



GOVERNING BOARD MINUTES
REGULAR MEETING, GOVERNING BOARD
PALOMAR COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD ROOM
COLLEGE CAMPUS
SAN MARCOS, CALIFORNIA
TUESDAY, MARCH 11, 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., and discussed:

1. Public Employee Discipline/Dismissal/Release, pursuant to Government Code 54957.6.
2. Conference regarding negotiations with CCE/AFT, pursuant to Government Code Section 54957.6.
3. Conference regarding discussion with Other Unrepresented Employees, pursuant to Government Code 54957.6.
4. Review of tort claims, pursuant to Government Code 54956.95.

BBB. RECONVENE TO OPEN SESSION

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

STAFF PRESENT:

Barbara Baldrige, Executive Assistant to Superintendent/Governing Board
Chris Barkley, President, Faculty Senate; Associate Professor, English
Bill Bedford, Adjunct Faculty
Kathy Davis, Vice President, CCE/AFT; Information Services Support Specialist
Shelli Douglass, Sr. Office Specialist, ETV
David Forsyth, Professor, Business Education
Maria Miller, President, The Faculty; Professor/Counselor
Kathleen Morrison, Program Research Specialist, ETV
Jo Anne Giese, President, Confidential and Supervisory Team; Administrative Assistant,
Administrative Services
Mary Millet, Co-President, PFF/AFT; Adjunct Faculty, English
Suzanne Gavin, Vice President, Administrative Association; Director, EOP&S

GUESTS:

Stacey Helton, Palomar graduate
Neill Kovrig, Traffic Safety Commission
Diane Lewis, Parent of child at Child Development Center
Tamala Mach, Student
Rita Reynolds, Palomar graduate
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.

Mr. McMullen made the following statement:

"During the meeting on February 25th, we reviewed the minutes of the meeting of February 11th. The motion to approve the minutes had an amendment to ask Dr. Finkenthal to summarize his comments of February 11th.

"I have received summaries of Dr. Finkenthal's and Ms. Jonnye Popick's comments during the meeting of February 11th from Ms. Shannon Lienhart. I have also reviewed the verbatim transcript of those comments. I note that the summaries are edited, but are not any shorter and they do not exactly reflect what was actually stated during the meeting of the 11th.

"To move forward, I will attach both the verbatim and the summary comments as an addendum to the minutes of February 11th.

"In the future, I will take the prerogative of the chair using parliamentary procedure to continue our past practice of noting only the public speaker's name and subject in the official minutes.

"I want to remind the Board that minutes of the Board meetings are legal documents that serve these purposes:

- to record official actions of the Board (of motions passed or defeated)
- to record reports of Board members
- to record reports of the Superintendent/President
- to record pertinent statements made by Board members and CEO
- to record the essence of reports requested by Board, which would be Faculty Senate, The Faculty, PFF, Administrative Association, CCE, CAST, ASG”

C. APPROVAL OF MINUTES

MSC Jensen, Nelson

The Governing Board hereby approves the Minutes of the Regular Meeting of February 25, 2003, with the following additions:

The academic degrees of all Board members will be shown after their names on the list of trustees present on minutes.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

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

Dr. Amador announced the following removal of items and changes to the agenda:

1. Delete item H-4-a, page 4.
2. Item H-7, page 6, delete third paragraph, which reads:

AND WHEREAS, due to lack of work and/or lack of funds, the Governing Board finds that it is in the best interest of the District to reduce and/or eliminate the above-designated positions.
3. Item H-11, page 8, add to the list of persons to be rehired for the 2003-2004 academic year as second-year probationary faculty members:

Clifford Meyer Trades and Industry
4. Item H-11, page 8, correct the spelling of the names of the following persons rehired for the 2003-2004 and 2004-2005 academic years as three-/four-year probationary faculty members:

Rosa Antonecchia
Jon Stone
5. Item H-11, page 8 correct the department of the following person rehired for the 2003-2004 and 2004-2005 academic years as a three-/four-year probationary faculty member:

Deborah Dozier American Indian Studies

E. REPORT OF THE GOVERNING BOARD PRESIDENT

Mr. McMullen invited Tamala Mach to address the Board at this time on the subject of DSP&S budget cuts, why they have stopped having note writers, and the importance to her of transportation to classes.

Mr. McMullen noted that the recent accreditation visit was intense. He and Ms. Chadwick were interviewed by three of the visiting team members. They asked very specific questions and did a thorough analysis throughout the campus and a thorough report back to us, which is very pleasing. He expressed his appreciation to the staff that worked so hard to make the accreditation such a success.

F. REPORTS OF THE GOVERNING BOARD MEMBERS

Mr. Melena reported that he had recently been invited to attend a meeting of the Educational Committee of the Chamber of Commerce. He also sits on their Government Affairs Committee and has found it informative to see how the community is handling budget cuts and the resources they are using.

Mr. Melena encouraged the other Board members to take advantage of the free Concert Hours, which are held at 12:30 every Thursday in D-10. This week, the performer will be a Ukrainian-born pianist.

Mr. Melena noted that he was also involved in the accreditation visit. He thanked Kelley Hudson-Maclsaac and Lori Waite for their outstanding job in hosting the accreditation team. He heard high accolades from some of the members who had done several accreditation visits and were very impressed with Palomar College. Mr. Melena stated that he was very grateful to have been a part of this process.

Mr. Jensen reported that the questions the accreditation team asked were far better than those asked by the team that was here five years ago. The team indicated to him that this is a wonderful college.

Mr. McMullen noted that one of the first things the team said in their verbal comments is that we have a Governing Board that knows what's going on.

Ms. Chadwick reported that she has completed her tour of all the centers. She thanked Norma Bean for setting up all the visits. She also thanked Theo Brockett, Tom Medel, Janet Hoffman, Barbara Llamas, Naida Garcia, and Lynn Wilderson. She feels she is now thoroughly informed on what's happening and will be able to deal with some of the questions regarding our educational and facilities master plan. She really appreciated the time that people took to do this.

Mr. Evilsizer congratulated all who participated in the accreditation review. He and Dr. Nelson met with Dr. Guy Lease, the team leader, and shared a few points with him. Mr. Evilsizer was unable to attend the debriefing that occurred on Thursday, but he heard some terrific things from that. Dr. Amador was kind enough to send a letter out which basically said we got 11 commendations and six recommendations for improvement. So there's always room for improvement, even for very fine institutions like Palomar College. He thanked Dr. Amador, Lori Waite, and Kelley Hudson-Maclsaac and all the people who were part of it for all their hard work and effort toward accreditation.

Mr. Evilsizer stated that he received an e-mail from a faculty member regarding the national search for the Vice President for Instruction and two Deans with a concern that perhaps the deadline was much too short for a true national canvass of candidates and give people nation wide an opportunity to apply for those positions. He stated the cut-off point for the two Deans was April 21 and March 28 is the latest date posted on our web site. Another recommendation that came up is that the appointment of an Interim Vice President of Instruction might be considered in order to provide more time, if that is feasible. Mr. Evilsizer stated that he thinks that is a valid concern and that we need more time as March 28 is coming upon us very quickly, and he is not sure we've provided enough time for this very important position. He stated that he is open for suggestions on the Deans and would like to hear from other Board members if they think April 21 is ample time to get a pool of candidates.

Dr. Miyamoto discussed the timeline for the VP of Instruction search, which began on January 15 and closes on March 28. He listed the newspapers, periodicals, and web sites on which the announcement has appeared as follows:

Date	Advertising Information
1/15/2003	<ul style="list-style-type: none"> ▪ Employment Services received brochures from printer. ▪ Position advertised on HR website (www.palomar.edu/HR). ▪ Brochures and applications made available in HR office. ▪ Brochure posted on public bulletin board outside HR office.
1/17/2003	<ul style="list-style-type: none"> ▪ Position advertised on HigherEdJobs.com. ▪ Position advertised on the California Community College Registry website (www.ccregistry.org).
1/19/2003	<ul style="list-style-type: none"> ▪ Position advertised in the North County Times (print and online). ▪ Position advertised in the San Diego Union Tribune (print and online).
1/22/2003	<ul style="list-style-type: none"> ▪ Position advertised on the Association of California Community College Administrators website (www.accca.com). ▪ Brochures mailed to HR and Instruction offices at all CCC, CSU, and UC campuses. ▪ Brochure mailed to the California Community College Chancellor's Office.
1/25/2003	<ul style="list-style-type: none"> ▪ Employment Services staff attended the California Community College Registry job fair in Los Angeles. Information packets given to attendees included the brochure for this position.
1/31/2003	<ul style="list-style-type: none"> ▪ Position advertised in the Chronicle of Higher Education (print and online).
2/5/2003	<ul style="list-style-type: none"> ▪ Faculty Senate submitted names of Selection Committee members to HR.
3/5/2003	<ul style="list-style-type: none"> ▪ Application deadline extended to March 28, 2003. Recruitment information revised on HR website and in brochures.
3/7/2003	<ul style="list-style-type: none"> ▪ Second advertisement in the Chronicle of Higher Education.
3/9/2003	<ul style="list-style-type: none"> ▪ Second advertisement in the North County Times. ▪ Second advertisement in the San Diego Union Tribune.

