



**GOVERNING BOARD AGENDA  
REGULAR MEETING, GOVERNING BOARD  
PALOMAR COMMUNITY COLLEGE DISTRICT**

**ROOM D-10**

**COLLEGE CAMPUS  
SAN MARCOS, CALIFORNIA**

**TUESDAY, MAY 13, 2003**

**6:00 P.M. (CLOSED SESSION) - 7:00 P.M. (OPEN SESSION)**

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

*The Open Session of the Board meets the second and fourth Tuesday of every month starting at 7:00 p.m. in the Governing Board Room of the Student Services Building on the Palomar College Campus in San Marcos, California, unless changed in advance by Board action. Anyone having an interest in documents on file should call the Governing Board's Executive Assistant in the President's Office on extension 2104.*

- A. Call to Order (6 p.m.) .....2
- B. Roll Call .....2
- BB. Closed Session.....2
- BBB. Open Session (7 p.m.).....2
- C. Approval of Minutes .....2
- D. Call for Removal of Items from or Changes to Agenda.....2
- E. Report of the Board President .....2
- F. Reports of the Governing Board Members .....2
- G. Report of the Superintendent/President.....2
- H. Consent Calendar .....3-7
- I. Action on Items Removed from Consent Calendar .....8
- J. Reports from College Groups .....8
- K. Comments from Other Individuals or Groups.....8
- L. Unfinished Business .....8
- M. New Business .....8-17
- N. Closed Session .....17
- O. Reconvene to Open Session .....17
- P. Adjournment .....17

**A. CALL MEETING TO ORDER**

**B. ROLL CALL**

Establishment of a Quorum

**BB. CLOSED SESSION**

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

**BBB. RECONVENE TO OPEN SESSION**

Pledge of Allegiance

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

The Governing Board hereby approves the Minutes of the Regular Meeting of April 22, 2003.

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

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

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

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

1. Results of Public Opinion Research – John Fairbank of Fairbank, Maslin, Maullin & Associates
2. Report of Vice President for Instruction
  - a. Update on CCCSAT Grant
3. Report of Vice President for Student Services
4. Report of Vice President for Finance and Administrative Services
  - a. Report on Unfunded Retiree Health Liability
5. Report of Vice President for Human Resource Services

**CONSENT CALENDAR**

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

**H. CONSENT CALENDAR**

**GIFTS**

**BUSINESS SERVICES**

**1. RECOMMENDATION: ACTION – REVIEW AND APPROVE PURCHASES MADE FOR PRIOR SIXTY DAYS**

The Governing Board hereby reviews and approves the following purchase transactions and contracts entered into on behalf of the Palomar Community College District. All of the following purchases are made against the 2002-2003 fiscal year budget.

Purchase Orders	0340567	through	0340636	\$ 482,802.95
Travel	0350115	through	0350119	\$ 976.00
Advertising/Increases	0360070	through	0360083	\$ 109,986.29
Employment Ads	0365015	through	0365018	\$ 6,483.70
Agreement/Services	0370512	through	0370547	\$ 156,605.30
Repairs	0375102	through	0375109	\$ 2,687.46
Procurement Card	Time Period: 03/23/03 - 04/22/03			\$ 69,986.17
Total				<u>\$ 829,527.87</u>

**GIFTS**

**2. RECOMMENDATION: ACTION – ACCEPT GIFTS**

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

- a. Miscellaneous manuals donated to the Automotive Technology program in 2002 by **Russell Gillis**, 2075 Nutmeg Street, Escondido, California 92026. Total cash value as estimated by donor is \$11,500.00.
- b. One box of “Little Bear” books donated to the Child Development Center by **Palomar College Bookstore, Follett 688**. Total cash value as estimated by donor is \$351.00.
- c. One 1957 Buick to be used as a “project car” for the R.O.P. Auto Body classes, donated by **Duane “Skip” Ylhainen, Ron’s Auto Body and Restorations**, 1604 La Mirada Drive, #107, San Marcos, California 92069. Total cash value as estimated by donor is \$2,500.00.
- d. Thirty new Dell computer monitors for use in the R.O.P. computer lab (B-8) donated by **San Diego Futures Foundation, Becky Stawiski, Executive Director**, P.O. Box 939011, San Diego, California 92193-9011. Total cash value as estimated by donor is \$4,800.00.

