



**GOVERNING BOARD MINUTES  
REGULAR MEETING, GOVERNING BOARD  
PALOMAR COMMUNITY COLLEGE DISTRICT  
ROOM D-10  
COLLEGE CAMPUS  
SAN MARCOS, CALIFORNIA  
TUESDAY, APRIL 22, 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:**

Sherrill L. Amador, Ed.D., Superintendent/President  
Diane Lutz, M.S., Assistant Superintendent/Vice President, Instruction  
Joseph Madrigal, M.A., Assistant Superintendent/Vice President, Student Services  
Jack Miyamoto, Ed.D., Assistant Superintendent/Vice President, Human Resource Services  
Jerry Patton, M.B.A., Assistant Superintendent/Vice President, Finance and Administrative Services

**BB. CLOSED SESSION**

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

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

**BBB. RECONVENE TO OPEN SESSION – There was no reportable action taken during Closed Session.**

**STAFF PRESENT:**

Barbara Baldrige, Executive Assistant to Superintendent/Governing Board  
Bill Bedford, PFF Executive Council; Adjunct Faculty  
Chris Barkley, President, Faculty Senate; Associate Professor, English  
Linda Dudik, Professor, History, Economics, and Political Science  
Brian Engleman, Secretary, CCE/AFT; Academic Department Assistant, R.O.P.  
Jo Anne Giese, President, Confidential and Supervisory Team; Administrative Assistant,  
Administrative Services  
Roy Latas, Adjunct Faculty  
Herman Lee, Director, Enrollment Services  
Lois Meyer, Director, Fiscal Services  
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, Jensen

The Governing Board hereby approves the Minutes of the Regular Meeting of April 8, 2003, with the following correction:

Item M-6, page 27, comment by Ms. Chadwick, last sentence should read: When we're in the morass that we're in now with serious issues that need to be heard publicly, we need two.

The Vote was unanimous.

Student Trustee Advisory Vote: Aye

**CC. AMERICAN INDIAN COMMUNITY ELDERS** – This group canceled and will reschedule.

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

**E. REPORT OF THE GOVERNING BOARD PRESIDENT** – There was no report.

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

Mr. Evilsizer gave the following report:

“On April 10<sup>th</sup> I had the privilege of touring two of our facilities, and one of our Shared Governance Councils. As a new Trustee, the things that I observe and the terrific people that I meet continually amaze me.

Katherine Gannett invited the board to tour the library at the main campus, and I took her up on that invitation. Leo Melena was also there as part of the tour group. And we were treated to a “behind-the-scenes” look at the services and the staff required to support our library. We have impressive computer, tutoring, video, electronic media resources, and special services available to students and all members of our community. This is truly a Community Recreation Center for the Brain.

However, I was not impressed to hear that the average publication date at the Palomar College library is 1974. This is not a condition that we should be proud of nor happy with. To bring our collection current, it will take approximately \$100,000 per year over a period of two to five years. This is just one area that we as a Board can address. Let’s send out the challenge to explore revenue streams that can be used to turn this library collection, not only at the main campus but at all the centers within the District, into something more contemporary for the benefit of the community that we serve.

The second facility I toured, along with Trustee Chadwick on April 10<sup>th</sup>, was the Public Safety Training Center in San Marcos. This is where the Police and Fire academies are based. It is probably the nicest of the facilities that I have witnessed within our District, and provides excellent training resources for our students working to become police and fire professionals. We witnessed a simulated fire exercise at the multi-storied structure in back of the classrooms. And it was an impressive sight to see how much water gets hurled out of a fire truck and a fire hydrant or two. Needless to say, if you were to use those hoses to wash your car, it would probably take the paint off.

The Police and Fire programs are projected to grow at a clip 50% higher than the Palomar College’s rate as a whole. Our current enrollment for the Fire program is at 135% of capacity (we have 47 students enrolled in 35 seats) and we currently have 86 applications for the next fire fighter academy scheduled to begin in August. In the police program, we already have 43 applicants with enrollment open until June 14th. And, typically, enrollment ramps up as you get closer to that deadline.

