



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

ROOM D-10

**COLLEGE CAMPUS
 SAN MARCOS, CALIFORNIA**

TUESDAY, MAY 27, 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 Call2
- BB. Closed Session.....2
- BBB. Open Session (7 p.m.).....2
- BBBB. Administration of Oath of Office to Student Trustee.....2
- C. Approval of Minutes2
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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.
5. Public Employee Performance Evaluation, pursuant to Government Code 54957.
 - a. Superintendent/President

BBB. RECONVENE TO OPEN SESSION

Pledge of Allegiance

BBBB. ADMINISTRATION OF OATH OF OFFICE TO STUDENT TRUSTEE

C. RECOMMENDATION: ACTION - APPROVAL OF MINUTES

The Governing Board hereby approves the Minutes of the Regular Meeting of May 13, 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. Palomar College Scrapbooks – Prepared by Kitty Grage – Mike Norton
2. Educational and Facilities Master Plan – Spencer and Hoskins
3. Report of Vice President for Instruction
 - a. CCCSAT Status Report
4. Report of Vice President for Student Services
5. Report of Vice President for Finance and Administrative Services
6. 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

PERSONNEL

1. RECOMMENDATION: ACTION - RATIFY RESIGNATIONS

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

- a. **RHONDA SUZANNE GAVIN**, Director, Extended Opportunity Programs and Services, effective July 1, 2003 (last day of employment 6/30/2003).
- b. **SHERILYN J. HARGRAVES**, Telecommunications Special Grant Project Director, Educational Television, effective May 24, 2003 (last day of employment 5/23/2003).
- c. **MOLLY L. SHARP**, Satellite and Television Broadcast Control Operator, Educational Television, effective May 16, 2003 (last day of employment 5/15/2003).
- d. **KATHERINE L. SYLVESTER**, Academic Evaluator/Advisor, Admissions and Records, effective June 7, 2003 (last day of employment 6/6/2003).
- e. **PAMELA D. PRETZ**, Senior Administrative Secretary, Student Support Programs, effective May 24, 2003 (last date of employment 5/23/2003).

2. INFORMATION: RETIREMENTS – GROUP I

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

- a. **ROY R. ARCHER**, Professor, Economics, History, and Political Science, effective May 24, 2003.
- b. **WAYNE P. ARMSTRONG**, Professor, Life Sciences, effective May 24, 2003.
- c. **DANIEL C. ARNSAN**, Professor/Librarian, Library Media Center, effective May 24, 2003.
- d. **NEIL E. BRUINGTON**, Professor, Graphic Communications, effective May 24, 2003.
- e. **ROBERT R. EBERT**, Professor, Life Sciences, effective May 24, 2003.
- f. **EDWIN A. GROSCHWITZ**, Professor, Chemistry, effective May 24, 2003.
- g. **ANN L. HANEY**, Professor, Behavioral Sciences, effective May 24, 2003.

- h. **STEPHEN M. KIRBY**, Professor, Trade and Industry, effective May 24, 2003.
- i. **DENNIS A. MARTINEK**, Professor, Business Education/Cooperative Education, effective May 24, 2003.
- j. **MARIO MENDEZ**, Professor, Physical Education, effective May 24, 2003.
- k. **BRIAN MICHAELSON**, Professor, Computer Science/Information Systems, effective May 24, 2003.
- l. **GEORGE D. PESACRETA**, Professor, Foreign Languages, effective May 24, 2003.
- m. **KATHY PINE**, Professor, Physical Education, effective May 24, 2003.
- n. **CYNTHIA J. POOLE**, Professor/Counselor, Counseling, Guidance, and Career Development, effective May 24, 2003.
- o. **JACK C. QUINTERO**, Professor, English, effective May 24, 2003.
- p. **GENE C. SAGER**, Professor, Behavioral Sciences, effective May 24, 2003.
- q. **PATRICIA F. SCHMIDT**, Professor, Nursing Education, effective May 24, 2003.
- r. **MARILYN M. SOUCHEK**, Professor, Behavioral Sciences, effective May 24, 2003.
- s. **JOE R. STANFORD**, Professor, Performing Arts, effective May 24, 2003.
- t. **BARBARA W. WILLIAMS**, Professor, Behavioral Sciences, effective May 24, 2003.
- u. **PATRICIA A. WORRET**, Professor, Nursing Education, effective May 24, 2003.
- v. **DIANE G. LUTZ**, Assistant Superintendent/Vice President, Instruction, effective July 1, 2003.