- e. Nursing reference books for use in the Nursing Education Department donated by **Paul and Elaine Jordan**, 1102 San Julian Drive, Lake San Marcos, California 92069. No cash value estimated by donor.
- f. Large photos (14), 30" x 40", "Atrocities to Walls," 1981, Artist: Russell Baldwin, donated to the Gallery collection by **Charles Koehler**, P.O. Box 2928, 316 Gemma Circle, Santa Rosa, California 95404. Total cash value as estimated by donor is \$3,000.00.

## PERSONNEL

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

The Governing Board hereby approves the **Personnel Actions** report, which includes hires and pay rate changes for **student employees** for the month of **April, 2003, and short-term employees** for the months of **May, 2003. Exhibit H-3**

### 4. RECOMMENDATION: ACTION – RATIFY ADMINISTRATIVE RECLASSIFICATION

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

- a. **Position:** **DIRECTOR, WORKFORCE AND COMMUNITY DEVELOPMENT**  
**Department:** Worksite Education  
**Name:** Teresa E. Safranek  
**Position #:** 5725      **New?:** No  
**Remarks:** Position was Manager, Worksite Education and Training, grade 50  
**Effective:** March 1, 2003  
**% of position:** 100%      **# of Mos:** 12  
**Sal Grade/Stp:** **68/1**      **Salary:** **\$6,200.31/month**  
**Account(s):** K-212100-356100-70100-1812510/100%  
**Note:** Position to be placed in the Director level of the Administrative Association

### 5. RECOMMENDATION: ACTION - RATIFY LEAVE OF ABSENCE

- a. The Governing Board hereby ratifies the recommendation of the Superintendent/President granting a **100% Maternity Leave of Absence without pay and with benefits**, effective April 30, 2003, through June 10, 2003, to **RENE ROBELIN**, Master Teacher II, Child Development Center.
- b. The Governing Board hereby ratifies the recommendation of the Superintendent/President granting a **12.5% Personal Leave of Absence without pay and with no effect on benefits**, effective June 23, 2003, through July 31, 2003, to **MOLLY L. COPELAND**, Teacher I, Child Development Center.

### 6. RECOMMENDATION: ACTION - TERMINATE WITH RE-EMPLOYMENT PREFERENCE

The Governing Board hereby terminates the employment of **Mr. Thomas N. Conte**, Accreditation Secretary, effective March 28, 2003, and directs that he be placed on a re-employment list until June 27, 2006, in accordance with Education Code Section 88195 and Board Policy CCE/AFT-14.

**7. INFORMATION: RETIREMENTS**

On behalf of the Governing Board of the Palomar Community College District, the following **retirements** have been accepted by Dr. Sherrill L. Amador, Superintendent/President, as authorized by the Governing Board, under **Group I** (receive the same fully employer-paid lifetime health benefits as provided to active employees and eligible dependents for life of the retiree) of the Retirement Health and Dental Plan approved by the Governing Board December 8, 1987:

- a. **FRANK A. MENDEZ**, Supervisor, Textbook Services, Bookstore, effective April 17, 2003.
- b. **LOIS B. MEYER**, Director, Fiscal Services, effective June 1, 2003.
- c. **LUCY L. AYALA**, Senior Library Media Technician, Library Media Center effective August 1, 2003.

**8. INFORMATION: RETIREMENTS**

On behalf of the Governing Board of the Palomar Community College District, the following **retirements** have been accepted by Dr. Sherrill L. Amador, Superintendent/President, as authorized by the Governing Board, under **Group II** (receive the employer-paid health benefits as provided to active employees and eligible dependents until the retiree has reached the age of 65, dental for life) of the Retirement Health and Dental Plan approved by the Governing Board December 8, 1987:

- a. **MICHAEL M. NORTON**, Director, Public Information, effective July 1, 2003.
- b. **NANCY S. RUSSELL**, Academic Department Assistant, Economics, History, and Political Science, effective July 1, 2003.

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

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

- a. **LISA P. DOW**, Instructional Support Assistant II, Nursing Education, effective March 29, 2003 (last day of employment 3/28/03).
- b. **TRACIE D. MONSEN**, Programmer Analyst, Information Services, effective May 8, 2003 (last day of employment 5/7/03).
- c. **SUE RAE CRAMER**, Employment Specialist, Human Resource Services, effective May 3, 2003 (last day of employment 5/2/03).
- d. **LISE S. TELSON**, Dean, Student Support Programs, effective June 7, 2003 (last day of employment 6/6/03).