Obviously, these programs are in high demand, and it sounds to me as though we have an opportunity to enroll more students than presently planned. In this era of proposed budget cuts, these programs represent a source of revenue growth. With increased concerns about domestic security, and in a time of color-coded terrorist warnings and homeland security alerts, we need well-trained professional “first responders” to take care of emergencies.

Therefore, we must build, rather than downsize, the staff and resources to ensure these vital programs continue to meet the increasing public safety requirements of our communities. I will not support any cuts proposed to our public safety programs, and I urge my fellow trustees to consider a pledge of similar support.

I was also able to attend a Government Affairs Committee that was chaired by Dale Wallenius, and that group is doing some wonderful things in terms of notifying the community and getting students active in writing letters to the editor and writing to our legislators. It is certainly an effort worth participating in, and I will write a letter in support of that as well.

As a Trustee, I am very concerned about the recent votes of no confidence made recently by contract faculty and classified employees (including both union and non-union members) regarding the leadership and management style of our Superintendent and President Dr. Sherrill Amador. When 9 out of 10 faculty, and 8 out of 10 classified employees express such a sentiment, immediate corrective action to improve this perception must be taken.

While I agree with Dr. Amador's statement that "a college president's job isn't about winning a personality contest," I would like to offer that by definition, leaders have followers.

Peter Drucker, perhaps the most influential thinker and writer on management in the last century, writes that: "Fortunately or unfortunately, the one predictable thing in any organization is the crisis. That always comes. That's when you **do** depend on the leader. The most important task of an organization's leader is to anticipate crisis. Perhaps not to avert it, but to anticipate it. To wait until the crisis hits is already abdication. One has to make the organization capable of anticipating the storm, weathering it, and in fact, being ahead of it. That is called innovation, constant renewal. You cannot prevent a major catastrophe, but you can build an organization that is battle-ready, that has high morale, and also has been through a crisis, knows how to behave, trusts itself, and where people trust one another. In military training, the first rule is to instill soldiers with trust in their officers, because without trust they won't fight."

I agree with only one statement made by Trustee Nelson in her community forum piece published by the North County Times on April 8. Her statement was that "the Governing Board directed Palomar President Sherrill Amador to head the District's negotiation team—a role most boards do not assign to a college president."

I believe there is much wisdom displayed by other boards in not assigning this role to their college president. I strongly recommend that Dr. Amador delegate her negotiation responsibilities to a cabinet member immediately. This will allow her time to focus on the vital tasks of building positive relationships with faculty, staff and the community, which will be critical in ensuring the successful implementation of our Strategic Facilities and Educational Master Plan and in getting a future bond measure passed.

And, finally, I was extremely disappointed by the failure of this Board at our last meeting on April 8, to recognize requests made before and during the meeting to move the assembly to a larger facility in order to accommodate all of the public wanting to participate. People outside the Governing Board room could not hear any of the dialogue, and were deprived of their right to fully participate.

It was estimated that over 150 people were excluded from participating, a right guaranteed by law. The soul of the Brown Act clearly states, "the people of this State do not yield their sovereignty to the agencies which serve them. The people, in delegating authority, do not give their public servants their right to decide what is good for the people to know and what is not good for them to know. The people insist on remaining informed so that they may retain control over the instruments they have created."

The heart of the Brown Act declares that, "All meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting of the legislative body of a local agency..."

We as a Board serve at the pleasure of the public, and we answer to them. As far as I am concerned, we violated the rights of those left out in the cold on April 8. I publicly apologize for my failure to persuade this Board to respect your right to participate, and I appeal to each one of my fellow Trustees to never allow this to happen again."

