  
PALOMAR COMMUNITY COLLEGE DISTRICT  
AUTHORIZING THE EXECUTION AND DELIVERY OF  
A SITE LEASE, A FACILITY LEASE, A CERTIFICATE AND A CONSTRUCTION  
AGREEMENT CONCERNING THE ISSUANCE OF LEASE REVENUE  
BONDS BY STATE PUBLIC WORKS BOARD FOR  
THE HIGH-TECHNOLOGY LABORATORY-CLASSROOM BUILDING AT  
PALOMAR COLLEGE AND APPROVING RELATED  
ACTIONS IN CONNECTION THEREWITH**

WHEREAS, Chapter 33, of the Statutes of 2002, Section 34 (the "Law") contains an appropriation for the construction and equipping of the High Technology Laboratory-Classroom Building at Palomar College in San Marcos, California (the "Project"), payable from the proceeds of bonds, negotiable notes or negotiable bond anticipation notes (collectively, the "Obligations") to be issued by the State Public Works Board pursuant to the State Building Construction Act of 1955 (commencing at Government Code Section 15800), (the "Act");

WHEREAS, the Palomar Community College District (the "District") has determined that it is in the public interest to request the State Public Works Board to obtain an interim loan from the General Fund or Pooled Money Investment Account (the "Interim Loan") to provide funds for the construction and equipping of the Project on behalf of the District;

WHEREAS, the District will provide and perform all activities required to construct and equip the Project on behalf of the State Public Works Board pursuant to a Construction Agreement (the "Construction Agreement") between the State Public Works Board and the District;

WHEREAS, in order to obtain the Interim Loan, the State Public Works Board will covenant to issue the Obligations in order to repay the principal of and interest on the Interim Loan;

WHEREAS, the Obligations will be special obligations of the State Public Works Board payable solely from certain pledged revenues which shall include the annual rental payments payable by the District pursuant to the Facility Lease (as hereinafter defined);

WHEREAS, in order to induce the State Public Works Board to covenant to issue the Obligations and to provide for the payment of the principal of and interest on the Obligations, the District must agree to lease the real property owned by the District upon which the Project is constructed (the "Site") to the State Public Works Board pursuant to a site lease (the "Site Lease"), and the State Public Works Board will lease back the Site and the Project to the District pursuant to a facility lease (the "Facility Lease");

WHEREAS, it is the intent of the District that the Chancellor of the California Community Colleges shall, in addition to revenues calculated for apportionment to community college districts pursuant to Section 84750 of the Education Code, apportion state aid equal to the amount necessary to meet the annual rental payments pursuant to the Facility Lease:

WHEREAS, the District shall authorize, pursuant to the Facility Lease, the Chancellor of the California Community Colleges and the Controller of the State of California to withhold from its annual apportionment the amount of funds necessary to satisfy its annual rental payments pursuant to the Facility Lease, which shall include an authorization to withhold the additional apportionment amount and the amount determined by the Chancellor of the California Community Colleges to be the District's proportional share of such rental payments;

WHEREAS, while it is the intent of the District and the Chancellor of the California Community Colleges that such funds be appropriated annually as part of the State's general apportionment of funds for the California Community Colleges, the District's obligation to pay rental payments pursuant to the Facility Lease shall be an obligation payable from any lawfully available funds of the District;

NOW, THEREFORE, BE IT RESOLVED by the Governing Board of the Palomar Community College District as follows:

1. The proposed form of the Construction Agreement, by and between the District and the State Public Works Board, as presented to this meeting, is hereby approved. The Superintendent/President or Vice President of Finance and Administrative Services for the District (the "Authorized District Officer") is hereby authorized and directed, on behalf of the District, to execute, and deliver the Construction Agreement in substantially the form presented to this meeting, with such insertions and changes therein as the Authorized District Officer with the concurrence of the State Public Works Board and with the advice of counsel may require or approve, such approval to be conclusively evidenced by the execution and delivery thereof.

2. The proposed form of Site Lease, by and between the District and the State Public Works Board, as presented to this meeting, is hereby approved. The Authorized District Officer is hereby authorized and directed, on behalf of the District, to execute and deliver the Site Lease in substantially the form presented to this meeting, with such insertions and changes therein as the Authorized District Officer with the concurrence of the State Public Works Board and with the advice of counsel may require or approve, such approval to be conclusively evidenced by the execution and delivery thereof.

3. The proposed form of Facility Lease by and between the District and the Public Works Board, as presented to this meeting, is hereby approved. The Authorized District Officer is hereby authorized and directed, on behalf of the District, to execute and deliver the Facility Lease in substantially the form presented to this meeting, with such insertions and changes therein as the Authorized District Officer with the concurrence of the State Public Works Board and with the advice of counsel may require or approve, such approval to be conclusively evidenced by the execution and delivery thereof.