**10. RECOMMENDATION: ACTION – RATIFY NEW ADMINISTRATIVE POSITION**

The Governing Board hereby ratifies the recommendation of the Superintendent/President regarding the approval of the following **new administrative position**:

a. Position: **DIRECTOR OF COMMUNICATIONS**  
Department: Advancement  
Position #: 6277 New?: Yes  
Sal Grade/Stp: 57/1 Salary: **\$4,726.14/month**  
% of position: 100% No Mos: 12  
Effective: July 1, 2003  
Account(s): A-212100212400671200000000/95%  
A-212100-212200-67120-0000000/5%  
Note: Position to be placed in the Classified Director level of the Administrative Association

**11. RECOMMENDATION: ACTION - RATIFY ADMINISTRATIVE EMPLOYMENT**

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

a. Name: **JAMES L. STONEY**  
Position: Chief of Police  
Department: Police Department  
Position #: 6274 New?: No  
Remarks: Replacement for Tom Plotts; promotion for Lieutenant Stoney; funded - Parking Fees.  
Sal Grade/Stp: **56/4** Salary: **\$5,347.05/month**  
% of Position: 100% # of Mos: 12  
Effective: May 14, 2003  
Account #(s): K-212100-543100-69500-1812070/100%

**12. RECOMMENDATION: ACTION – RATIFY PART-TIME FACULTY EMPLOYMENT**

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

**SPRING, 2003**

**COMPUTER SCIENCE & INFORMATION SYSTEMS**

De Rijke, Robert Computer Science & Information Systems \$37.01  
B.A., Economics  
2 + Years Experience

**COMMUNITY EDUCATION**

Gregory, Sharon Community Education – Creative Retirement \$37.01  
B.S., Foods and Nutrition  
2 + Years Experience

**ENGLISH AS A SECOND LANGUAGE**

Anderson, Graciela English As A Second Language (Non-Credit) \$40.71  
M.D., Medicine

**TRADES & INDUSTRY**

Marin, Robert	Drafting Technology A.S., Electronic Drafting and Design 6 + Years Experience	\$37.01
---------------	---	---------

**SUMMER, 2003**

**CHILD DEVELOPMENT**

Etienne, Barbara	Child Development B.S., Human Development M.S., Child Development & Early Childhood Education	\$38.24
------------------	--	---------

**COMMUNITY EDUCATION**

Mathson, Wendy	Community Education – Quilting B.A., Biology 2 + Years Experience	\$37.01
----------------	---	---------

**FALL, 2003**

**CHEMISTRY**

Owens, Jeffrey	Chemistry B.S., Creative Studies (Emphasis In Chemistry) Ph.D., Chemistry	\$40.71
----------------	---	---------

**LIFE SCIENCES**

Krown, Kevin	Biology B.S., Biological Sciences M.S., Agricultural Sciences Ph.D., Animal Physiology	\$40.71
--------------	---	---------

**FISCAL SERVICES**

**13. RECOMMENDATION: ACTION – AUTHORIZE DRAWING NEW WARRANTS**

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

Warrant # 76-083313 Dated 9/26/02 in the amount of \$51.90, to Erin Messersmith, Palomar College Human Resource Department. Void due to stale dating.

Warrant # 76-071908 Dated 2/28/02 in the amount of \$30.00, to Bridget Walls, P.O. Box 2861, Ramona, CA 92065. Void due to stale dating.

Warrant # 76-056297 Dated 9/13/01 in the amount of \$11.00, to Triat B. Tres, 2784 Flower Fields Way, Carlsbad, CA 92008. Void due to stale dating.

**CONTRACTS**

**14. RECOMMENDATION: ACTION - REVIEW AND APPROVE CONTRACTS AND AGREEMENTS MADE FOR PRIOR SIXTY DAYS**

The Governing Board hereby ratifies and approves all **contracts and agreements** for the period March 1, 2003, through April 30, 2003, and entered into on behalf of the Palomar Community College District, as detailed on **Exhibit H-14**.