Ms. Chadwick gave the following report:

"I was on the tour at the Police and Fire Academy, a sterling example of what a community can do with a community college. The mayor of San Marcos was with us, Corky Smith. Many of you know Corky. Other mayors support this program. They're very, very supportive in more ways than one. They hand over a lot of money and it helps the people that work in those organizations. We have, if not the best program in this county, certainly one of two. Right Kevin? Kevin was there as well. I want to thank the staff there, Tom Plotts and the rest of the staff who took the time out. We actually got to go out as Mark so graphically reported and watched these people in training. It was quite an experience. I am very comforted knowing that we have such a program.

I want to really echo all the comments that have been made so far. I'm hopeful that we can continue good government. I say this all the time; that's my motto. Keep it public, make it public, let's have good government. As we express ourselves, that will be the will of the people."

Mr. Jensen gave the following report:

"I find it a little ironic that Mark is worried about people outside not being able to hear the proceedings when they're pounding on the windows and shouting acting like hooligans. Some of us inside the building couldn't hear what was going on. Also, there was some gentleman standing behind Barbara whistling, and it actually physically hurt my ears. I had to plug them. I think that maybe that's appropriate at a football game, but I would hope that we could conduct these meetings in a little more professional manner and maintain a little better decorum."

Mr. Melena gave the following report:

"I, too, joined Trustee Evilsizer at the informational library tour. It is really informative for one who has utilized the services and to know that there is still more that the library offers. It was really an eye-opener and something that I'd like to share and spread the word about.

Another item I'm going to be mentioning tonight because it is important is that we are having our elections currently. We are electing the new Student Trustee, so please encourage all students to participate. You can find the ballots at Palomar.edu. They just type in their student ID, and they will have access to vote for the new Board coming up."

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

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

Diane Lutz reported that we know how important teachers are, and it is demonstrated every day. We also have a graduate of Palomar College, Don Bartletti, of Vista, who graduated with an A.A. in Art in 1968. He was recently one of four *Los Angeles Times* journalists honored with the Pulitzer Prize.

2. Report of Vice President for Student Services

a. Report on Student Fee Board Policies and Administrative Procedures

Joe Madrigal stated that his report is in response to Trustee Evilsizer's request to explore the existing procedure in our class schedule and college catalog specifically referring to the collection of fees. They specifically state that to avoid being dropped from classes, all fees must be paid within ten days of registering. Mr. Madrigal referred the Board members to page 99 of the Summer class schedule, which has a list of the mandatory and non-mandatory fees. He discussed the specific fees and noted that the collection of fees is an administrative procedure. Mr. Madrigal introduced Herman Lee, who discussed how the fees are collected and how those students are monitored for paying those fees. Mr. Lee credited Ralph Baker, Supervisor of Admissions, and Kara Garavito, Supervisor of Cashier Services, who work hard to collect the money, post it, give refunds, and perform all the work necessary to carry out the procedures.

Mr. Lee noted that there are Board policies relating to fees. The administrative procedures for implementing those Board policies are developed by the Registration Committee, and recommendations go to the Student Services Planning Council.

Drops for non-payment are manually processed, not every ten days as implied. We do not drop students after a ten-day period. We tell students that the fees are due within ten days, and that is where the possible misunderstanding occurs. The dropping process is fairly lengthy. Every student account is reviewed manually by the Admissions' staff and the Cashiers' staff. Before drops are initiated, they make sure that the outstanding balance is a true balance. Invoices are sent once per semester, during the first week of classes. There is a huge postage cost in sending out invoices on a regular basis, so we are able to do that only once per term. After classes begin, students are notified through their instructors. Reinstatements are allowed with instructor permission and the payment of all fees due at that time. We have solicited the assistance of the faculty in this regard as it is too expensive to mail invoices throughout the semester.

New features that we hope to be able to offer in the next year or two were briefly discussed.