Mr. Evilsizer reported that he has received letters from students regarding DSP&S and EOP&S cuts, people directly involved and being affected by these kinds of cuts. He requested that students continue to speak out, write their state legislators, visit them when in Sacramento, write letters in the student newspaper, and write letters to the editors of newspapers. He stated, "Get the word out, because until our legislators hear from the students directly and the compelling stories that you have, they won't hear you. So it's important to speak up."

Mr. Evilsizer shared the following information forwarded from Scott Lay of the Community College League of California: "Just last week, the University of California held a two-day lobbying event featuring Governor Davis in alumni dinners with legislators. Other interest groups are spending millions of dollars on fancy lobbying to influence lawmakers. Community colleges may not have the big money, but we make a big difference in the lives of millions of Californians. We need to use our people power on March 17. The event has been changed from a simple rally to a one-mile march and rally beginning at Raley Field in West Sacramento. The march will cross Sacramento's historic Tower Bridge and converge on the Capitol down Capitol Mall. It's expected to be the largest show of public support in the nearly hundred-year history of our community colleges. Please mark your calendar to take a day off to make a difference." Mr. Evilsizer encouraged those who can attend to do so.

Ms. Chadwick asked if we had resolved the concern we had about the letter regarding the recruitment. Mr. McMullen responded that the concerns were answered by Dr. Miyamoto. Mr. Evilsizer stated, "Yes, for now. Can we talk about that in open session? Under New Business?" Mr. McMullen responded that it is not on the agenda, so we will just take comments and get reports from staff at this point.

Dr. Nelson reported that she will be representing Palomar College at the Poway "State of the City" presentation, Tuesday, March 18. She is also serving as the chairperson for the Poway Business Park's newly formed Human Resources Committee, which is seeking to foster connections for small and large businesses in order to keep them abreast of all the changing employment laws that are so important for both small and large businesses. They also hope to facilitate training for employee groups. Dino Nelson is trying to pull together a session of the Palomar Customer Service Academy at the Business Park. They are very optimistic about that.

Dr. Nelson reported that the performances of "Quilters" have been very successful and well attended.

Dr. Nelson attended the Foundation meeting and heard about all the fine work and community efforts on behalf of the College. The Gala Committee continues their unflagging commitment with monthly working sessions in its year-long effort on behalf of students. It's going to be a joy and a deep sense of satisfaction when we all, on behalf of the Foundation, attend the opening of the Student Center and see the concrete symbols of the fund-raising efforts manifested in beautiful and functional furniture throughout the center.

Dr. Nelson added her accolades to Palomar College for the fine accreditation visit and the exit interview. She felt that the visiting team clearly appreciated the outstanding faculty, the incredible staff, and the culture of focus on learning that is so integral to this college. She commended Diane Lutz for her efforts as accreditation liaison. She gave special thanks to Lori Waite and Kelley Hudson-Maclsaac. She stated that "It is an honor to be associated with each of you as individuals and collectively as the College. It was a proud moment for you all. Congratulations."

G. REPORT OF THE SUPERINTENDENT/PRESIDENT

Accreditation Site Team Exit Report

Dr. Amador reported on the accreditation site team visit that took place March 4-6, 2003. She stated that we have something to celebrate in that this was a very successful accreditation site visit. Dr. Amador will be sent a tentative report in about three weeks to review in case there were any misrepresented facts. The Commission will vote on our official accreditation in June. Dr. Amador reported that the College received commendations for the following eleven areas of excellence that reflect the work of our "highly dedicated and professional staff" in the words of Dr. Guy Lease:

- A focus on students by faculty, staff, and administration with an unusual and unique spirit of meeting student needs through teaching and learning.
- A focus on the vision, "Learning for Success," and the team was pleased that so many staff members knew the vision.
- The creativity of the website and that it is up to date and ADA compliant.
- A welcoming environment for our diverse student body.
- The remarkable progress over the last two years in planning and governance structure with the Strategic Plan; Annual Implementation Plan with measurable objectives using relevant research; assigned responsibilities; and set timelines.
- The change taking place and how the new governance structure will help Palomar weather challenges in the future.
- The work to date on the educational and facilities master plan.
- The extent and breadth of student services and the use of technology to serve students
- The work of the Academic Technology Group.
- The improved curriculum process.
- The appearance of the San Marcos campus.

There were six recommendations, none of which came as a surprise as we are in various stages of addressing them:

- Renew efforts of institutional review and link them to strategic planning, budgeting, and the educational and facilities master plan. We have been talking about that since fall in the Strategic Planning Council.
- Formalize the process for learning outcomes evaluation and then implement them. Palomar is noted for being a learning college, a Vanguard College. The learning outcomes work that has been done with our core skills in the Curriculum Committee is outstanding. We now need to take that to the next level institutionally of evaluating learning outcomes, although it is done in the classroom every day.
- Improve the diversity among the faculty to more closely match the diversity of the student body.
- Ensure all staff are evaluated regularly by using a follow-up system. Dr. Miyamoto and Dr. Amador have discussed that within the negotiation process.
- Development of a replacement and upgrade system and budget for equipment. That was one of our top objectives out of our Strategic Plan.
- Address the funding of retiree accrual costs, which almost every district in the state has as an issue because there is such a huge cost to all institutions.

Dr. Lease had stated that there were no recommendations for Student Services and noted that Palomar has a high-quality instructional program. We will be using our governance processes to begin to address these recommendations. We have six years, but we must submit a mid-term report to the Commission in three years. Dr. Amador thanked Lori Waite and Kelley Hudson-Maclsaac and Diane Lutz as the liaison officer with the Accrediting Commission. She expressed her thanks to everyone for a great job. We put our best foot forward, and we were recognized for all of our successes.

1. Report of Vice President for Instruction – There was no report.
2. Report of Vice President for Student Services

Joe Madrigal reported that it was very nice to hear the exit report from the accreditation team, especially that there were no recommendations for Student Services.

Mr. Madrigal reported that the GEAR UP partnership program's "College - Making It Happen" one-day conference on the Palomar College campus drew over 600 middle school and high school students and parents on February 8, along with representatives from 18 colleges and universities. Dr. Alexander Gonzales from CSUSM was the keynote speaker. There were 30+ faculty, staff, and students as workshop presenters. The program also included printed materials on college knowledge and planning provided by the State of California.

The North County Educational Opportunity Center, the newest Palomar College TRIO grant, is up and running with the office headquartered in the Escondido Center. The grant staff is providing workshops, information, and advising to high school and college drop-outs so that they may re-enter, get their GED, and/or attend college in any program or certificate. Both the staff members in this program are bi-lingual in Spanish/English and work with the Spanish-speaking communities and local organizations and adult schools. Mr. Madrigal will forward brochures to be mailed out to the Board regarding this new program.

3. Report of Vice President for Finance and Administrative Services

a. Report #2 – Financial Status Report

Jerry Patton presented a report based upon the CCFS311Q Quarterly Financial Report provided to the Chancellor's Office and the effects of budget cuts during the 2002-03 and 2003-04 fiscal years.

At the conclusion of Mr. Patton's report, David Forsyth commented on budget review.

b. Purchase Order Reporting

This report was postponed to a future meeting.

4. Report of Vice President for Human Resource Services

Dr. Jack Miyamoto discussed the contents of a letter the Board had received from the County Board of Supervisors regarding a policy they had adopted on background checks for employees and volunteers who work directly with children. The Education Code mandates that we have background checks and fingerprint checks for all academic employees. Another code section states that we must do that for all classified employees. The County's issue is with volunteers in school districts that are non-parents of children. They are concerned about sex offenders and pedophiles that may use that as a way into the schools in order to have access to children. Dr. Miyamoto stated that it doesn't quite equate to our situation in terms of volunteers. We do not have minors on campus in terms of that program. One might say that we do have students that are under 18 that we may need to do that. He stated that in his tenure here, we have not had any issues raised in terms of volunteers in terms of that. He stated that we do not do background checks or fingerprints on volunteers currently. That is something that we could begin to institute. We don't have a large number of volunteers, but we do have some that provide services to us. We don't have a policy on that currently, but that is something we could institute if it is the Board's desire to do so.

Dr. Nelson asked if background checks are done on student teachers who are part of the Child Development program that are in training. Dr. Miyamoto responded that they are done. Mr. McMullen asked what the cost is on a background check. Dr. Miyamoto responded that through the Department of Justice, the cost is about \$35. Mr. Jensen reported that the cost for a live scan is \$18 and \$32 for the DOJ. Board members were asked to indicate to Dr. Amador their wishes in this matter.