**Resumption of  
REGULAR AGENDA**

**Administration of Oath of Office to James L. Stoney.**

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

**J. REPORTS FROM COLLEGE GROUPS**

1. **INFORMATION: Report of the Faculty Senate**
2. **INFORMATION: Report of the Palomar Faculty Federation**
3. **INFORMATION: Report of The Faculty**
4. **INFORMATION: Report of the Administrative Association**
5. **INFORMATION: Report of the Confidential and Supervisory Team**
6. **INFORMATION: Report of the CCE/AFT**
7. **INFORMATION: Report of the Associated Student Government**

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

1. **INFORMATION: Comments from Other Individuals or Groups**

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

**L. UNFINISHED BUSINESS**

**M. NEW BUSINESS**

1. **RECOMMENDATION: ACTION - APPROVE PRE-FUNDING LEVEL PLAN FOR RETIREE HEALTH LIABILITY**

Effective July 1, 2003, and for each fiscal year thereafter, the Governing Board hereby approves annual funding for the District's retiree health liability in the amount of Five Hundred Thousand Dollars (\$500,000.00) to be invested as provided by State law.  
**Exhibit M-1**

2. **RECOMMENDATION: ACTION – APPROVE RESOLUTION IN OPPOSITION TO SENATE BILL 6**

**WHEREAS**, The Governing Board of the Palomar Community College District is concerned about numerous provisions in Senate Bill 6 (Alpert) that would reconstitute the California community college system as a "public trust," revise and eliminate significant powers of local governing boards, and add state political leaders as voting members of the California Community College Board of Governors; and

**WHEREAS**, California Education Code states, "The work of the Board of Governors shall at all times be directed to maintaining and continuing, to the maximum degree permissible, local authority and control in the administration of California community colleges" is preeminent over all other governance provisions and must not be eliminated or downgraded; and

**WHEREAS**, The intent of Senate Bill 6 is to make local control "non-existent" on matters of articulation, representation before the Legislature, courses of instruction and programs, district performance, research and planning, general supervision, budget and allocation process, capital outlay programs, and standards for functioning within the system; and

**WHEREAS**, Senate Bill 6 proposes the creation of a "public trust" that would establish a Board of Governors similar to the Regents of the University of California or the California State University Board of Trustees;

**WHEREAS**, This "public trust" is a non-elected statewide body that would be in direct contradiction to the long-held principle of community college governance by locally elected representatives as mandated in the Education Code; and

**WHEREAS**, Senate Bill 6 proposes to add the Governor, Lieutenant Governor, Superintendent of Public Instruction, and the Speaker of the Assembly as voting members of the Board of Governors, further politicizing the governing board; and

**WHEREAS**, Approximately 2.9 million students are currently served by community colleges, 32,000 annually in the Palomar Community College District; and

**WHEREAS**, A new form of governance, centralized through the Board of Governors, would not adequately address the diverse needs of the various populations enrolled in the Palomar Community College District; and

**WHEREAS**, A new form of governance, centralized through the Board of Governors, would not adequately address the diverse needs of the various populations enrolled in community colleges throughout the State of California; and

**WHEREAS**, As locally elected trustees, we are knowledgeable about, and sensitive to, the diverse needs of our communities;

**NOW, THEREFORE, BE IT RESOLVED**, That the Governing Board of the Palomar Community College District hereby **opposes Senate Bill 6**, which diminishes local governance for community colleges and creates the potential for limiting the voices of the local citizens now served by locally elected governing boards.

3. **RECOMMENDATION: ACTION - APPROVE RESOLUTION OF APPRECIATION TO STUDENT TRUSTEE**

**BE IT RESOLVED**, That the members of the Governing Board of the Palomar Community College District do hereby express their **sincere appreciation** to **LEO MELENA**, who has served as President of the Associated Student Government and Student Trustee from January 14, 2003, through May 13, 2003, and who, throughout his tenure in office, has rendered outstanding service and provided responsible leadership, and who, as a result, has accomplished a great deal for the betterment of the students at Palomar College.

**4. RECOMMENDATION: ACTION – APPROVE RESOLUTION REQUESTING ANNUAL TEMPORARY TRANSFER OF FUNDS**

**WHEREAS**, the California Constitution, Article XVI, Section 6, and Education Code Section 85220 provide that the Treasurer of the County shall have the power and it shall be his duty to make such temporary transfer from the funds in his custody as may be necessary to provide funds for meeting the obligations incurred for maintenance purposes by any district whose funds are in his custody and are paid out solely through his office; such temporary transfer of funds shall be made only upon resolution adopted by the governing board of the County to make such temporary transfer; such temporary transfer of funds shall not exceed 85% of taxes accruing to the district, shall not be made prior to the first day of the fiscal year nor after the last Monday in April of the current fiscal year, and shall be replaced from the taxes accruing to such district before any other obligation of the district is met from such taxes; and