Mr. Lee surveyed the colleges in our region regarding their policies as to maximum length of time allowed for fees to be paid after registration prior to dropping the student. MiraCosta requires advance fee payment – prior to registration – dropped after 48 hours. In the San Diego Community College District, students have five business days to pay; and students are dropped every week throughout the semester. In the Grossmont Cuyamaca District, students have three business days to pay; they are dropped prior to the start of the term. If they are a late add, transcripts and enrollment is blocked. At Southwestern, they have five days to pay; they are dropped throughout the first two weeks of classes, and dropping throughout the term is under review now. At Palomar, there is a ten-day period now. We have drops throughout registration. Because of the manual process, it takes us about a week to drop a thousand students. We were able to drop only one group prior to the start of classes. We dropped another group during census week, and another group at mid-term prior to the drop deadline.

Mr. Lee stated that he would welcome any suggestions for improvement of the fee collection process. He reiterated that they are administrative procedures that are reviewed by the Registration Committee with recommendations to the Student Services Planning Council.

Ms. Chadwick asked if there is a plan to perform this electronically. Mr. Lee responded that with the upgrade of PeopleSoft, it is hoped that this will be possible – perhaps by next year.

Mr. Evilsizer noted that on pages 6 and 101 of the Summer schedule, the period of payment shown is five days, rather than ten. Mr. Lee responded that this had been under consideration and that he had inadvertently failed to remove it before it was submitted for printing. He has corrected it in the Fall schedule.

Mr. Evilsizer asked if there was a large influx of students lined up after classes had started waiting to pay their fees in Fall, 2002, and Spring, 2003. He asked if this was an issue with the cashiers. Lois Meyer responded that we did not have a long line because we now have eight cashier windows to accommodate students and we were staffed for it.

Mr. Evilsizer asked if a student is qualified for early registration by having attended Palomar for several semesters. Mr. Lee responded that the priority system is based on units completed.

Mr. Evilsizer then asked if that student is not on financial aid and does not have family financial resources to assist him but qualifies to register early for class, would he be dropped if he does not pay his fees within ten days. Mr. Lee responded that, according to the process currently in place, the student would not be dropped after a ten-day period. Most students have more than ten days. For example, in the fall, when registration started July 7, the drop process was not completed until August 14.

Mr. Evilsizer stated that it seems fair to him when students have the privilege of registering early for classes, they have a larger window to pay their fees. He was fearful that they would be dropped after ten days if they were unable to pay for their classes within that period of time. He stated that he was not referring to those who register close to the start of the semester or the week classes begin. He hopes that those who register early could be given a little more time to pay.

Mr. Lee responded that last fall, because we were implementing the enforcement of the collections for the first time in several years, he allowed a payment plan for a number of students. Unfortunately, only 25% of those students for whom he allowed a payment plan fulfilled their obligation. Consequently, he is not inclined to allow payment plans again. He has worked with the Student Affairs Office and Bruce Bishop to establish an emergency loan fund for those students in dire need. He is hoping the fund will accommodate those students that have extreme need and are waiting for financial aid or have some other problem paying their fees.

Mr. Evilsizer asked if the Cashiering personnel are familiar with the emergency loan fund and can recommend that to students as an alternative. Mr. Lee noted that it is advertised in the schedule of classes and reiterated that, right now, there is flexibility. It is difficult for the staff, given the workload during the first two weeks of classes. When invoices are sent to 25,000 students, a lot of traffic comes in to the Admissions counter and the Cashier. Dealing with the students who have questions keeps them very busy. To implement a dropping process at the same time is very difficult. Consequently, most students will have more than ten days.

Mr. Evilsizer asked if, when students register for classes, there is some kind of red, highlighted stamp stating they need to pay this by X date or within ten days. In other words, is there a way to further advertise that and reinforce it? Mr. Lee responded that we have a fully automated registration system. Students have the option of enrolling on-line, and they get a message on-line with regard to the payment period. They can see fees that are due. Students can also enroll by telephone. They can hear the amount that's due and are told the payment period.

Mr. Evilsizer asked if students are assigned a Palomar e-mail account. Mr. Melena responded that we are working on such a program, but it is not yet in place.