4. The proposed form of Certificate of the Trustees, as presented to this meeting, is hereby approved. The Authorized District Officer is hereby authorized and directed, on behalf of the District, to execute and deliver the Certificate in substantially the form presented to this meeting, with such insertions and changes therein as the Authorized District Officer with the concurrence of the State Public Works Board and with the advice of counsel may require or approve, such approval to be conclusively evidenced by the execution and delivery thereof.

5. The officers of the District are hereby authorized and directed, for and in the name and on behalf of the District to do any and all things, take any and all actions and execute and deliver any and all agreements, documents and certificates (including, without limitation, Exhibit A attached to this resolution, the Continuing Disclosure Agreement, a Tax Certificate, etc.) which they, or any of them, may deem necessary or advisable in order to facilitate the Interim Loan and the lawful issuance and delivery of the Obligations by the State Public Works Board.

6. This resolution shall take effect immediately upon its passage.

## **EXHIBIT A**

### **CERTIFICATE OF THE PALOMAR COMMUNITY COLLEGE DISTRICT**

The undersigned Superintendent/President or Assistant Superintendent/Vice President of Finance and Administrative Services, of the PALOMAR COMMUNITY COLLEGE DISTRICT (the "District") hereby acknowledges and certifies with respect to the resolution (the "Resolution") of the State Public Works Board of the State of California (the "Board") authorizing the sale of the Board's Lease Revenue Bonds PALOMAR COMMUNITY COLLEGE DISTRICT – HIGH-TECHNOLOGY LABORATORY-CLASSROOM BUILDING (the "Bonds") as follows:

1. By enactment of Chapter 33 of the Statutes of 2002, Section 34 (the "Law"), the Legislature of the State of California has authorized the Board to issue the Bonds for the construction and equipping for a High-Technology Laboratory-Classroom Building at Palomar College in San Marcos, California (the "Project") for the District.

2. The District has requested the (1) Board to authorize issuance of the Bonds and (2) the Director of the Department of Finance of the State of California (the "Director of Finance") to request a General Fund Loan and/or request that the Pooled Money Investment Board (the "PMIB") make a loan to pay for the costs of construction and equipping of the Project prior to issuance of the Bonds (the "Interim Loan").

3. The District understands that the Director of Finance and the PMIB require that the Board covenant to issue the Bonds before an Interim Loan will be made. The District further understands that subsection (f) of the Law requires that in the event the Bonds authorized for the Project are not sold, the District shall commit a sufficient portion of its current annual apportionment to repay all interim finance costs associated with the Project.

4. The Project is to be located on District owned real property and the District agrees to transfer possession and control of this property to the Board pursuant to a site lease, the form of which was approved by the Board in the Resolution (the "Site Lease") and the Board will lease said real property and the Project to the District pursuant to the facility lease, a form of which was approved by the Board in the Resolution (the "Facility Lease").

5. The District understands that, in accordance with California Government Code Section 15830, the Bonds will be secured solely by rental payments made by the District pursuant to the Facility Lease. The District acknowledges that in Section 3 of the Facility Lease the District authorizes the Chancellor of the California Community Colleges and the State Controller to withhold from its annual apportionment an amount sufficient to fully pay the District's rental obligations under the Facility Lease and that this authorization has precedence over other expenditure obligations of the District.

6. The District will use the Project only in a manner and to the extent that such uses shall be permitted under the Internal Revenue Code of 1986, as amended, so as to assure the tax-exempt status of the Bonds at all times.

7. The District understands that the Board was induced to authorize issuance of the Bonds by the District's covenant to execute and deliver and perform under the Site Lease and the Facility Lease and all certificates, agreements or other documents that the Chair or the Administrative Secretary of the Board may deem necessary or desirable to carry out the purposes of the Resolution (the "Security Documents").

8. The District has approved the Security Documents and certifies that it will execute and deliver and perform under the Security Documents when and as requested by the Board.

9. The District acknowledges that if it fails to execute and deliver and perform under the Security Documents, the Board will be entitled to seek judicial or other relief to compel such execution, delivery and performance.

IN WITNESS WHEREOF, the undersigned have hereunto set their hands.