5. Presentation of Educational Master Plan Draft

Dr. Mark Vernoy presented the draft of the Educational Master Plan. Mr. Evilsizer asked what we are planning to do to communicate the plans to the larger community outside of the Palomar College community. Dr. Vernoy responded that once it is approved, we will take it out into the community. Dr. Amador reported that she has already sent letters to all the chambers of commerce, all city managers, all city mayors, the economic development organizations, all high school superintendents, all Kiwanis Clubs, all Rotary Clubs, all League of Women Voters, and SANDAG for Borrego Springs, Escondido, Fallbrook, Poway, Ramona, Rancho Bernardo, San Marcos, Valley Center, and Vista. The letters informed them, as community leaders, of the presentation of the draft this evening, the workshop on March 25, the draft of both the Educational and Facilities Master Plan on April 22, and the final approval of the Educational and Facilities Master Plan on May 13. In addition, the new law requires that should we ever get to the point of having a bond pass, we need to go out to the citizens within a certain number of days. Dr. Amador stated that her hope is that by contacting all of these entities now, this will jog the memories of the planning commissions and the mayors of those she has spoken to and who know we have the web site.

Ms. Chadwick suggested that elected representatives be contacted so that they and their staffs may attend. She asked that all legislators', including assembly members', state senators', and board of supervisors' names be added to the list. She said that without them, we won't get this done.

Mr. Evilsizer asked if the school districts were included in the list. Dr. Amador responded affirmatively.

C O N S E N T C A L E N D A R
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H. CONSENT CALENDAR

BUSINESS SERVICES

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

MSC Jensen, Nelson

The Governing Board hereby reviews and approves all purchase transactions and contracts entered into on behalf of the Palomar Community College District, as detailed on **Exhibit H-1**. All purchases listed are made against the 2002-2003 fiscal year budget.

Purchase Orders	0340461	through	0340517	\$ 100,683.85
Travel	0350097	through	0350110	\$ 3,721.64
Advertising/Increases	0360040	through	0360055	\$ 19,728.85
Employment Ads	0365013	through	0365014	\$ 1,484.55
Agreement/Services	0370439	through	0370470	\$ 131,781.32
Repairs	0375091	through	0375098	\$ 4,085.26
Agreement/Annual	0380165	through	0380171	\$ 2,149.72
Procurement Card	Time Period: 01/23/03 - 02/22/03			\$ <u>103,836.93</u>
TOTAL				\$ <u>367,472.12</u>

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

GIFTS

2. ACCEPT GIFTS

MSC Jensen, Nelson

The Governing Board hereby accepts the following gifts and directs that an appropriate letter of appreciation be sent to the donors:

- a. Miscellaneous airline training manuals and videotapes for use as student training aids in the Earth Sciences Department, donated by **D. Andrew Johnson**, P.O. Box 2628, Rancho Santa Fe, California 92067. No cash value estimated by donor.
- b. Sony stereo, CD, tape player system to be used in Room 6, Child Development Center, donated by **LaVern Brack**, Palomar College employee. Total cash value as estimated by donor is \$250.00.
- c. Two studio cameras, two camera control units, camera cables, two tripods, four traveling cases for use in the Radio and Television Department's TV studio, donated by **Sea World of California**, 500 Sea World Drive, San Diego, California 92109. Total cash value as estimated by donor is \$46,600.00.
- d. Assorted optical technology reference books, frames, and lenses to be used as supplemental materials and supplies for instruction in the Optical Technology program, donated by **Kathy Friedman**, P.O. Box 151505, San Diego, California 92175. Total cash value as estimated by donor is \$300.00.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

COMMUNITY SERVICES

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

MSC Jensen, Nelson

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

Summer, 2003

- a. Presenter: Kerckhove, Lee
Name of Class: How to Buy and Sell (Almost) Anything Online
Effective: July 19, 2003
Instructor Rate: \$141.39
Fee to Student: \$29.00
Terms: Minimum of 10 students

- b. Presenter: Roberts, Barbara R.N.
Name of Class: Head, Neck & Foot Massage
Effective: June 28, 2003
Instructor Rate: 30% of fees collected
Fee to Student: \$29.00
Terms: Minimum of 10 students

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

PERSONNEL

4. RATIFY CLASSIFIED RECLASSIFICATION

MSC Jensen, Nelson

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

- a. Item removed from agenda.

- b. **Position: ADMISSIONS AND ENROLLMENT COORDINATOR**
Department: Admissions and Records
Position #: 5469 New?: No
Remarks: Position was Admissions Technical Supervisor, grade 46 on Administrative Salary Schedule
Sal Grade/Stp: **25/1** Salary: **\$3,016.01/month**
% of position: 100% # of Mos: 12
Effective: March 12, 2003
Account(s): A212200-422100-62100-0000000/100%
NOTE: Position removed from CAST and placed in the Classified Unit represented by CCE/AFT

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

5. RATIFY RESIGNATION

MSC Jensen, Nelson

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

- a. **ROBERT L. SURBECK**, Satellite and Television Broadcast Control Operator, Educational Television, effective March 1, 2003 (last day of employment 2/28/2003).

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

6. RATIFY ADJUNCT FACULTY EMPLOYMENT

MSC Jensen, Nelson

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

ATHLETICS

Garvin, Gee Gee	Athletics B.S., Recreation Management 2 + Years Experience	\$37.01
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CAREER & TECHNICAL EDUCATION

Rodriguez, Fernando	Apprenticeship – Electrician A.A., Industrial Arts Teaching 4+ Years Experience	Paid by sponsor: Riverside San Bernardino Electrical JATC
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ENGLISH AS A SECOND LANGUAGE

Conde, Jose	English As A Second Language (Non-Credit) M.D., Medicine	\$40.71
Ortiz, Augustin	English As A Second Language (Non-Credit) M.A., Counseling Psychology	\$38.24

PHYSICAL EDUCATION

Farmer, LeAnne	Physical Education B.A., Psychology M.S., Physical Education	\$38.24
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STUDENT SUPPORT SERVICES

Sanchez, Gabriel	TRIO B.A., Sociology B.A., Psychology M.A., Education (Counseling)	\$38.24
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The Vote was unanimous.
Student Trustee Advisory Vote: Aye

7. Item was removed from the Consent Calendar for discussion.

8. INFORMATION: CLASSIFIED PROFESSIONAL GROWTH AWARDS

In accordance with the Professional Growth Program for Classified Employees, the following employees are granted a \$500 annual stipend, prorated on a monthly basis, effective February 1, 2003:

Employee Name: Marcela Gomez
Position: Sr. Office Specialist
Department: ESL
Course of Study: BA Degree Courses

Employee Name: Kelly Snow
Position: Sign Language Interpreter
Department: DSP&S
Course of Study: AA Degree Courses

In accordance with the Professional Growth Program for Classified Employees in the Classified Unit, the following employee is granted a one-time lump sum stipend of \$2,000 effective February 1, 2003, with the understanding that there is a waiting period of three years before beginning another Professional Growth Program:

Employee Name: Alison Beckett
Position: Academic Department Assistant
Department: ESL
Course of Study: Career-Related Courses

9. RATIFY CLASSIFIED EMPLOYMENT

MSC Jensen, Nelson

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

- a. Name: **ANN M. BARNES**
Position: Curricular Schedules Technician
Department: Instruction Office
Position #: 5028 New?: No
Remarks: Replacement for Janice Burton; rehired from 39-month re-employment list.
Sal Grade/Stp: **23/3** Salary: **\$3,166.88/month**
% of Position: 100% # of Mos: 12
Effective: February 11, 2003
Account #(s): A-212200-311100-60910-0000000/100%
- b. Name: **ADRIANA VELAZCO**
Position: Admissions Assistant
Department: Admissions & Records at Palomar College Escondido Center
Position #: 5483 New?: No
Remarks: Replacement for Gloria Saltz
Sal Grade/Stp: **16/1** Salary: **\$1,089.52/month**
% of Position: 45% # of Mos: 12
Effective: March 3, 2003
Account #(s): A-212200-421100-62100-0000000/100%

c. Name: **LILIA M. VEGA**
Position: Instructional Support Assistant IV
Department: Life Sciences
Position #: 5867 New?: No
Remarks: Replacement for Julie Klein
Sal Grade/Step: **27/1** Salary: **\$2,375.16/month**
% of Position: 75% # of Mos: 10
Effective: March 17, 2003
Account #(s): A-222000-346200-04010-0000000/100%

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

10. Item was removed from Consent Calendar for discussion.

11. **RATIFY REHIRING OF PROBATIONARY FACULTY**

MSC Jensen, Nelson

The Governing Board of the Palomar Community College District hereby ratifies the recommendation of the Superintendent/President regarding the rehiring for the 2003-2004 academic year of the following as second-year probationary faculty members:

