



**GOVERNING BOARD MINUTES**  
**REGULAR MEETING, GOVERNING BOARD**  
**PALOMAR COMMUNITY COLLEGE DISTRICT**  
**GOVERNING BOARD ROOM, STUDENT SERVICES CENTER**  
**COLLEGE CAMPUS**  
**SAN MARCOS, CALIFORNIA**  
**TUESDAY, JUNE 10, 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 6:01 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  
AMADOR SOTO, 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 6:04 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.
5. Public Employee Performance Evaluation, pursuant to Government Code 54957.
  - a. Superintendent/President

**BBB. RECONVENE TO OPEN SESSION**

The Board reconvened to open session at 7 p.m.

**STAFF PRESENT:**

Barbara Baldrige, Executive Assistant to Superintendent/Governing Board  
Ken Burns, Part-time Counseling Instructor  
Steve Spear, President, Faculty Senate; Professor, Earth Sciences  
Kathy Davis, Vice President, CCE/AFT; Information Services Support Specialist  
Mary Ann Drinan, Co-President, PFF; Associate Professor/Chair, Economics, History, and  
Political Science  
Jo Anne Giese, President, Confidential and Supervisory Team  
Mollie Smith, President, Administrative Association; Interim Director, Vocational Programs

**GUESTS:**

Pablo Garcia, Spencer and Hoskins  
Kelley Hudson-Maclsaac, Manager, Environmental Health and Safety/Facilities Planning  
Herman Lee, Director, Enrollment Services  
Mark Vernoy, Dean, Human Arts and Sciences

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.

President McMullen made the following announcement: The Board took action in closed session to terminate a probationary classified employee #000229010, in the classification of Instructional Computer Lab Technician, effective June 11, 2003.

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 Jensen, Chadwick

The Governing Board hereby approves the Minutes of the Regular Meeting of May 27, 2003, with the following correction: Page 8, second paragraph, second sentence should read: Ms. Lutz responded that only one management person had been laid off, and we have had discussion with the Chancellor's Office that they may want that position reinstated.

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

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

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

Mr. McMullen stated that he noticed that there are several large documents scheduled for approval on tonight's agenda. He stated that the Board understands that hundreds of thousands of hours went into the preparation of these documents and is appreciative of that. He stated that the Board realizes it takes a combined effort and a lot of due diligence to get us to this point.

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

Ms. Chadwick stated that she has been out meeting and greeting as usual. She recently toured the Police area and listened to their program description. She was very impressed with the kinds of things they are doing – very professional. She stated that she is very enthusiastic about it. She is interested in hearing more about relocating the Police to the campus. In the Master Plan, that does eventually happen. She stated that she was surprised to learn about the amount of graffiti that we are trying to cope with on campus and the kinds of things that are occurring in terms of trying to negate that. She is more confident now about how this can be managed. Overall, she thinks the Police Department and their efforts are very good, and she is very happy to see their professionalism. She reported that we should be proud of that group. The amount of crime statistics reflect the effectiveness of that group.

Ms. Chadwick reported that she also attended the Paramedics' graduation and felt it was very impressive.

Ms. Chadwick stated that one of the most amazing events she attended was the Woodworking annual recognition dinner and awards. She was pleased to be able to attend the entire program, which was very impressive. She will be going to the San Diego County Fair on July 4 and will look at all the students' entries to see how they are judged, because there was some superb work in this group.

She appreciates the opportunity to make these visits.

Mr. Evilsizer stated that we must remain ever vigilant with the state budget discussions that are taking place in Sacramento. He encouraged everyone with an internet hookup to visit the [keepthedoorsopen.org](http://keepthedoorsopen.org) website. They continuously publish updates on the budget and some of the events that are occurring throughout the state where advocates can get together in numbers to do some positive political action. Tomorrow at Glendale Community College, between 11 a.m. and 1 p.m., there will be a "Keep the Doors Open" session here in southern California. He encouraged attendance at this session. He noted we must be ever vigilant and be continuously sending e-mails, making phone calls, sending faxes, and writing letters to the editor. It's not over yet. We don't know where the student fees are going to wind up. He has heard \$15 and \$18. The Senate and the Assembly have different positions on student fee increases. He suggested we keep advocating for the lower fees.

Mr. Evilsizer stated that he, too, attended the Woodworking programs graduation and was equally amazed at the talent, creativity, workmanship, and the pride that students have in working with the natural woods. He discovered during this that Palomar College has a national reputation in this area and even is internationally known. He also looks forward to attending the San Diego County Fair and looking at all of our students' arts, writings, woodwork, and whatever else we have on display.