3. INFORMATION: RETIREMENTS – GROUP II

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. **JAMES M. DANIELS**, Associate Professor, Mathematics, effective May 24, 2003.
- b. **MARY ANNE GIARDINA-RODGERS**, Professor, Child Development, effective May 24, 2003.
- c. **ANNE L. REISS**, Associate Professor, Trades and Industry, effective May 24, 2003.
- d. **JANET S. RIGHTMER**, Articulation Officer, Counseling, Guidance, and Career Development, effective May 24, 2003.

4. RECOMMENDATION: ACTION - RATIFY LEAVE OF ABSENCE

The Governing Board hereby ratifies the recommendation of the Superintendent/President granting a **100% Personal Leave of Absence without pay and without benefits**, effective August 22, 2003, through May 28, 2004, to **MARK E. WALKER**, Associate Professor, Mathematics.

5. RECOMMENDATION: ACTION – RATIFICATION OF AMENDMENT TO EMPLOYMENT AGREEMENT BETWEEN THE GOVERNING BOARD AND DR. SHERRILL L. AMADOR, SUPERINTENDENT/PRESIDENT

The Governing Board hereby ratifies the amendment to the employment agreement between the Governing Board and Dr. Sherrill L. Amador, Superintendent/President. The Board and the Superintendent/President hereby agree to the following terms and conditions:

1. This Amendment extends the current Employment Agreement between the Board and the Superintendent/President up to and including June 30, 2007, with the same terms and conditions as in the current Employment Agreement, except as specifically and expressly modified in this Amendment. This Amendment also acknowledges the action taken by the Board at an open meeting on June 11, 2002, to renew the current Employment Agreement and extending it through June 30, 2006.
2. For the 2003-2004 year only (July 1, 2003 – June 30, 2004), the possible annual increase of five percent (5%) in provision two (2) of the current Employment Agreement shall be adjusted to two and one-half percent (2.5%).
3. The date of June 30, 2005, in provision ten (10) of the current Employment Agreement is modified to June 30, 2004.

6. RECOMMENDATION: ACTION - RATIFY CLASSIFIED EMPLOYMENT

The Governing Board hereby ratifies the recommendation of the Superintendent/President regarding the **employment** of the following **classified employee(s)**:

- a. Name: **ELEANOR M. MASIELLO**
Position: Admissions and Enrollment Coordinator
Department: Admissions, Records, & Veterans' Services
Position #: 5469 New?: No
Remarks: Position reclass approved 3/11/03; replacement for Sandra Nanninga; promotion for Ms. Masiello.
Sal Grade/Step: **25/7** Salary: **\$3,782.60/month**
% of Position: 100% # of Mos: 12
Effective: May 20, 2003
Account #(s): A-212200-422100-62100-0000000/100%

Resumption of REGULAR AGENDA

I. ACTION ON ITEMS REMOVED FROM CONSENT CALENDAR

J. REPORTS FROM COLLEGE GROUPS

1. **INFORMATION: Report of the Faculty Senate**

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

K. COMMENTS FROM OTHER INDIVIDUALS AND GROUPS

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

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

L. UNFINISHED BUSINESS

M. NEW BUSINESS

1. **INFORMATION: TENTATIVE BUDGET PREVIEW**

Jerry Patton will present a **preview** of the **FY 2003-04 tentative budget** that will be presented for adoption at the June 10, 2003, Governing Board meeting. **Exhibit M-1**

2. **INFORMATION: FIRST READING – PROPOSED DELETION OF BP 403.2 – ENROLLMENT FEE WAIVER**

At the next meeting, there will be a recommendation on the agenda that the Governing Board **delete BP 403.2 – Enrollment Fee Waiver**, which reads as follows:

BP 403.2

Enrollment Fee Waiver (85-11299, 94-16817, 97-18584)

The Governing Board of the Palomar Community College District shall, effective after July 1, 1986, exempt from the enrollment fee any private or public elementary or secondary school pupil admitted to Palomar College as a special part-time student for credit classes. The attendance of the student must be authorized by a letter of permission from the appropriate authorized individual at the school.