Margaret Banta-Ford	Communications
Ronald Burgher	Computer Science/Information Systems
Annette Squires	Mathematics
Margaret Faulkner	Performing Arts
Nicholas Green	Computer Science/Information Systems
Jerry Jenkins	English
Susan Miller	Behavioral Sciences
Leanne Maunu	English
Clifford Meyer	Trades and Industry

The Governing Board of the Palomar Community College District ratifies the recommendation of the Superintendent/President regarding the rehiring for the 2003-2004 and 2004-2005 academic years of the following as three-/four-year probationary faculty members:

Bahram Alidaee	Mathematics
Rosa Antonecchia	Counseling and Matriculation
Mark Bealo	Graphic Communication
Deborah Bennett	Nursing Education
Rosemarie Cecere	Communications
Craig Chamberlin	Mathematics
Deborah Dozier	American Indian Studies
Susanna Grenz	Economics, History, and Political Science
Ashley Guaragna	Art
Patrick Hahn	Communications
Karan Huskey	Counseling and Matriculation
William Jahnel	Economics, History, and Political Science
Roya Lahijani	Life Sciences
Kalyna Lesyna	Behavioral Sciences
Christopher Lowry	Speech Communication/Forensics/ASL
Chantal Maher	Foreign Languages

Ronald Mancao	Physical Education/Athletics
Karen Mifflin	Mathematics
Anne-Marie Mobilia	Behavioral Sciences
Roger Morrissette	Behavioral Sciences
Patrick O'Brien	Equal Opportunity Programs and Services
Stephen Perry	Computer Science/Information Systems
Freddy Ramirez	Equal Opportunity Programs and Services
Renee Roth	Financial Aid and Scholarships
Robert Sasse	Child Development
Kathleen Sheahan	Foreign Languages
Jon Stone	Trade and Industry
Kevin Struxness	Speech Communication/Forensics/ASL

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

12. RATIFY GRANTING OF TENURE

MSC Jensen, Nelson

The Governing Board of the Palomar Community College District ratifies the recommendation of the Superintendent/President regarding the granting of tenure effective for the 2003-2004 academic year to the following faculty members:

Michael Finton	Emergency Medical Education
Carolyn Lowther	English as a Second Language
Karen McGurk	Nursing Education
Katharina Meek	Art
Larry Roberts	Public Safety Programs
Wade Rollins	Graphic Communications
Thomas Ventimiglia	Counseling and Matriculation

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

COUNSEL AND CONTRACTS

13. REVIEW AND APPROVE CONTRACTS AND AGREEMENTS MADE FOR PRIOR SIXTY DAYS

MSC Jensen, Nelson

The Governing Board hereby ratifies and approves all contracts and agreements for the period January 1, 2003, through February 28, 2003, entered into on behalf of the Palomar Community College District, as detailed on **Exhibit H-13**.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

FISCAL SERVICES

14. APPROVE DRAWING NEW WARRANT

MSC Jensen, Nelson

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

Warrant # 76-062853, dated 11/15/01, in the amount of \$34.00, to Bradley J. Bowman, 2550 Black Canyon Road, Ramona, CA 92065

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

Resumption of REGULAR AGENDA

I. ACTION ON ITEMS REMOVED FROM CONSENT CALENDAR

7. APPROVE REDUCTION IN FORCE

MSC Jensen, Nelson

RESOLUTION NO. 02-20758

WHEREAS, due to lack of work and/or lack of funds, the Governing Board hereby finds that it is in the best interest of the District to reduce and/or eliminate the following positions, which are held by regular classified employees of the District, pursuant to Education Code Sections 88014, 88015, 88117, and 88127; and also Board Policy CCE/AFT-15 entitled, "Layoffs":

<u>Position</u>	<u>Position Number</u>
Accounting Assistant (.50 FTE CCCSAT/.50 FTE e-Conference)	6273
Legal Coordinator (1.0 FTE e-Conference)	6224
Program Research Specialist (1.0 FTE e-Conference)	6089
Satellite & Telecast Broadcast Control Operator (.45 FTE CCCSAT)	6228
Satellite & Telecast Broadcast Control Operator (.45 FTE CCCSAT)	6227
Satellite & Telecast Broadcast Control Operator (.45 FTE CCCSAT)	6229
Senior Office Specialist (1.0 FTE e-Conference)	6212
Web Analyst (.50 FTE CCCSAT/.50 FTE e-Conference)	6217

NOW, THEREFORE, BE IT RESOLVED, That the above-designated positions shall be reduced and/or eliminated as of April 18, 2003.

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

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

ADOPTED, this eleventh day of March, 2003, by the Governing Board of the Palomar Community College District.

_____/_____
Secretary to the Board / Date

Shelley Douglass, Kathleen Morrison, and Kathy Davis addressed the Board on this matter.

Ms. Chadwick moved to table the matter. There was no second.

Mr. Evilsizer asked if the positions which are being eliminated are grant-funded. Dr. Amador responded affirmatively that they are part of the CCCSAT and E-Conferencing grants that we received from the state Chancellor's Office. One was reduced by \$800,000 and the other was reduced by \$300,000 this year. To stay within the confines of the grants, those cuts need to be made. All employees who were hired under this grant knew that it was grant money for a very specific purpose, not ongoing funds. The Chancellor's Office has changed the direction of grant. Dr. Amador asked Sherilyn Hargraves to address the issues that had been brought forward.

Ms. Hargraves reported that this has been a very stressful time for all, particularly for the system-wide grants and the activities that have happened for those grants. The Governor had recommended a 3.7% across-the-board reduction on all activities within the community college system that would affect the system-wide grants. Ms. Hargraves stated that she was prepared to take care of that when she received that information in December along with a complete activities direction change from the project monitors for the CCCSAT grant itself and redirection of programming and activities turned inward toward the system, rather than activities that were more outreaching. At that point, she felt that with that type of budget cut, she would have no problem with employees or directions that they were going. She reemphasized that every employee, including herself, for these grant projects at the time they interviewed and were hired were informed that their positions were based upon grant funding availability. On January 13, at the Board of Governors meeting, which CCCSAT satellite videocasts and webcasts, there was a recommendation by the consultation committee to the Board of Governors because of the 3.7% across-the-board cut to restructure the cuts for the system-wide grants. At that time, the grant cut was deeper in all those grants. Those affecting the two at Palomar, which are CCCSAT and E-Conferencing, came to \$1,100,000 in the 4th quarter, along with new directions of activities. Because, during the past four years that we've had the CCCSAT grant, it was a build grant, it was in its last year of build. They had already committed the funds for equipment. Therefore, she needed to look at services and employees, along with having new directions of services and activities. Ms. Hargraves stated that there are temporary employees, many of whom are going to be leaving before the end of this month or next month. We brought them on so that we would be able to continue our new direction work and be able to have them work short times to fulfill some of those activities, as well as be able to reduce our commitment of services. She stated that something that was very painful for them to do was to no longer be able to provide Community College Network on Dish Network, which actually provided distance learning programming, many of those pieces produced at Palomar College to over 2 million homes in California and a total of 7 million across the United States. She stated that this has been a very sad activity to have to do, and she has worked with Dr. Amador in this process. She is trying very hard to maintain the commitment of the grants that we have that are in contracts that we have signed, as well as deal with the budget cuts that have taken place.

Dr. Amador stated that this is a performance contract; in other words, if we don't do the activities, we lose the money from the Chancellor's Office in terms of even being able to pay existing staff.

Ms. Hargraves stated that in her selection of positions that needed to go, she needed to look at what areas could be reduced. She looked across the board. She also selected three technical positions. Those people are not here tonight. She informed everyone about this in advance; she started talking to the staff in December, as soon as she realized what was going to happen, so that they could be prepared. She also has 9 or 10 administrative positions that have all been given notice, along with the Palomar staff.

Ms. Chadwick asked if there were other alternatives considered for the reductions. Ms. Hargraves responded, "Absolutely. I looked at everything of what we needed to do, that we were committed to do in performance. I looked at each one of the teams that I have and which ones I could perhaps reduce staffing in order to then increase workload on other staff members in order to move it forward. I think you'll see that it's across the board."

Ms. Chadwick asked if the employees were considered by seniority. Ms. Hargraves responded, "They were not considered by seniority; they were considered by job description, not the employees themselves, but by the job and its activities and how they support the grants."

Ms. Chadwick asked how many employees there are, full and part. Ms. Hargraves responded that there are 26 full-time employees, and about 15 part-time employees.