Mr. Evilsizer asked what percentage of students is currently accessible via e-mail. Mr. Lee responded that from a recent survey he conducted, 62% of the students polled indicated they have a personal computer and internet access. Mr. Melena pointed out that, even if they don't have a personal computer, students do have access to computers in the library and other labs on campus and can open e-mail accounts with sites such as Yahoo.

Mr. McMullen asked if there are returning students who have priority registration and then don't show up for classes. Mr. Lee responded affirmatively. Mr. McMullen continued, noting that if we were to not collect or drop those students until ten days after school started and they took up seats in classes, that would block someone else from registering for that class. Mr. Lee noted that they have a process called "auto-enroll from the waitlist." They try to clear out those students who have not paid so they can run the auto-enroll process that moves a student off the waitlist for a closed class into the class. However, the student who does not pay and has his seat assigned to someone else gets upset with admissions because he was dropped for nonpayment of fees.

Mr. Melena asked if there is a notification process for the waitlist. Mr. Lee responded that there is, and students are also encouraged to check the on-line web lookup for their classes because they could be moved off the waitlist at any time.

Mr. Lee was asked to determine whether or not Palomar has fewer drops than the other community colleges in Region X because our payment period is longer and report this information back to the Board.

3. Report of Vice President for Finance and Administrative Services
  - a. Financial/Budget Update – Mr. Patton postponed this report to another meeting.
4. Report of Vice President for Human Resource Services – There was no report.

Dr. Amador reported that the Government Affairs Committee has organized a press conference for May 7, 11 a.m. Scott Lay, Director of State Budget Issues for the Community College League of California, will provide the latest impacts on community college students as a result of the Governor's budget, as well as actions of the legislature. As soon as a location for the press conference is determined, notification will be sent to the campus and the Board members.

Dr. Amador noted that the Board members had received information from David Viar regarding SB 6 and the fact that CCLC is opposing this legislation because it places more control of community colleges at the state level vs. giving control to the local elected governing boards. DeDe Alpert has published a Master Plan for K through graduate school. Even after a lot of work with CCLC staff and various advocacy groups, her staff seems unwilling to make the changes that we feel are necessary to be responsive to local communities through governing boards. Dr. Amador requested that President McMullen appoint a Board member to spearhead the opposition to this bill as it is a governance issue by the local Board. She will assist that person with materials or whatever else is needed. This bill would have the state board approve courses, which would infringe on local control of academic freedom and academic excellence and being able to respond to the local community. The state board is very political, and all of the members are appointed by the Governor.

Mr. McMullen appointed Dr. Nelson to spearhead the opposition to SB 6.

Dr. Amador reported that the system package on the budget that was put together by consultation says that it should be only \$75 million, instead of the Governor's proposal of January. Even the Chancellor has said that probably is not going to happen, but it is a starting point and a way of getting the attention of all the different groups. There was a survey of public opinion done as to how the public would react and how they view community colleges, because we did very well in the mid-year cuts. However, in the poll when it asks if money were to come from K-12, would they support community colleges, they would not. When asked if the money were to come from the UC or CSU, they would not. Even though they state that they support community colleges, they are not willing to support taking money from another educational entity.

It means we need to work on advocacy, which is why we are having the press conference and many other college districts are doing the same thing. We need to put the pressure on the Governor to make sure that we at least get the equitable share we deserve at the system level.

Dr. Amador reported that in terms of the process for developing the budget for 2003-04, the Strategic Planning Council met today. It was the first opportunity for SPC to see and hear all the options that are currently being placed on the table for budget reductions if we have to go that way. SPC saw the "big picture" of what is being proposed. Hopefully, we won't have to go through that process, but the reality at this point is that with what was put on the table today, even if the Board goes to a 3% reserve, we still would have to come up with \$2.9 million. We must continue to have advocacy at the state level. The vice presidents' councils will be going through the priority process before the April 29 and May 6 SPC meetings, because at that point, we will need to have some priorities ready for the Governor's May revise on May 15. At the same time, the Revenue Allocation Committee is going through their process, line by line, to be certain we have looked at all resources.