For purposes of this policy, a special part-time student is a student who registers in 12 units or less per semester at Palomar College. Credit for courses completed shall be at the college level but may be transferred back to the school district for fulfillment of graduation requirements. EC 72252, 76001; GB 6-10-86, GB 1-17-95, GB 10-14-97

3. **RECOMMENDATION: ACTION – APPROVE FIVE-YEAR CONSTRUCTION PLAN**

The Governing Board hereby approves the Palomar Community College District's **Five-Year Construction Plan**. **Exhibit M-3**

4. RECOMMENDATION: ACTION – APPROVE SPECIAL WORKSHOP MEETING TO CONDUCT BOARD’S SELF-EVALUATION

The Governing Board hereby approves a **special workshop meeting** to be held on **Saturday, June 14, 2003, 9 a.m., in SU-18**, for the purpose of conducting the **Board’s Self-Evaluation**.

5. RECOMMENDATION: ACTION – CANCEL JULY 22, 2003, GOVERNING BOARD MEETING

The Governing Board hereby **cancel**s the regularly scheduled **meeting of July 22, 2003**, so that members may plan vacations during that period.

6. RECOMMENDATION: ACTION – APPROVE AGREEMENT WITH CARPENTERS JOINT APPRENTICESHIP & TRAINING COMMITTEE FUND FOR SOUTHERN CALIFORNIA

The Governing Board hereby approves an agreement effective July 1, 2003, and terminating June 30, 2008, with the **Carpenters Joint Apprenticeship & Training Committee Fund for Southern California** to continue educational support for their Apprenticeship Programs. **Exhibit M-6**

7. RECOMMENDATION: ACTION – APPROVE AGREEMENT WITH ELECTRICAL TRAINING TRUST FOR SAN DIEGO AND IMPERIAL COUNTIES JOINT APPRENTICESHIP AND TRAINING COMMITTEE

The Governing Board hereby approves an agreement effective July 1, 2003, and terminating June 30, 2008, with the **Electrical Training Trust for San Diego and Imperial Counties Joint Apprenticeship and Training Committee** to continue educational support for their Apprenticeship Programs. **Exhibit M-7**

8. RECOMMENDATION: ACTION – APPROVE REDUCTION IN FORCE

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 eliminate the following positions, which are held by classified employees of the District, pursuant to Education Code Sections 88014, 88015, 88017, 88117, and 88127; CCE/AFT Handbook B.P.-15 Layoffs; and also Administrative Team Handbook B.P. Administration 26.D. Reduction in Force:

**EOP&S/CARE SUPERVISOR (ONE FTE)
EOP&S/CARE STAFF AIDE (ONE FTE)**

NOW, THEREFORE, BE IT RESOLVED, That the above-designated positions, numbers 00005551 and 00006081 shall be eliminated as of July 1, 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 notices to all affected employees.

ADOPTED, this 27th day of May, 2003, by the Governing Board of the Palomar Community College District.

_____/_____
Secretary to the Governing Board / Date

9. INFORMATION: ACCOUNTING OF COSTS TO SET UP ROOM D-10 FOR GOVERNING BOARD MEETINGS

- | | | |
|----|--|------------|
| a. | Purchase of new equipment
(mixer, microphone stands, cables, etc.) | \$1,168.01 |
| b. | Overtime for Media Equipment Technician
Hourly overtime rate: \$26.50/hr. | |
| | (1) April 22 | 92.75 |
| | (2) May 13 | 159.00 |

10. DISCUSSION ITEMS

- a. Request for forensic audit
- b. Potential cost and/or savings on an administrative and classified SERP

11. 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 June 10, 2003, meeting: _____

N. CLOSED SESSION

- 1. Public Employee Discipline/Dismissal/Release, pursuant to Government Code 54957.6.
- 2. Conference regarding negotiations with CCE/AFT, pursuant to Government Code Section 54957.6.
- 3. Conference regarding negotiations with PFF/AFT, pursuant to Government Code 54957.6.
- 4. Conference regarding discussion with Other Unrepresented Employees, pursuant to Government Code 54957.6.
- 5. Public Employee Performance Evaluation, pursuant to Government Code 54957.
 - a. Superintendent/President

O. RECONVENE TO OPEN SESSION

P. ADJOURNMENT