Mr. Evilsizer asked if we had reviewed the collective bargaining agreement with the classified unit and if we are in compliance with that agreement in terms of seniority issues. Dr. Miyamoto responded, "We are in compliance with our right to put this item on the agenda in accordance with their contractual agreement. We will stay in compliance with our agreement all through the process in terms of what people have rights in seniority and if they have bumping rights, etc. We will make sure we are in compliance with all agreements in all classified positions."

Ms. Chadwick stated, "I'm concerned about this because we're generally accepting of the notion that the budget process is going to be excruciatingly painful, that we expected each one to participate we have collaborative kinds of input into the process. I was hopeful that this kind of an action wouldn't occur when abruptly we see on an agenda a proposal not to notice but to lay off before the whole package of the budget battle could be reviewed. I'm very concerned about this, and I feel uncomfortable about what really exists in terms of material because there's nothing here to support this."

Dr. Nelson stated (directed toward Ms. Hargraves), "If I understand you correctly, you have already had discussions with Sacramento. They have told you to change your mission and that they have reduced your budget by a total of \$800,000 and \$300,000. So it's gone – it's a fait accompli." Ms. Hargraves responded, "Yes, exactly. That money is not coming here."

Dr. Nelson stated, "It's not a matter of discussion or anything of the sort – it's gone. I just wanted to be sure."

Dr. Amador stated, "The Chancellor's Office treated grant funds differently from our ongoing funds or even categoricals like DSP&S and EOP&S, which would be somewhat similar. When Palomar accepted these grants four or five years ago, you're always taking the chance on a grant whether or not the funding agency is going to carry out their side of the bargain. We were all a little bit surprised that they would make such drastic cuts and uneven cuts right in mid-term, saying 'you have to do it.' Because even though we don't know that our cuts as a college district are actually going to happen; we've been told that we'd better prepare, but we haven't actually activated those kinds of cuts. The alternative is that the District would pick up this money, and we don't have \$1.1 million to pick up. The grant process is a very separate process. Strategic planning has not been involved in what this grant does because we don't get to control the grant. I was not here when that grant came forward."

Dr. Nelson and Mr. Jensen both stated that they were here at that time, and that point was discussed. Dr. Nelson stated, "Absolutely, and at every hire as this staff was added to and added to and added to, many of us that were on the Board had major misgivings. The point was always made –these people are not part of – they have separate job descriptions, and so forth. Is that not true?" Dr. Miyamoto responded, "Certainly, they do. They do have rights, as do all classified employees, to their seniority rights in the class if they have a class that bridges the CCCSAT grant into the unit. Office Specialist, for example; we have a number of those. If they're in a single-class position in CCCSAT, and the funding is gone, they do not have any rights." Dr. Nelson stated, "And as hard as it is, I just need to verify what I heard, the money is gone. The contract to perform the services is changed – dramatically changed. So you have a new mission essentially but still have to perform."

Ms. Hargraves stated, "One of the things I did immediately as soon as I realized this on January 13th, I immediately went to Dr. Amador and discussed this impact, as well as with Dr. Miyamoto and Jerry Patton, because I did not want Palomar to be holding a bill. I really felt it was important for us to act. That's why you see me up here right now, at this time, instead of waiting until the end of the fiscal year. Because this is happening right now. And it has a tremendous impact, and I have cut back on many things."

Dr. Nelson stated, "This can be viewed as totally separate from the state-wide budget that we're waiting to hear about the cuts on. This is a separate issue, is it not?" Ms. Hargraves responded, "That is correct. Palomar is not the only school that has system-wide grants. All the system-wide projects were cut. Perhaps you heard about CPC, which is a very popular system-wide grant in training faculty and staff to use technology and very successful. They were deeply cut to ending their project in May instead of June 30."

Ms. Chadwick asked, "Are any of those grants renewable?" Ms. Hargraves responded, "There is a renewable RFA on the board now for CCCSAT because it has completed its five years of funding and four years of activity and build." Ms. Chadwick asked, "Will you be requesting that grant be renewed?" Ms. Hargraves responded, "I am requesting that because of the infrastructure that is built here and the anticipation of the system for it to exist. But it's all up in the air at the moment." Ms. Chadwick asked, "When will you be notified as to whether or not the grant will be refunded and renewed?" Ms. Hargraves responded, "Probably when it is awarded, and their anticipation of awarding is end of May, early June."

Ms. Chadwick asked, "What will you do with the remaining employees on the grant?" Ms. Hargraves responded, "They will all not have jobs if the grant is not there." Ms. Chadwick asked, "So none of the other employees have been noticed?" Ms. Hargraves responded, "They all have been notified. All of the administrators have been given notification, and I have been talking with my classified informing them that this is coming up and that we need to be prepared." Ms. Chadwick asked, "Have they been noticed?" Ms. Hargraves responded, "Formally? No." Ms. Chadwick stated, "So no other employees have been noticed." Dr. Miyamoto stated, "No, other than the ones that are on the agenda before you tonight, and managers were given March 15 notices."

Dr. Nelson asked, "Do we have a process in place, because frankly, I would have some misgivings about renewing that grant. Do we have a process of review for when we go out and apply for a grant at this point in time – to be certain it's in compliance with our mission and it's what we want to be part of." Dr. Amador responded, "Yes, that will be one piece. And then, the second piece is that the Board approves the grant." Dr. Nelson stated, "But there is an internal examination of whether this is something we want to be in the business of. I'm sorry – it's just reality." Ms. Hargraves responded, "That's right."

Ms. Chadwick asked, "How many other grants do we have out here just waiting for us to hear on an abrupt agenda. Do you have any idea how many grants we have that fall under the same category?" Dr. Miyamoto responded, "Certainly nothing as huge as this." Ms. Chadwick asked, "How many? Do you know? Because it's very disconcerting to me as a Board member to be aware of this by a piece of paper two days before an agenda. If we had that, maybe we should take a quick survey of where we are on those and whether or not we anticipate some of this happening. This is only just a comment." Dr. Amador responded, "We have all of our categoricals, so we have Matriculation, we have EOP&S and DSP&S, which all come out of the same granting agency. The grants that we have out of the Chancellor's Office in Vocational Education, I don't think we have people attached to that. Wilma, I'll have to ask you that question." Wilma Owens responded, "We have two 45% classified employees." Dr. Amador continued, "And those are all vocationally related. When the District entered into the CCCSAT grant four or five years ago, there was a great risk as well as a great opportunity on this. I was not here to respond to those issues, but when I first came here, I was very concerned about the magnitude of the grant and if there ever was an issue fiscally, which is where we are right now, with the risk that the District has of not taking action on some of these things and picking up some money out of the general fund. Jerry, I'll let you speak to general fund expenditures." Jerry Patton stated, "You're talking about significant dollars if that were to occur, if we did not take some kind of action, should the grant continue to dwindle. Every dollar that we obligated ourselves to by accepting the grant would have to be picked up if we continued the work. The general fund would have to pick those up."

Mr. Jensen called the question. The motion died for lack of a second.

Dr. Nelson stated, "It's very hard to do." Ms. Chadwick stated, "I'd like to say, I personally believe that this program of the CCCSAT is especially important. This is probably part of our future in terms of how we deliver our educational program, and I'm hearing that we may reapply for this grant, it is renewable, and I'm hopeful that we can sustain at least a portion of this because this is very important. A lot of energy and technical expertise has gone into this."

Ms. Hargraves stated, "The short-term employees that we have have different job descriptions and different activities than these positions do. If I were allowed to change that around, I certainly could look at that and see if these ladies and our other employees would want to work those types of positions or even have the skills to be able to do that."

The Vote: 4 Aye, 1 Nay (Chadwick)
Student Trustee Advisory Vote: Aye

10. APPROVE PERSONNEL ACTIONS HISTORY

MSC Nelson, Jensen

The Governing Board hereby approves the **Personnel Actions** report, which includes hires and pay rate changes for **student employees** for the month of **February, 2003**, and **short-term employees** for the month of **March, 2003**. **Exhibit H-10**

Mr. Evilsizer stated, "On the Personnel Action request H-10, we have job titles listed for technical/paraprofessionals to perform some work in Human Resource Services at specified rates. I'm curious as to what types of duties these personnel will be performing that will be done, it looks like June 30." Dr. Miyamoto responded, "In the future, we can expand on that. What these folks were hired for is we have started a new training program on the campus. Erin Messersmith is our trainer/coordinator. These folks are basically the trainers that we have hired to provide staff with training on different computer programs that we have out there. The rates that you see on the side are off the adjunct salary schedule. And so those people are being paid off of that salary schedule to perform the trainer duties for the programs we offer staff who say 'I'm going to take this class to learn these skills.' These people are hired to teach those classes." Mr. McMullen added, "It is not full time." Dr. Miyamoto added, "I'm going to expand on that so that when this comes up, it doesn't look like these are hourly rates of short-term hourly people, and we can get some more identifiers." Mr. Evilsizer asked, "Now is this training provided by in-house faculty, or do we have . . ." Dr Miyamoto responded, "There is some of it that's offered by some in-house faculty when we can. Often when we can't, we have to go out and do it. This is a new effort by the College to provide better training. I think everybody's appreciative of that, and the amount of dollars to do this are budgeted in our training program, and Erin is staying within those dollars."