**WHEREAS**, on June 10, 2003, the Governing Board will:

[XXX] Adopt a tentative budget

[ ] Adopt its final budget

for this District for the fiscal year 2003-2004 pursuant to the provisions of the Education Code Sections 85000 et seq., and taxes accruing to the District for said fiscal year are estimated to be \$37,380,000 and 85% of said taxes is \$31,773,000; and

**WHEREAS**, taxes accrued to this District during the 2002-2003 fiscal year were \$35,609,498; and

**WHEREAS**, it is necessary to provide funds for meeting the obligations incurred for maintenance purposes by this District;

**AND NOW, THEREFORE, IT IS RESOLVED AND ORDERED**, pursuant to the provisions of the California Constitution, Article XVI, Section 6, and Education Code Section 85220 as follows:

1. The Board of Supervisors of the County of San Diego is requested to direct the Treasurer of the County of San Diego to make a temporary transfer from the funds in his custody to this District during the 2003-2004 fiscal year to meet obligations incurred for maintenance purposes in the amount of:
  - (a) \$ 5,401,410 for the period from July 1 until August 31 not to exceed 17% of the authorized limit.
  - (b) \$31,773,000 after August 31 but not to exceed a total of 85% of taxes accruing to the District. This amount represents the total available temporary transfer approved by the governing board for the 2003-2004 fiscal year inclusive of the 17% shown in (a) above.
2. If directed by the Board of Supervisors, funds will be transferred to this District by the Treasurer of the County of San Diego in sums as requested by the District Superintendent and certified by him/her to be necessary to provide funds for meeting the obligations incurred for maintenance purposes by the District not to exceed the maximum amount herein specified, provided the Treasurer determines that funds in his custody are available for such transfers.

3. The Clerk/Secretary of this Board is directed to file a copy of this resolution with the Board of Supervisors, the County Superintendent of Schools, the County Auditor and Controller, and the County Treasurer-Tax Collector.

**PASSED AND ADOPTED** by the Governing Board of the Palomar Community College District, County of San Diego, State of California, this 13<sup>th</sup> day of May, 2003, by the following vote:

AYES:  
NOES:  
ABSENT:

STATE OF CALIFORNIA )  
COUNTY OF SAN DIEGO )

I, Michele T. Nelson, Secretary of the Governing Board of the Palomar Community College District, County of San Diego, State of California, do hereby certify that the foregoing is a true copy of a resolution adopted by said Board at a meeting thereof, at the time and by the vote therein stated, which original resolution is on file in the office of said Board.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary of the Governing Board

**Exhibit M-4**

5. **RECOMMENDATION: ACTION - APPROVE INTRABUDGET TRANSFER AT FISCAL YEAR END**

The Governing Board of the Palomar Community College District hereby authorizes the Vice President for Finance and Administrative Services to make such **transfers** between the **undistributed reserve** and **any expenditure classification** of the budget of the District for the Fiscal Year 2002-2003 as are necessary to permit the payment of obligations of the District incurred during the fiscal year. **Exhibit M-5**

6. **RECOMMENDATION: ACTION – APPROVE BANK SIGNATURE AUTHORIZATIONS EFFECTIVE JUNE 1, 2003**

The Governing Board hereby authorizes the following to deposit/withdraw funds currently deposited in California Bank & Trust, San Marcos, California, for Palomar Community College Financial Aids, Federal Account, and for Palomar Community College Food Services Account:

Jerry R. Patton, Assistant Superintendent/Vice President,  
Finance and Administrative Services  
and  
Kiely Keane-Alt, Manager, Fiscal Operations.

The Governing Board authorizes the following to deposit/withdraw funds currently deposited to the Palomar Community College Transfer Account deposited in California Bank & Trust, San Marcos, California:

Jerry R. Patton, Assistant Superintendent/Vice President,  
Finance and Administrative Services  
or  
Kiely Keane-Alt, Manager, Fiscal Operations.

The Governing Board authorizes the following to deposit/withdraw funds currently deposited to the Palomar Community College Revolving Cash Fund in California Bank & Trust, San Marcos, California:

Jerry R. Patton, Assistant Superintendent/Vice President,  
Finance and Administrative Services

or

Kiely Keane-Alt, Manger, Fiscal Operations.