## CONSENT CALENDAR

H. **CONSENT CALENDAR** – There were no items on the Consent Calendar.

**Resumption of  
REGULAR AGENDA**

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

There were no items removed from the Consent Calendar.

**J. REPORTS FROM COLLEGE GROUPS**

**1. INFORMATION**

**Report of the Faculty Senate**

Chris Barkley gave the following report:

"The Senate decided to send out our ballots for the Senate elections via paper rather than our usual electronic voting because of the changeover in email service and our concern that some faculty might not be able to vote otherwise.

We approved Cathy Jain as the SDICCCA Internship Coordinator and are pleased that this position is again held by a faculty member.

We moved to recommend to SPC that the Learning Culture Task Force be chaired by a faculty member, perhaps the Faculty Senate President or designee and that this person bring forward to SPC a proposal for that task force, and I believe SPC has agreed to that.

We passed the following motions regarding prioritizing of budget cuts by SPC:

Palomar College is an organization of people. Therefore, the Faculty Senate asks that the District make a commitment to current employees and that every effort be made to retrain individuals for other positions if their current job is eliminated.

And, The Faculty Senate directs the Senate President and recommends to the other faculty representatives on SPC to identify all other potential budget cuts before resorting to budget cuts proposed by the various councils. We suggest that these cuts be prioritized to take place first and that we continue our efforts to minimize cuts to community colleges at the state level, and they are:

Carryover savings from midyear cuts for 02-03  
Reduction of reserve from 5% to 3%  
Savings realized from faculty SERP  
Savings realized from not replacing other retirees  
Savings identified by RAC as we go through our line-by-line identification of possible savings.

Only if the 2003-04 budget requires greater than the total of the above cuts should prioritized lists submitted by Councils be prioritized by SPC and possible layoffs affected.

We directed our Professional Procedures committee to generate a rough draft of procedures concerning Grants for the Senate's consideration before we bring them to SPC.

At the Senate the Faculty Service Awards were announced; since Maria Miller is not able to be here tonight, I will report to you that the faculty voted to award the Service awards to MaryAnn Drinan and Dave Forsyth. The plaques will be presented at Convocation in the fall. Maria asked me to tell you that she had no other report.

This is my last Board meeting. By your next meeting, there will be a new Senate President elected. I would like to say that I have enjoyed working with all of you, and I certainly don't envy you the difficult decisions that you will be facing to balance the budget in the coming meetings."

2. **INFORMATION**

**Report of the Palomar Faculty Federation**

Bill Bedford gave the following report: "Neither Mary Millet nor Mary Ann Drinan could be here, so I'm standing in. I'm Bill Bedford, part-time member of the executive board of the Federation. I'm not a full-time faculty so I'm sort of sitting in here anyway. However, I have been a full-time faculty member for 36 years. The Federation is pleased that the negotiating team is finally again getting some positive accomplishments. The Federation is pleased that there has been a change in meeting place for the Governing Board to Room D-10, where we are now. It's a bit chilly but can hold more people. Maybe if it's a bit chilly, we'll keep more on our toes. The Federation formally requests that the Governing Board meetings continue to be in D-10 during the continuation of the campus crisis."

3. **INFORMATION**

**Report of The Faculty** – There was no report.

4. **INFORMATION**

**Report of the Administrative Association**

Mollie Smith gave the following report: "I want to take this one last Board meeting to ask you to think about advocacy and your efforts toward advocacy for the budget. There are three weeks between here and the May revise. If you haven't written a letter to the editor or to one of your legislators, I would ask that you please take the time to do that. I have copies here of all the letters that have been written. Several of your colleagues have written letters. At this point, with three weeks, I have heard that it has been taking about two weeks for a letter to appear in the newspaper. Both the *North County Times* and *Union Tribune*, if those are the newspapers that you choose, have on-line format where you can put in your name and address and then just type in your content, and it goes directly to them. I hope that you'll write a letter or write one of your legislators."