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

J. REPORTS FROM COLLEGE GROUPS

1. INFORMATION

Report of the Faculty Senate

Chris Barkley gave the following report: "The Senate will be bringing to SPC a request to increase faculty participation to divisional participation on several Councils and other governance committees. There will be six in all.

"We passed a motion requesting that proposed cuts be equitably distributed across all programs and not targeted at certain ones, such as DSP&S and EOP&S. The Senate urges the Board to continue equitable categorical funding.

"We approved several policies that will probably be brought to you soon, but we have reserved our approval on the policy about grants until we can see what kind of procedures will be developed to ensure fiscal responsibility in applying for and accepting grants coming out of the discussion we just had, to maintain our current policy of providing internal grants for innovation to faculty, and to make sure that outside grants do not create unexpected additional burdens in personnel or finances on the District.

"We reaffirmed our commitment to electronic voting. And we ratified the work of the Curriculum Committee. An issue was raised about whether we need to eliminate our General Studies AA degree, and we have directed the Faculty Co-Chair of Curriculum, Teresa Laughlin, to look into that situation.

"We also discussed our lengthy meetings, which in part are necessary to dispel false rumors or deal piecemeal with possible cuts. We want to be involved in the process of planning for possible cuts in next year's budget. Obviously, we would rather not have to be involved in cutting anything; but if the cuts are inevitable, then we want to be involved. But we would rather deal with Palomar's proposals as part of an overall plan, in other words, to react to the larger picture of where overall the cuts will need to be taken, rather than deal with them individually. I have promised that I will bring the proposals from the various councils to the Senate's attention as soon they are made available to me.

"Yesterday, we had a lengthy discussion on the duties and responsibilities of our Professional Development Coordinator and the Academic Technology Coordinator. Their reassigned time is, of course, a negotiation item. However, the Senate contends that #8 of our Academic and Professional Matters, "policies for faculty professional development activities," listed in Governing Board policy 2510, makes any change to the duties and responsibilities of the professional development coordinator an A&P matter and, therefore, must involve consultation with the Senate. We will be bringing forward a recommendation concerning these two coordinators' duties next week. I will be reporting our recommendations to the Superintendent/President, to the PFF, and to you. Please remember that any decision regarding a change to the Professional Development Coordinator or the Academic Technology Coordinator must involve the Senate."

"Again, I'd like to remind you that you just commended the Academic Technology Group as one of the eleven areas of excellence that we got in our accreditation report and also remind you that our professional development program has been nationally honored twice.

"Many faculty are participating with the students in the rally here March 17 since we can't afford to go to Sacramento. We're encouraging all faculty to come and to encourage their students to come to the rally as well."

2. **INFORMATION**

Report of the Palomar Faculty Federation

Mary Millet gave the following report: "The PFF wants to express our support to the classified employees and to express our regret for these lay-offs and also six other lay-offs that took place today in the EOP&S offices that were served today. And we're extremely regretful of this, and we hope that the lines of communication can be open so that we can get information in as timely a manner as possible so that we can give accurate information to our constituencies.

"Also, on March 25, I will be going to Sacramento to sit in on the State Assembly Higher Education Committee as they discuss proposed legislation that affects the community college part-time faculty.

“The California Federation of Teachers convention will be held next weekend in San Francisco. Palomar Faculty will participate in presenting a workshop on STRS retirement provisions. The presentation will include discussion of the impact of STRS on the amount of Social Security a public employee can receive for years that the employee was not enrolled in STRS and will analyze the government pension offset and other (unintelligible) elimination provision which actually will make it so that if you have earned both Social Security and STRS, Social Security does not give you a full retirement. So, we’re going to be doing a workshop on that so that we can inform faculty of what they can do about this. We will also be showing a film produced by Barbara Wolfe, which is a three-hour documentary on the employment conditions of part-time faculty across the nation, and one segment highlights the California community colleges.”

Mr. McMullen stated, “Mary, you mentioned something about EOP&S lay-offs. Do you know something I don’t know?” Ms. Millet responded, “Well, I got a call today saying that there were going to be some classifieds laid off in the EOP&S Department.” Mr. Madrigal stated, “We are starting to notify classified staff who may be in affected positions on an individual basis, letting them know. We’ve been using representatives from the CCE to be with us as we convey that information to those positions. So, yes, we are starting the process.” Dr. Amador stated, “This is part of the process of providing an inclusive environment and letting people know what might happen. No decisions have been made, but before it would be discussed at planning councils, we felt it was appropriate for staff to know that positions are being looked at as a possible way to attain the cuts.” Mr. McMullen stated, “There weren’t actual lay-offs.” Dr. Amador responded, “No, absolutely not. This is for the discussion purposes to happen in the planning councils. People are going to be very upset when they hear things, but they would be upset when they hear things in planning councils. The alternative is not to discuss it at all, and I don’t think that’s a good alternative. So we have to let people know. I would strongly urge that when people hear this, they need to go to Jack if you hear that it is a lay-off or a notice because that would have to be an official process. People are being informed that their position, not even them, but their position may be affected through a budget reduction. Then those discussions will occur in the broader picture. It’s only fair to the employee.”

Ms. Millet commented, “The comment you just made about either we talk about it in the planning sessions and people get upset or people are going to get upset either way. Certainly, that’s the case, but we do have to deal with it, and so we appreciate advance notice and so forth whenever that’s possible.” Dr. Amador responded, “But this was classified.” Ms. Millet responded, “Yes, and we do support the classified employees.” Dr. Amador responded, “But the classified representatives were with them, so they do know about it.” Mr. Millet responded, “I wasn’t suggesting that . . . because you said either we tell them in planning councils or we tell them – people are going to be upset. I was saying ‘yes, we still want you to tell us.’”

3. **INFORMATION**

Report of The Faculty

Maria Miller gave the following report: “There was a monthly meeting of The Faculty on March 5. We had two items that we discussed. The first was the March 17 rally, and several faculty members did volunteer to speak at that rally. There was a request that more information about the rally be circulated because almost everyone at the meeting had virtually no awareness of the event. So I hope that in the next week, we could hear more.

“We discussed the lack of communication to faculty and staff by the administration about budget cuts. There were comments made that the President’s letter was a very effective and good way for the administration to keep faculty informed and I was asked to convey that the faculty would like a weekly update from the President.

“We discussed the proposed budget cuts to DSP&S and EOP&S and a motion was passed that I will read: The Faculty requests that the Vice President of Student Services in collaboration with the planning council define the specific and non-negotiable services to students provided by Counseling, EOP&S, and DSP&S that will continue despite budget cuts. The DSP&S program has provided me with some handouts advocacy for letter writing that I would like to hand out.”

4. **INFORMATION**

Report of the Administrative Association – There was no report.

5. **INFORMATION**

Report of the Confidential and Supervisory Team

Jo Anne Giese gave the following report: “We would like to say that this has been a rough two weeks as the Vice Presidents have made announcements to staff members of possible position eliminations. Out of the 34 CAST members, two have received notice. We would also like to recognize that this is a difficult time for Dr. Amador and the Vice Presidents as we are well aware of how they value the staff of Palomar College.”

6. **INFORMATION**

Report of the CCE/AFT – There was no report.

7. **INFORMATION**

Report of the Associated Student Government

Leo Melena gave the following report: “Between the dates of March 21 and 25, 12 officers of the Associated Student Government, along with two members of the Office of Student Affairs will travel to Washington, D.C., to attend our Spring Leadership Conference of the American Student Association of Community Colleges. We will attend workshops dealing with the actual issues relevant to community colleges, and we will receive useful information related to effective lobbying strategies and tactics. We’ve confirmed our appointments with our federal legislators. We are meeting with our representatives on the hill and their staff. An important note to make, however, is that the cost of this trip for students and staff is covered by our \$1 student representation fee that is collected from our students during registration. This can be used only for expenses related to student lobbying efforts on the local, state, and national level. All of the students will be speaking with our professors that we will be missing as well.

“We have a busy month this week – this month! We will be having our annual Spring Fest celebration coming up March 18-20. We encourage all students to participate. Please encourage all the students you have contact with to come on down. We’re going to have plenty of free food. We’re working in conjunction with KKSM and *The Telescope*. Hopefully, we’re going to have some games out there. We have also put together a nice program with the armed services. The army is going to be bringing out one of their helicopters. We are looking forward to that. We’ve also invited the rest of the armed forces.