Mr. Evilsizer reported that he is going to be participating in a ride-along with Officer Herritt. He expressed his appreciation to the Police Department for taking the time to educate him on some of the things that they do.

Dr. Nelson commended those on our staff who participated in the preparation of the documents that are coming before the Board tonight for approval. She also noted that Board members had received an infomercial from retired presidents who are willing to come on campus and prepare the educational master plan for a fee. She stated that she is proud to note that we did it ourselves.

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

1. Presentation of Final Draft of Master Plan 2022 - Facilities Chapters

Dr. Amador reported that there are a group of chapters that directly relate to the facilities being presented for approval tonight. The Board has seen most of the diagrams before. There are some updates from the last Board meeting. Chapter 4 was previously approved. The only narrative the Board has not seen, but they have seen all of the studies in two different Board meetings, was on the growth, the flow, participation rate, and SANDAG growth projection figures. All of that work has culminated in what we are designing and the priorities of those three sheets that were sent to the Board as part of their packet. Dr. Amador apologized for the lateness of the delivery of the documents to Board members' homes this morning. It was unavoidable as Spencer and Hoskins did not finish sending them to us until 12:29 p.m. on Monday, June 9. Then, our Graphics Department had difficulty with their color printer and was unable to provide the Board's copies until after 5 p.m. Consequently, we were unable to send an employee to each of the Board members' homes until this morning. Dr. Amador assured the Board members that there is nothing new in there. It is basically the narrative and pictures that will make it attractive. After the Board approves it, their comments will be taken by the staff and it will be put together as a published document. After it is together, we will edit and make sure that everything flows, speaks of one voice, that all the statistics are absolutely correct, and that every single page makes sense. Dr. Amador commended Mark Vernoy, Doug Key, and Nancy Galli, the chairs of the task force that started this process 1½ years ago, working with Spencer and Hoskins. The task force did an excellent job of analyzing our situation. Michelle Barton provided a lot of the statistics, and the group went over and over it again. Periodic reports have been given to the Board during this 1½ year process.

Pablo Garcia presented the final draft of the facilities chapters of the District's Educational and Facilities Master Plan 2022. He stressed that this has been a collaborative effort.

At the conclusion of his presentation, the following recommendations were made:

- Relocate the maintenance and operations facilities away from the front of the campus. It was noted that this relocation is planned for the year 2017.
- We need to see a discussion of the edge conditions of the campus as there are so many different land uses and opportunities, particularly when we have in our project the use of additional land that must be acquired. This also relates to the northern edge, particularly with the residential areas.
- Research the historical significance of structures and include a paragraph about them.
- Add a paragraph about the arboretum.
- Mention should be made about the consideration of building a parking structure at some time in the future; for example, near the theatre. We might be able to get some developers to work on that with us.
- Add the ASF and GSF on each of the buildings.
- In the linkage chapter where WSCH are listed, they should be grouped by academic program area so there is some meaning.
- Label the sheets that they are "Projected, describing ----."

- Take the schedules where the information is compiled about the capacity requirements, academic program projections, etc., and increase the font size as they are difficult to read.
- Add a summary of conclusions.

Mr. Evilsizer again brought up the subject of student housing. Affordable housing is a problem now and may be for some time to come. He stated that he knows that in California, community colleges are seen as commuter campuses. He asked if we are short-sighting our students and not considering some of those options 20 years from now. He asked if affordable housing is a possibility and do students even want it. He stated that the few students he talked to sounded interested in it. He asked Mr. Soto if we had polled the student population. Mr. Soto responded that he had asked his board. Some responded "yes" if it would be affordable; others say "no" because it's a community college and they just want to be here, get out of here, and go to a four-year college. Ms. Chadwick and Mr. Evilsizer asked if foreign students wouldn't need housing. Mr. Soto responded that international students already have housing with host families. Mr. McMullen noted that we would not want to isolate them together as part of their purpose in being here is to learn the language. Mr. Garcia noted that the statement in his handout was written by someone who has had extensive dealings with campus housing. **(Exhibit G-1)** Mr. Evilsizer noted that he doesn't know whether or not our community would be receptive to paying for student housing. He feels it is something that is worthy of research and discussion.

Dr. Amador reported that she and Mr. Patton had discussed where the student residences are in community colleges, and that is in the more remote areas. Frequently, they house the athletes who are recruited from outside the area. Mr. Evilsizer stated that we could put in guidelines that would limit the number of units that would be available to athletes. Dr. Amador suggested putting a discussion of this subject in the chapter on the future facilities. We could consider this, probably in the north where there would be more land or the small piece of land that is parking lot 14. Mr. Evilsizer suggested we communicate with the City of San Marcos staff as to their future plans to see if they have some ideas about land availability that might accommodate low-cost housing, whether it's for students or citizens of San Marcos.