5. **INFORMATION**

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

6. **INFORMATION**

**Report of the CCE/AFT**

Brian Engleman gave the following report: "We are happy to report that we are currently in the process of collecting nominations for our elections for new President, Vice President, Secretary, and Senior Grievance Officer. Additionally, as Dr. Amador mentioned, we began today in SPC looking at the initial proposals for dealing with the budget crisis, and we look forward to working constructively with the senior administration and other employee groups to address the budget crisis."

7. **INFORMATION**

**Report of the Associated Student Government**

Leo Melena gave the following report: "Working with the Governmental Affairs Committee and other organizations throughout the state of student organizations and student governments, we have been continuing our efforts on the state's legislature and Governor in advocacy for community college students and employees.

I'd like to send a special thanks out for the continual support of our efforts to the faculty here at Palomar as well as the staff and administration. Your help and insight have truly been an asset for the success of our efforts, and we will continue our efforts throughout the semester and, hopefully, the summer semester and fall as well.

I mentioned earlier that we are having our elections. They are being held throughout the week. Please send all students to the palomar.edu web site. They can just click there, and it will take them to the ballot. Please promote our ASG elections for the board next week."

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

The following persons addressed the Board at this time on the following subjects:

1. Roy Latas – Part-timer parity
2. Linda Dudik – A thank you
3. Chris Barkley – Confidence in the system

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

**M. NEW BUSINESS**

**1. APPROVE HOLIDAY SCHEDULE FOR 2003-2004**

MSC Chadwick, Nelson

The Governing Board hereby approves the following holiday schedule for 2003-2004:

Friday, July 4	Independence Day
Monday, September 1	Labor Day
Monday, November 10	Veterans' Day
Thursday, November 27	Thanksgiving Day
Friday, November 28	Local Holiday
Wednesday, December 24	(Admission Day)
Thursday, December 25	Christmas Day
Friday, December 26	Local Holiday
Monday, December 29	Added Board Holiday
Tuesday, December 30	Added Board Holiday
Wednesday, December 31	Local Holiday
Thursday, January 1	New Year's Day
Monday, January 19	Martin Luther King Day
Friday, February 13	Lincoln's Day
Monday, February 16	Washington's Day
Friday, March 19	Spring Holiday
Monday, May 31	Memorial Day

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

**2. RECEIVE BIDS FOR LIBRARY ELECTRICAL DISTRIBUTION INSTALLATION; DESIGNATE LOWEST RESPONSIVE BIDDER; APPROVE CONTRACT WITH SERVICE ELECTRICAL SYSTEMS, INC., SUBJECT TO RECEIPT OF BONDING AND INSURANCE**

MSC Jensen, Nelson

The Governing Board hereby receives the following bids that were submitted on April 14, 2003, at the 2:00 p.m. bid opening on the **library electrical distribution installation project** at the San Marcos campus:

1.	Service Electrical Systems, Inc., Poway, California	\$66,685.00
2.	Stars Electric, San Diego, California	\$78,400.00

The Governing Board hereby declares the bid of **Service Electrical Systems, Inc.**, of Poway, California, in the amount of \$66,685.00, to be the lowest responsive bid, and approves awarding a contract to said company for said amount, subject to receipt of all required bonding and insurance certificates. **Exhibit M-2**

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

3. **APPROVE THE ADDITION OF A PERMANENT LINE ITEM ON THE GOVERNING BOARD AGENDA, UNDER NEW BUSINESS, FOR ADDING NEW AGENDA ITEMS FOR CONSIDERATION AT THE NEXT GOVERNING BOARD MEETING**

MSC Jensen, Chadwick

The Governing Board hereby approves the addition of a permanent line item on its agenda, under new business, for **adding new agenda items** for consideration at its **next meeting**.