“The College-wide rally that we are going to be holding is March 17. Chris Barkley has mentioned it. Because we’re not able to send students up there, we’re going to have it down here in conjunction with several other colleges in our area and throughout the state. We’re going to work on getting the information out to the faculty as well as the students because the faculty has so much contact with their students, and we’re hoping they can walk down their classes and say a few words regarding our budget cuts and help us with advocacy in that respect. We are planning to have some guest speakers, and hopefully it won’t rain this time. Nonetheless, we’ll have our rally rain or shine.

“We held our last ASG meeting at the Escondido Center, and we took a tour of the facilities for our students to note the micro-campus that we have there. It’s pretty interesting. We do have health services there, if just an office. And we do have all of the admissions, and financial aid, and student services there as well, just on a much smaller level. We wanted to increase our outreach to those students attending the Escondido Center since there is such a large population there.

“Lastly, we have our elections coming up, and we welcome any new candidates for President, four Vice Presidents, and five Senatorial positions. If you have any contact with students who would benefit from this leadership experience, I would encourage you to send them to the Office of Student Affairs, SU-21, to pick up a candidate’s package. We will be having our elections in May. Our elections are held now completely on line in order to facilitate greater voter turnout. You can vote 24 hours for the three days we have it open from any computer. We’re trying to keep up with the times here.”

K. COMMENTS FROM OTHER INDIVIDUALS OR GROUPS

Neill Kovrig addressed the Board on the subject of solidarity against budget cuts and to offer support from the Traffic Safety Commission regarding traffic issues.

Bill Bedford addressed the Board on the subject of the Vice President for Instruction position.

Diane Lewis addressed the Board on the subject of salary increase implementation for Child Development Center teachers.

Rita Reynolds addressed the Board on the subject of proposed budget cuts.

Stacey Helton addressed the Board on the subject of proposed budget cuts.

L. UNFINISHED BUSINESS – There was none.

M. NEW BUSINESS

1. APPROVE ADOPTION OF BP 1100 – THE PALOMAR COMMUNITY COLLEGE DISTRICT

MSC Jensen, Nelson

The Governing Board hereby approves the **adoption of BP 1100 – The Palomar Community College District** as follows:

BP 1100 - THE PALOMAR COMMUNITY COLLEGE DISTRICT

The District has been named the Palomar Community College District. The name is the property of the District. No person shall, without the permission of the Board, use this name or the name(s) of any college(s) or other facilities of the District, or any abbreviation of them, to imply, indicate or otherwise suggest that an organization, product or service is connected or affiliated with, or is endorsed, favored, supported, or opposed by, the District.

The District consists of the following college(s), education center(s), and sites:

Palomar College San Marcos Campus
Palomar College Escondido Center
and sites at:
Borrego Springs
Camp Pendleton
Fallbrook
Mt. Carmel
Pauma
Poway
Ramona

Education Code Section 72000(b)

Approved by SPC: 2/18/03

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

2. APPROVE DELETION OF BP 1.1 – MISSION STATEMENT AND ADOPTION OF BP 1200 – DISTRICT MISSION

MSC Jensen, Nelson

The Governing Board hereby approves the **deletion of BP 1.1 – Mission Statement** and the **adoption of BP 1200 – District Mission** as follows:

BP 1200 - DISTRICT MISSION

The mission of the Palomar Community College District:

Palomar College is an educational leader committed to quality learning. We provide our community the knowledge, information, skills, and aesthetic appreciation necessary to live responsibly, effectively, and creatively in an interdependent and changing world.

To achieve its mission, the Palomar Community College District follows the mission of the California Community College System as determined by the State Legislature.

The mission is evaluated and revised on a regular basis.

WASC/ACCJC Standard One

Approved by SPC: 2/18/03

The Vote was unanimous.

Student Trustee Advisory Vote: Aye

3. APPROVE ADOPTION OF BP 3200 – ACCREDITATION

MSC Jensen, Nelson

The Governing Board hereby approves the **adoption of BP 3200 – Accreditation** as follows:

BP 3200 - Accreditation

The Superintendent/President shall ensure the District complies with the accreditation process and standards of the Accrediting Commission of Community and Junior Colleges and of accrediting bodies of other District programs that seek special accreditation.

The Superintendent/President shall keep the Board informed of approved accrediting organizations and the status of accreditations.

The Superintendent/President shall ensure that the Board is involved in any accreditation process in which Board participation is required.

The Superintendent/President shall provide the Board with a summary of any accreditation report and any actions taken or to be taken in response to recommendations in an accreditation report.

Accreditation Eligibility Requirement 20, Standard IV.B.1.i

Approved by SPC: 3/4/03

The Vote was unanimous.

Student Trustee Advisory Vote: Aye

4. APPROVE ADOPTION OF BP 3250 – INSTITUTIONAL PLANNING

MSC Jensen, Nelson

The Governing Board hereby approves the **adoption of BP 3250 – Institutional Planning** as follows:

BP 3250 - Institutional Planning

The Superintendent/President shall ensure that the District has and implements a broad-based comprehensive, systematic and integrated system of planning that involves appropriate segments of the college community and is supported by institutional effectiveness research.

The planning system shall include plans required by law, including, but not limited to,

- Long-range educational or academic master plan
- Facilities plan
- Faculty and staff diversity plan
- Student equity plan
- Matriculation plan
- Transfer Center plan
- Cooperative Work Experience plan
- EOPS plan

The Superintendent/President shall submit those plans for which Board approval is required by Title 5 to the Board.

The Superintendent/President shall inform the Board about the status of planning and the various plans.

The Superintendent/President shall ensure the Board has an opportunity to assist in developing the general institutional mission and goals for the comprehensive plans.

Accreditation Standard I.B; Title 5, Sections 51008, 51010, 51027, 53003, 54220, 55250, 55400 et seq., 55510, 56270 et seq.

Approved by SPC : 3/4/03

Mr. Evilsizer commented that budget planning seems to be a very controversial and important topic, and he wondered within the general outline of our planning system where budget planning falls. He noted it is not listed here and wondered if it is important enough to delineate and make note of in our policy. Dr. Amador responded that these are the plans that are mandated by law, and must be turned in to the Chancellor's Office.

We did not have a policy that listed those, so that was the intent of this. However, we do not have to limit them and can put in strategic planning and budget planning and all of the others. Mr. McMullen noted that the policy says, "including, but not limited to."

The Vote was unanimous.

Student Trustee Advisory Vote: Aye

5. APPROVE ADOPTION OF BP 3300 – PUBLIC RECORDS

MSC Jensen, Nelson

The Governing Board hereby approves the **adoption of BP 3300 – Public Records** as follows:

BP 3300 - Public Records

The Superintendent/President shall establish procedures for records management, including access by the public, that comply with the requirements of the California Public Records Act.

Government Code Sections 6250, et seq.

Approved by SPC : 3/4/03

The Vote was unanimous.

Student Trustee Advisory Vote: Aye

6. Item removed from agenda.

7. **INFORMATION: 2003 CCCT BOARD ELECTION**

At the April 8 meeting, the Governing Board will be asked to vote for ten candidates for the **California Community College Trustees Board of Directors** of the Community College League of California. Candidates are as follows:

Edward C. Ortell, Citrus CCD	Jess H. Reyes, Contra Costa CCD
Donald L. Singer, San Bernardino CCD	Maria Nieto Senour, San Diego CCD*
John Moore, Cerritos CCD*	Mary Mason, Foothill-De Anza CCD*
Patricia Miljanich, San Mateo, CCD	Georgia L. Mercer, Los Angeles, CCD*
Bill McMillin, Ohlone, CCD	Michele R. Jenkins, Santa Clarita CCD*
Walter G. Howald, Coast CCD	Charles H. Hayden, Desert CCD*
Dawn M. Wright, San Jose-Evergreen CCD	John S. Williams, So. Orange County CCD
Anthony E. Bugarin, San Joaquin Delta CCD*	Mark Takano, Riverside CCD*
Thomas J. Clark, Long Beach CCD	Luis Villegas, Santa Barbara CCD*

*denotes incumbent

Mr. McMullen commented that mention was made at the SDICCCA meeting that it would be wise to vote for those candidates who represent the under-funded districts because they are more likely to work for us and be our advocates. He noted that the following candidates are from under-funded districts:

John Moore, Walter Howald, Anthony Bugarin, Thomas Clark, Maria Nieto, Mary Mason, Michele Jenkins, Mark Takano, and Luis Villegas.

Mr. McMullen noted that Palomar is one of the lowest-funded districts.