The Governing Board authorizes the following to deposit/withdraw funds currently deposited to the Associated Students of Palomar College in California Bank & Trust, San Marcos, California:

Jerry R. Patton, Assistant Superintendent/Vice President,  
Finance and Administrative Services

or

Kiely Keane-Alt, Manager, Fiscal Operations.

and

Amador Soto, President, Associated Student Government

or

Jasper Sabile, Vice President of State Affairs, Associated Student Government.

The Governing Board authorizes the following to deposit/withdraw funds deposited to the EOPS Emergency Loan Fund in California Bank & Trust, San Marcos, California:

Jerry R. Patton, Assistant Superintendent/Vice President,  
Finance and Administrative Services

and

Kiely Keane-Alt, Manager, Fiscal Operations.

The Governing Board authorizes the following to deposit/withdraw funds deposited to the Palomar Community College in the San Diego County Treasury:

Jerry R. Patton, Assistant Superintendent/Vice President,  
Finance and Administrative Services

and

Kiely Keane-Alt, Manager, Fiscal Operations.

The Governing Board authorizes two of the following to deposit/withdraw funds currently deposited to the Palomar College Payroll Account (automatic payroll deposit account) in California Bank & Trust, San Marcos, California:

Kiely Keane-Alt, Manager, Fiscal Operations  
Esperanza Flores, Manager, Payroll Services  
Janien A. Lau-Thompson, Payroll Assistant.

The Governing Board authorizes the following to deposit/withdraw funds deposited to the Palomar Community College, State of California--Cal Grants Account in California Bank & Trust, San Marcos, California:

Jerry R. Patton, Assistant Superintendent/Vice President,  
Finance and Administrative Services

and

Kiely Keane-Alt, Manager, Fiscal Operations.

The Governing Board authorizes the following to deposit/withdraw funds deposited to the Palomar Community College Payroll Electronic Funds Transfer Account for State Taxes in California Bank & Trust, San Marcos, California:

Esperanza Flores, Manager, Payroll Services,  
or  
Janien A. Lau-Thompson, Payroll Assistant,  
and  
Kiely Keane-Alt, Manager, Fiscal Operations.

The Governing Board authorizes the following to deposit/withdraw funds deposited to the Palomar College/Tenancies, Escondido Center in California Bank & Trust, San Marcos, California:

Jerry R. Patton, Assistant Superintendent/Vice President,  
Finance and Administrative Services and  
Kiely Keane-Alt, Manager, Fiscal Operations.

The Governing Board authorizes the following to deposit/withdraw funds deposited to the Palomar College Payroll Electronic Funds Transfer-Federal Taxes account in California Bank & Trust, San Marcos, California:

Kiely Keane-Alt, Manager Fiscal Operations,  
Esperanza Flores, Manager, Payroll Services,  
or  
Janien Lau-Thompson, Payroll Assistant.

**Exhibit M-6**

**7. RECOMMENDATION: ACTION - APPROVE SIGNATURES FOR COUNTY BUSINESS**

The Governing Board of the Palomar Community College District hereby approves that the following business procedures be authorized, effective June 1, 2003, through June 30, 2004:

Persons authorized, pursuant to the provisions of the Education Code Section 85232, to sign any and all school orders in the name of the District, drawn on the funds of the District:

Jerry R. Patton  
Kiely Keane-Alt.

Person authorized to receive mail from the Accounting Section of the San Diego County Office of Education:

Terri Wallace

**Exhibit M-7**

**8. RECOMMENDATION: ACTION – APPROVE RESOLUTION TO NAME CUSTODIAN OF REVOLVING CASH FUND**

**WHEREAS**, there is a need for a Revolving Cash Fund for Fiscal Operations of the District;

**THEREFORE, BE IT RESOLVED**, that the custodian of the **Revolving Cash Fund** in the amount of **\$25,000.00** in the **California Bank & Trust**, San Marcos, California, be **Kiely Keane-Alt, Manager, Fiscal Operations**; and

**BE IT FURTHER RESOLVED** that the Revolving Cash Fund has been established for the use of the Vice President, Administrative Services, and the Manager, Fiscal Operations, in securing or purchasing services and/or materials, and for otherwise authorized purposes, including prepayments and salary advances.

**PASSED AND ADOPTED** by the Governing Board on May 13, 2003, by the following vote:

AYES:  
NOES:  
ABSENT:

STATE OF CALIFORNIA    )  
  ) SS  
COUNTY OF SAN DIEGO   )

I, Michele T. Nelson, Secretary of the Governing Board, do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly passed and adopted by said Board at a regularly called and conducted meeting held on said date.