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

4. **APPROVE ADOPTION OF PUBLIC AGENCY RETIREMENT SYSTEM (PARS) TRUST, INCLUDING PARS SUPPLEMENTARY RETIREMENT PLAN (SRP) AS PART OF DISTRICT RETIREMENT PROGRAM**

MSC Jensen, Chadwick

**RESOLUTION NO. 02-20760**

**WHEREAS**, it is to be determined to be in the best fiscal interest of the Palomar Community College District and the full-time faculty to provide a **retirement incentive offer** to **eligible full-time faculty** who wish to voluntarily exercise their option to separate from District Service. This retirement incentive is for the **academic year ending June, 2003, only**.

**WHEREAS**, the District is eligible to be a member of the Public Agency Retirement System (PARS), which has made available a Supplementary Retirement Plan (SRP), a retirement incentive, supplementing STRS/PERS and qualifying under the relevant sections of the Internal Revenue Code, the California Government Code, and the Education Code;

**NOW THEREFORE, BE IT RESOLVED that:**

1. The Governing Board of the Palomar Community College District hereby adopts the **PARS Trust**, including a separate agency trust specific to the District and includes the **PARS Supplementary Retirement Plan (SRP)** for **full-time faculty**, as part of the **District Retirement Program**, effective April 23, 2003; and
2. In order for the District to reach stated fiscal goals, a **minimum number of twenty (20) full-time faculty must enroll in the retirement incentive plan**. **If the minimum number of twenty (20) is not reached, the District may withdraw the retirement incentive**. If the District withdraws the retirement incentive, resignations may be rescinded.
3. The Governing Board of the District hereby appoints the Assistant Superintendent/ Vice President, Human Resource Services, as the District's Plan Administrator for the Public Agency Retirement System; and
4. The District's Plan Administrator is hereby authorized to execute the PARS legal documents on behalf of the District and to take whatever additional actions are necessary to maintain the District's participation in PARS and to maintain PARS compliance of any relevant regulation issued or as may be issued; therefore, authorizing him/her to take whatever additional actions are required to administer the District's PARS plan(s).

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

STATE OF CALIFORNIA        )  
  )  
COUNTY OF SAN DIEGO     )

Dr. Sherrill L. Amador, the Secretary to the Governing Board of the Palomar Community College District of San Diego County, California, hereby certifies that the above foregoing resolution was duly and regularly adopted by said District at a regular meeting thereof held on April 22, 2003, and passed by a unanimous vote of said Board.

IN WITNESS WHEREOF I have hereunto set my hand and seal this 28<sup>th</sup> day of April, 2003.

\_\_\_\_\_  
Secretary to the Governing Board of the  
Palomar Community College District

Dr. Nelson asked to verify that this is not part of the contract, that it is an MOU outside of the contract, and that it will be offered only in this window of time. Dr. Miyamoto responded that this current supplemental retirement program was agreed to with the faculty union and the District for this particular academic year only. There is currently no agreement or pending agreement between the Palomar Faculty Federation and the District to enter into any SRP in the future.

**N. ADJOURNMENT OF REGULAR MEETING**

The regular meeting was adjourned at 8:11 p.m.

**O. WORKSHOP**

Educational and Facilities Master Plan (Master Plan 2022)

As the consultant was unable to be present, this portion of the agenda was postponed.

**P. CLOSED SESSION**

The Board recessed at 8:25 p.m. and went into Closed Session at 8:30 p.m., to discuss:

1. Conference regarding discussion with Unrepresented Employee, pursuant to Government Code 54957.6.
  - a. Evaluation of Superintendent/President

Closed Session ended at 9:11 p.m.

**Q. RECONVENE TO OPEN SESSION**

The meeting reconvened at 9:15 p.m. There was no reportable action.

**R. ADJOURNMENT**

The meeting was adjourned at 9:15 p.m.