Mr. Patton reported that the last two institutions he came from had residence halls, one of which was a community college and the other a four-year university. One thing we might consider is a joint venture. The CSU system has contracted out their residence halls, the construction as well as the operation. That relieves a tremendous burden from the college. Mr. Patton stated that, across Mission behind the Sprinter station, a developer wants to build housing for students of Palomar and CSUSM.

Dr. Amador suggested that consideration be given to erecting a building in the area currently occupied by parking lot 14 on Mission Road. Such a building could be leased out to a company and provide a revenue source for the College.

## 2. Report of Vice President for Instruction

### Dr. Dennis O'Neil Wins Award

Diane Lutz announced that Dr. Dennis O'Neil has won the *Scientific American* Best of Web Award. He was one of five Best Sites in the World in the Anthropology/Paleontology category and one of the 50 overall best scientific web sites available anywhere. **(Exhibit G-2)**

a. Reorganization of Instructional Division

Ms. Lutz distributed copies of the chart indicating the reorganization of Instruction that will become effective July 1. She discussed each of the changes in detail. **(Exhibit G-2a)**

3. Report of Vice President for Student Services

Bruce Bishop Certified as Master Advisor

Joe Madrigal reported that Bruce Bishop, Director of Student Affairs, attended the American Student Association of Community Colleges Advisors Conference in Portland, Oregon, June 5-8. During this conference he completed all of the necessary requirements to receive a certification as a Master Advisor from the National Center for Leadership Development. This culminates a three-year program for Bruce and certifies him as only one of six certified Master Advisors in the country.

a. Reorganization of Student Services Division

Mr. Madrigal distributed copies of the chart indicating the reorganization of Student Services that will become effective July 1. He discussed each of the changes in detail. **(Exhibit G-3a)**

Dr. Ken Burns addressed the Board at this time on this subject.

4. Report of Vice President for Finance and Administrative Services

a. 2003-04 Tentative Budget Presentation

Jerry Patton gave a PowerPoint presentation of the 2003-04 Tentative Budget, which would be voted upon later in the meeting. Dr. Amador added that there has been a concerted effort by the entire staff to spend only that which is absolutely necessary. Because of that, we have been able to mitigate what could have been some major problems, and curtailing expenditures did it. All of Mr. Patton's presentations are on the web site.

Mr. Evilsizer asked what positions fell under the Partnership for Excellence funding. Mr. Patton responded that there are both faculty and classified positions under this funding. Mr. Evilsizer stated that with the work of the various committees, the RAC, and the department heads, no staff and no faculty positions are being cut as a result of the cut in PFE funds. Dr. Amador noted that nine management positions have been eliminated, and there are many vacant positions. Mr. Evilsizer stated that this is not a good situation, and he does not like the precedent that it establishes; but with the hardships that are taking place, we are doing the best we can.

Mr. Evilsizer asked if the revenue forecasts for the summer session have been considered in the tentative budget. Mr. Patton responded affirmatively. Herman Lee stated that he is projecting the summer session enrollment will be about the same as last year.

Mr. Evilsizer asked if the reserve was back to 3%. Mr. Patton responded affirmatively.

Dr. Nelson asked what the hostile takeover of PeopleSoft by Oracle may mean to Palomar College. Mr. Patton reported that he has been watching it very carefully and will stay on top of it until we know.

5. Report of Vice President for Human Resource Services – There was none.

<b>C O N S E N T   C A L E N D A R</b>
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**H.      CONSENT CALENDAR**

**BUSINESS SERVICES**

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

MSC    Chadwick, Nelson

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	0340637	through	0340713	\$ 213,869.52
Travel	0350120	through	0350123	\$ 1,059.50
Advertising/Increases	0360084	through	0360093	\$ 19,909.06
Agreement/Services	0370548	through	0370600	\$ 229,068.24
Repairs	0375110	through	0375119	\$ 6,698.92
Utilities	0395097	through	0395097	\$ 650.00
Procurement Card	Time Period: 04/23/03 - 05/22/03			\$ 97,839.26
				Total <u>\$ 569,094.50</u>

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

**GIFTS**

2.      **ACCEPT GIFTS**

MSC    Chadwick, Nelson

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

- a.      Two Ace Starter/Alternator Testers for instructional testing of Alt/Starters in the Diesel Technology program, donated by **North County Rebuilder**, 1960 West Mission Road, #8, Escondido, California 92029. Total cash value as estimated by donor is \$4,000.00.
- b.      Installation of computer network cabling in EC-706; cable, connectors, and labor to enhance functionality of Cisco router lab by completing connectivity between student lab workstations and lab routers, donated by **Konna Communications, Inc.**, 383 N. Hale Avenue, Escondido, California 92029. Total cash value as estimated by donor is \$6,420.39.