Date: January 14, 2003

Name	Office	Signature
Sherrill L. Amador, Ed.D., Superintendent/President	_____	_____

SECRETARY'S CERTIFICATE

I, Michele T. Nelson, Secretary of the Governing Board of the Palomar Community College District, hereby certify as follows:

The foregoing is a full, true and correct copy of a resolution duly adopted at a regular meeting of said District duly and regularly and legally held at the regular meeting place thereof on January 14, 2003, of which meeting all of the members of the Board of Trustees of said District had due notice and at which a majority thereof were present.

At said meeting said resolution was adopted by the following vote:

AYES:	Nelson, Chadwick, McMullen, Evilsizer, Jensen, Melena (advisory)
NOES:	None
ABSENT:	None

I have carefully compared the same with the original minutes of said meeting on file and of record in my office and the foregoing is a full, true and correct copy of the original resolution adopted at said meeting and entered in said minutes.

Said resolution has not been amended, modified or rescinded since the date of its adoption and the same is now in full force and effect.

Dated: \_\_\_\_\_

\_\_\_\_\_  
 Secretary of the Board of Trustees of the  
 Palomar Community College District  
**Exhibit M-15**

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

16. **APPROVE RESOLUTION IN SUPPORT OF EQUITABLE STATE FUNDING FOR ALL COMMUNITY COLLEGE STUDENTS**

MSC Jensen, Nelson

**RESOLUTION NO. 02-20755**

The Governing Board hereby approves the following resolution:

**Palomar Community College District  
Resolution in Support of  
Equitable State Funding for All Community College Students**

WHEREAS, on a dollar per student basis, there is great disparity in funding among California's community college districts; and

WHEREAS, the highest funded district receives \$8,209 per full-time-equivalent student and the lowest funded district receives only \$3,493; the average received by the highest funded districts is \$5,693 per full-time-equivalent student and the average amount received by the lowest funded districts is \$3,516 and the gap is growing larger; and

WHEREAS, when there are more state funds available to the community college system, higher funded districts receive proportionately more and lower funded districts receive proportionately less, and, conversely, when state funds are cut, higher funded districts receive a smaller cut per student and lower funded districts receive a larger cut per student, making the disparity in funding even worse, and

WHEREAS, the lack of equitable state funding means that students in lower funded districts have significantly less access to classes, tutors, full-time instructors, lab technicians, math and writing center assistance, basic skills classes, adequately maintained facilities, instructional materials, current technology, technical programs, or counselors or other support staff for an increasingly diverse student population; and

WHEREAS all of California's community college districts are required to comply with the same state mandates, but the resources that enable compliance vary widely district by district; and

WHEREAS, funding all community college programs and services on a per student basis would reduce the disparity in funding, increase equal access to education and boost the potential for student success throughout the state; and

WHEREAS, understanding California's current fiscal problems, the disparities in funding within the community college system must not be allowed to get worse;

NOW THEREFORE BE IT RESOLVED that the Governing Board of the Palomar Community College District supports funding on the basis of full-time equivalent students and:

- urges enactment of legislation and a 2003-2004 State Budget that will ensure fair and equitable funding to all community college students, including measures that will halt the increasing disparity in funding, and
- commits to actively advocate on behalf of comparable funding for ALL of the state's community college students on a per student basis.

Passed and adopted by the Governing Board of the Palomar Community College District, in San Diego County. **Exhibit M-16**

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

**17. SCHEDULE GOVERNING BOARD WORKSHOP ON FEBRUARY 8, 2003**

MSC Nelson, Evilsizer

The Governing Board hereby schedules a **workshop** meeting on Saturday, **February 8, 2003, 8:30 a.m. to 12:00 p.m., in ESC 402 at the Palomar College Escondido Center**, 1951 E. Valley Parkway, Escondido. The purpose of the workshop is to review the Governing Board Code of Ethics, the role of Board members, and progress on the Board's 2002-2003 Goals.

Mr. McMullen noted that four Board members will be in Sacramento Feb. 1-3 for the CCLC conferences, the SDICCCA dinner will be on Feb. 5, the regular Board meeting will be on Feb. 11, and the workshop will be a half day on Feb. 8. One Board member asked him to suggest the Board consider canceling the Feb. 25 meeting. Following discussion, it was suggested that this item be placed on the agenda for the next meeting.

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

**N. CLOSED SESSION**

The Board recessed at 8:42 p.m. and went into Closed Session at 8:47 p.m., to discuss:

6. Public Employee Performance Evaluation - Superintendent/President, Mid-term Discussion of Goals, pursuant to Government Code 54957.

Closed Session ended at 9:55 p.m.

**O. RECONVENE TO OPEN SESSION**

The meeting reconvened at 9:57 p.m. There was no reportable action.

**P. ADJOURNMENT**

The meeting was adjourned at 9:57 p.m.

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President

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Secretary