\_\_\_\_\_  
Secretary of the Governing Board  
**Exhibit M-8**

**9.    RECOMMENDATION: ACTION – ADOPT NOTICE OF PUBLIC HEARING FOR 2003-2004 ANNUAL FINANCIAL BUDGET REPORT (CFS-311)**

The Governing Board hereby approves that the proposed **2003-2004 Annual Financial and Budget Report** of the Palomar Community College District will be on display and available for public inspection on **Monday, September 1, 2003, through Friday, September 5, 2003, 8:00 a.m. to 5:00 p.m.**, in Fiscal Services, Room A-2, Administration Building, Palomar College, 1140 West Mission Road, San Marcos, California.

Further, the Governing Board of the Palomar Community College District will conduct a **Public Hearing on the Annual Financial and Budget Report at a meeting of the Governing Board on Tuesday, September 9, 2003, 7:00 p.m.**, Governing Board Room, Palomar College, 1140 West Mission Road, San Marcos, California. Said **Notice of Public Hearing is to be published by the North County Times on August 6, 7, or 8, 2003. Exhibit M-9**

**10.   RECOMMENDATION: ACTION – APPROVE REVISED BUDGETS**

The Governing Board of Palomar Community College District hereby approves the following **Revised Budgets** as of fiscal quarter ending March 31, 2003:

General Fund Palomar Unrestricted (11); General Fund State Unrestricted (11); General Fund Restricted (12); Special Debt Service Fund (29); Child Development Fund (33); Capital Outlay Projects Fund (41); Energy Conservation Fund (43); Escondido Center Tenancies (59); Post Retiree Benefit Fund (69); Associated Student Fund (71); Student Representation Fee Fund (72); Student Body Center Fee Fund (73); Student Financial Aid Fund (74); Scholarship and Loan Trust Fund (75).

Reports for each fund are included in the backup material to the Board. **Exhibit M-10**

**11.   RECOMMENDATION: ACTION – APPROVE BUDGET TRANSFERS FOR 3<sup>RD</sup> QUARTER**

The Governing Board of Palomar Community College District hereby approves **Budget Transfers** for the 3rd Quarter of Fiscal Year 2002-2003. This report is showing transfers made to the Revised Budget as of 12/31/2002. **Exhibit M-11**

12. **RECOMMENDATION: ACTION – APPROVE QUARTERLY FINANCIAL STATUS REPORT (CCFS-311Q)**

The Governing Board hereby approves the **California Community Colleges Quarterly Financial Status Report** (CCFS-311Q) for quarter ending March 31, 2003. **Exhibit M-12**

13. **RECOMMENDATION: ACTION – APPROVE QUARTERLY REPORT OF CFO REGARDING DISCLOSURE OF DISTRICT INVESTMENTS**

The Governing Board hereby approves the **Quarterly Report of Chief Financial Officer Regarding Disclosure of District Investments** as of March 31, 2003. **Exhibit M-13**

14. **RECOMMENDATION: ACTION - CONFIRM THE CLASSIFICATION OF RECORDS TO CLASS 3-DISPOSABLE AND AUTHORIZE DESTRUCTION THEREOF PURSUANT TO TITLE 5, § 59028 CALIFORNIA ADMINSTRATIVE CODE**

The Governing Board hereby approves the records identified in the backup memorandum hereto, the substance of which is incorporated by this reference, has been certified by the Director of Fiscal Services, as designee of the Superintendent of the District, as accurate in detail; and,

That the aforesaid **records** are hereby confirmed to be **Class 3-Disposable**, and may be **destroyed** in accordance with Title 5, Division 6, Chapter 10, § 59021 et seq. of the California Code of Regulations. **Exhibit M-14**

15. **RECOMMENDATION: ACTION - DECLARE MISCELLANEOUS COMPUTER EQUIPMENT SURPLUS AND OF INSUFFICIENT VALUE PURSUANT TO CALIFORNIA EDUCATION CODE SECTION 81452 (unanimous consent required)**

The Governing Board of the Palomar Community College District hereby declares the **computer equipment** identified in the attached memorandum, the terms of which are by this reference incorporated herein, as **surplus** and of **no value** to the District, in accordance with California Education Code Section 81452; and,

That the Governing Board hereby approves the **disposal** of the equipment at an approved **dump site** arranged in coordination with our Environmental Health & Safety/Facilities Planning department to assist with any hazardous waste issues. **Exhibit M-15**