8. **GRANT HONORARY ASSOCIATE IN HUMANE ARTS DEGREE**

MSC Chadwick, Evilsizer

The Governing Board hereby confers the degree of **Associate in Humane Arts** with all rights, benefits, and privileges appertaining thereto, in recognition of distinguished community service, upon **ARLYNE INGOLD**. The degree will be conferred at the commencement ceremony on May 23, 2003.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

9. **INFORMATION: SABBATICAL LEAVES**

The Governing Board will be asked to approve the following 2003-2004 sabbatical leaves at the April 8 meeting:

Full Year, 2003-2004

Lisa Cox-Romain, Counseling
Lillian Payn, Graphic Communications

Fall, 2003

Monika Brannick, Mathematics
Linda Dudik, Economics, History, and Political Science
Carolyn Funes, Library
Marty Furch, English as a Second Language
William Gullette, Communications
Mark Hudelson, Art
Michael Mufson, Performing Arts
Ruben Murcia, Life Sciences
Fergal O'Doherty, English
Robert Sheppard, Communications
Shayla Sivert, English as a Second Language
Rocco Versaci, English
Lori Waite, DSP&S – EOP&S

Spring, 2004

Christine Barkley, English
Robert Barry, Communications
David Boyd, Performing Arts
Alexis Ciurczak, Library
Chris Feddersohn, Cabinet & Furniture Technology
Jose Fernandez, Counseling
Tim Hernandez, Counseling
Lee Kerckhove, Behavioral Sciences
David Michael Lockett, Behavioral Sciences
Michael Mumford, Mathematics
Jose Rangel, Multicultural Studies
Marilyn Soucek, Behavioral Sciences
Alan Trujillo, Earth Sciences

10. **ACCEPT AS FINAL AND COMPLETE THE INTERIOR AND EXTERIOR PAINTING PROJECT; AUTHORIZE RELEASE OF BID SECURITY IN THIRTY-FIVE DAYS; RELEASE THE BONDS AND RECORD NOTICE OF COMPLETION**

MSC Chadwick, Nelson

The Governing Board of the Palomar Community College District hereby accepts the **Interior and Exterior Painting Project** as performed on the San Marcos campus and Escondido Center in accordance with the bid awarded by the Palomar Community College District, on October 8, 2002, to **E. Bitsakis Painting, Inc.**, (the "Contractor"), 1941 N. Gaffey Street, San Pedro, CA 90731.

The project is hereby accepted as complete and final; and the Superintendent/President is authorized to execute and file the Notice of Completion including execution of the verification as Secretary to the Governing Board. The total amount of this contract is \$197,075.50 and all money due and owing to the Contractor, with the exception of the ten percent (10%) retention of \$19,707.55, (the "Retention") shall be paid, and following the expiration of thirty-five (35) calendar days from the date this resolution is recorded, the Retention shall be paid to the Contractor, providing no liens are filed within this period. The bid security posted by E. Bitsakis Painting, Inc., shall be returned to this Contractor and all other bonds be released within the time and in the manner as provided by law. **Exhibit M-10**

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

11. **ACCEPT AND APPROVE CHANGE ORDER #3 FOR STUDENT UNION REMODEL PROJECT**

MSC Nelson, Evilsizer

The Governing Board hereby accepts and approves **Change Order #3** pertaining to the **Student Union Remodel project**; original contract approved by the Governing Board on July 15, 2002, as detailed on the accompanying memorandum in support hereof. Total amount of additive items on change order #3 are \$36,965.00; total amount of deductive items on change order #3 are \$11,437.00; total net cost of change order #3 is \$25,528.00. **Exhibit M-11**

Ms. Chadwick asked how much money is left in the contingency account and the project is at what percentage of completion. Mr. Patton responded that we have about \$95,000. Mike Ellis responded that we are at about 85% completion.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

12. **APPROVE AGREEMENT WITH SOLEXICO LANGUAGE CULTURAL CENTER FOR STUDY ABROAD PROGRAM IN OAXACA, MEXICO, DECEMBER 27, 2003 – JANUARY 10, 2004**

MSC Chadwick, Nelson

The Governing Board hereby approves an agreement between Palomar Community College District and Solexico Language Cultural Center, Oaxaca, Mexico, for the purpose of conducting a Study Abroad Program in Oaxaca, Mexico on December 27, 2003, through January 10, 2004. Classes will be offered in Spanish 50, 105, 106, 115, 116, Spanish 215, 216, 235, and Spanish 296. Program price is \$860.00, plus airfare, and shall be paid by program participants and not from District funds. **Exhibit M-12**

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

13. **APPROVE PLANS AND SPECIFICATIONS FOR ATHLETIC AND PHYSICAL EDUCATION FIELDS PROJECT AND AUTHORIZE NOTICE CALLING FOR BIDS TO CONSTRUCT PROJECT IN ACCORDANCE WITH APPROVED PLANS**

MSC Jensen, Nelson

The Governing Board hereby approves the plans and specifications prepared by Purkiss, Rose, RSI Architects for the Athletic and Physical Education Fields Project (hereinafter the "Project") and authorizes notice calling for bids pursuant to California Education Code § 81641 to construct the Project in accordance with the plans and specifications approved herein. **Exhibit M-13**

Mr. Evilsizer noted that there is \$600,000 still needed from outside funding sources. He asked if there is an assessment of the likelihood of being able to raise that money from outside sources, if we have any feel from community members, alumni, professional athletes that might have graduated from Palomar College. Mr. Patton responded that that is exactly where Athletics and PE are going – to the professionals that have association through our excellent athletic programs and who have graduated from Palomar.

Ms. Chadwick stated that she is wondering if there has been any review of the actual scope of work so that there might be some alternatives developed for how that could be modified to work with funding and if there's an opportunity to identify what pieces could be done later. Mr. Patton stated that that is a very good point and is exactly what we have done. This is through the Redevelopment Agency funds. When we first started this process – it's been quite lengthy – but not too far back, the Athletic program and the PE program actually put together a master plan and stepped back to see what all their needs were. From that, we scaled back to these two phases. We will be able to fund all of the first phase. If there are funds left over, we will be able to do phase 2. In essence, we have done what Ms. Chadwick said. We have looked at the scope of work to see how efficient we could use the dollars, what we would need in the basic elements of the field location so we can make sure we have a good base to start from. Ms. Chadwick asked if we could do the project and have a completed project either at a reduced scope level with existing dollars. Mr. Patton responded that we have gone through this project many times and have cut back and changed and tried to cut out dollars and be as efficient as we can to get as far as we are right now. Ms. Chadwick stated that \$600,000 is quite a lot. Mr. Patton responded that that's true, but under phase 1, we will have the basic elements there that will give us an agreement with the city, which we have to do because they will use the playing fields, and also that will give us the basic elements for a soccer field and a baseball field that are playable. Ms. Chadwick stated that the worst case is that we will have phase 1 even if we never do phase 2. Mr. Patton agreed.

Mr. Evilsizer noted that the City of San Marcos is supplying \$2 million of RDA money that is in 3 or 4 different development parcels. He asked if there is more money available or is \$2 million all they've taken in. Have revenues gone beyond that \$2 million that we could request. Mr. Patton stated that one of them that is significant is the San Elijo Hills. The tax from that will not materialize until several years out. We use consultants to work with the cities to make sure we understand how they are processing the redevelopment funds. In doing that, we look at the growth, and we look at the neighborhood itself that is involved in the RDA. Redevelopment agencies really just give us back the funds that we should have been given from property tax to begin with. They just re-channel it through the RDA. We have every right to those funds. There is a mistaken idea that those are gifts to us; they are not, they are funds due us in the property tax process. Some of our redevelopment agreements will take 30 years to mature. There are new developments, but a tax base takes awhile to develop.

Mike Ellis commented that Bill Schramm, the director with the city, actually sat and worked with our committee upon all the development of these fields, and we have constantly asked them if there is any more money. The answer has been "no." They would like to contribute more, but that's all the funds they have available.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

14. **REJECT CLAIM**

MSC Nelson, Jensen

The Governing Board of the Palomar Community College District hereby **rejects the claim** for personal injuries filed by **Mary Jane Lynch** and refers it to the District's Claim Administrator for handling.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

15. REJECT CLAIM

MSC Nelson, Jensen

The Governing Board of the Palomar Community College District hereby rejects the claim for personal injuries filed by **Hannelore P. Brinkenhoff** and refers it to the District's Claim Administrator for handling.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

16. REJECT CLAIM

MSC Nelson, Jensen

The Governing Board of the Palomar Community College District hereby rejects the claim for personal injuries filed by **Greg McClellan** and refers it to the District's Claim Administrator for handling.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

N. CLOSED SESSION

The Board recessed at 10:01 p.m. and went into Closed Session at 10:08 p.m., to discuss:

1. Conference regarding negotiations with PFF/AFT, pursuant to Government Code 54957.6.
2. The Board invited representatives of the Faculty Senate into Closed Session to address the Board.

Closed Session ended at 11:20 p.m.

O. RECONVENE TO OPEN SESSION

The meeting reconvened at 11:21 p.m. There was no reportable action taken during closed session.

P. ADJOURNMENT

The meeting was adjourned at 11:21 p.m.

President

Secretary