16. **RECOMMENDATION: ACTION - DECLARE COMPUTER EQUIPMENT OF INSUFFICIENT VALUE AND NO LONGER USED FOR DISTRICT PURPOSES, AND TRANSFER EQUIPMENT TO REGIONAL OCCUPATIONAL PROGRAM (R.O.P.) COMPUTER REPAIR (unanimous consent required)**

The Governing Board of the Palomar Community College District hereby finds the following **computer equipment** no longer needed for District purposes, and of **insufficient value**, all in accordance with District Procedure 552; and, that the computer equipment described in the attached backup herein shall be **transferred** to the **Regional Occupational Program (R.O.P.) Computer Repair**, as provided in California Education Code Section 81450.5. **Exhibit M-16**

**17. RECOMMENDATION: ACTION – APPROVE CHANGE OF NAME ON TAX-SHELTERED ANNUITY PROVIDER FROM NORTHERN LIFE INSURANCE TO RELIA STAR LIFE INSURANCE COMPANY (ING)**

The Governing Board hereby approves an amended **tax-sheltered annuity** agreement changing the name of the annuity provider from Northern Life Insurance to **Relia Star Life Insurance Company (ING)** and authorizes the Vice President of Finance and Administrative Services to execute all documents required to carry out this action.

**18. RECOMMENDATION: ACTION - ACCEPT THE LIBRARY ELECTRICAL DISTRIBUTION INSTALLATION PROJECT AS FINAL AND COMPLETE, AUTHORIZE RELEASE OF BID SECURITY IN THIRTY-FIVE DAYS, RELEASE THE BONDS, AND RECORD NOTICE OF COMPLETION**

The Governing Board of the Palomar Community College District hereby accepts the **Library Electrical Distribution Installation Project** as performed on the San Marcos campus and in accordance with the bid awarded by the Palomar Community College District, on April 22, 2003, to Service Electrical Systems, Inc., (the "Contractor"), 12257 Old Pomerado Road, Poway, California 92064.

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 \$66,685.00; and all money due and owing to the Contractor, with the exception of the ten percent (10%) retention of \$6,668.50, (the "Retention") shall be paid, and following the expiration of thirty-five (35) calendar days from the date this action is recorded, the Retention shall be paid to the Contractor, providing no liens are filed within this period. The bid security posted by Service Electrical Systems, Inc., shall be returned to this Contractor and all other bonds be released, within the timeframe and in the manner as provided by law.

**19. RECOMMENDATION: ACTION - ACCEPT AND APPROVE CHANGE ORDER #5 FOR STUDENT UNION REMODEL PROJECT**

The Governing Board hereby accepts and approves Change Order #5 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 change order #5 is \$45,293.00. **Exhibit M-19**

**20. RECOMMENDATION: ACTION - GRANT PERMISSION FOR OFFSITE GRADING IN CONJUNCTION WITH VALLECITOS RIDGE, TSM 432 (FORECAST HOMES).**

The Governing Board hereby grants permission to **Forecast Homes** to enter upon District property adjacent to the entrance to Comet Circle at Borden Road, San Marcos, California to grade a portion of District land, more specifically described in the back-up information, on or about a proposed street easement to be dedicated at a future date to the City of San Marcos, for the purpose of **widening Borden Road to four (4) lanes, installing a traffic signal, a westbound left turn lane, and an eastbound right turn lane.** **Exhibit M-20**

**21. RECOMMENDATION: ACTION - ACCEPT INCREASE IN ALLOCATION FOR FISCAL YEAR 2002-2003 BUDGET FOR PALOMAR COLLEGE REGIONAL OCCUPATIONAL PROGRAM (R.O.P.)**

The Governing Board hereby accepts an **increase in funds** for the 2002-2003 Palomar College **R.O.P. allocation** from the budgeted amount of \$1,681,701.00, which was the original contract amount, to the final allocation of \$1,775,875.00 for an increase of **\$94,174.00**.

**22. RECOMMENDATION: ACTION – APPROVE AGENDA ITEMS FOR CONSIDERATION AT NEXT MEETING**

The Governing Board hereby approves the following item(s) to appear on the agenda of the May 27, 2003, meeting: \_\_\_\_\_ .

**N. CLOSED SESSION**

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

**O. RECONVENE TO OPEN SESSION**

**P. ADJOURNMENT**