- c. Mat cutter and two oval and circle mat cutters, large paper cutter (table model), miscellaneous picture framing supplies for use in the Art Department, donated by **John Giuliano**, 6540 Camino Del Parque, Carlsbad, California 92009. Total cash value as estimated by donor is \$2,400.00.
- d. Doll house and Little Tikes Slide for use at the Child Development Center, donated by **Eric Tague**, 399 Palmac Street, San Marcos, California 92069. Total cash value as estimated by donor is \$50.00.

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

## PAYROLL

### 3. AUTHORIZE DRAWING NEW WARRANT

MSC Chadwick, Nelson

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

- a. Warrant # 77056472, Dated 9/9/02 in the amount of \$982.27, to Michael W. Garhartt, 29777 Windwood Ct., Temecula, California 92591. Void due to stale dating.

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

## FISCAL SERVICES

### 4. APPROVE REVOLVING CASH EXPENDITURES

MSC Chadwick, Nelson

The Governing Board hereby approves the **Revolving Cash Expenditures** for the month of May, 2003, as indicated on **Exhibit H-4**

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

**PERSONNEL**

**5. RATIFY ACADEMIC EMPLOYMENT**

MSC Chadwick, Nelson

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

a. Name: **ADELINA ACEVEDO**  
Degree: Equivalent to B.S., Dentistry  
Position: Assistant Professor  
Department: Dental Assisting  
Position #: 5996 New?: No  
Remarks: Replacement for Mary Perry  
Sal Rng/Stp: **B/1** Salary: **\$3,764.63/month**  
% of Position: 100% # of Mos: 10  
Effective: August 22, 2003  
Account #(s): A-111000-344200-12041-0000000/100%

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

**6. APPROVE PERSONNEL ACTIONS HISTORY**

MSC Chadwick, Nelson

The Governing Board hereby approves the **Personnel Actions** report, which includes hires and pay rate changes for **student employees** for the month of **May, 2003, and short-term employees** for the month of **June, 2003. Exhibit H-6**

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

**7. APPROVE CONTRACTS FOR EDUCATIONAL AND CLASSIFIED ADMINISTRATORS**

MSC Chadwick, Nelson

The Governing Board of the Palomar Community College District hereby approves **contracts** for the following **administrators** for the 2003-2004 fiscal year:

Ruth V. Barnaba	Coordinator, Tutoring Services Program
Patricia L. Barrett	Manager, Food Services
Michelle A. Barton	Director, Institutional Research & Planning
Norma M. Bean	Director, Extended Education
Americo Bianchi	Web Services Manager, Educational Television
Bruce E. Bishop	Director, Office of Student Affairs
Pamela L. Brown	Institutional Research Analyst
Theo Y. Brockett	Manager, Education Center, Palomar College Escondido Center
Angela M. Cerda	Fiscal Administrator, Educational Television
Philip J. Cerda	Broadcast Operations Manager, Educational Television
M. Jayne Conway	Director, Health Services
Michael D. Ellis	Director, Facilities
Lisa J. Faas	Digital Satellite Network Manager, Educational Television

Judith K. Fish	Director, Regional Occupational Programs
Esperanza Flores	Payroll Manager, Payroll Services
Katherine G. Gannett	Manager, Library Staff and Services, Library Media Center
Calvin One Deer Gavin	Director, GEAR UP/Federal Student Support Programs
Laura A. Gropen	Marketing Services Manager, Educational Television
Ronald R. Haines	Director, Disability Resource Center
Janet S. Hoffman	Manager, Education Center/Counselor
K. Hudson-Maclsaac	Manager, Facility Planning/Environmental Health and Safety
Kenneth P. Jay	Director, Business Services
Kiely D. Keane-Alt	Manager, Fiscal Operations, Fiscal Services
G. Patrick Larmer	Manager, Theatre Operations, Performing Arts
Herman Lee	Director, Enrollment Services
Scott R. McClure	Manager, Systems and Programming, Information Systems
Tom Medel	Manager, Education Center, Poway/Mt. Carmel
Dr. George Mozes	Director, Library Media Center and Educational Television
Yasue O'Neill	Coordinator, International Education, Admissions, Records, and Veterans' Services
Wilma G. Owens	Dean, Career and Technical and Extended Education
Tom B. Plotts	Director, Public Safety Programs
Dr. Michael D. Rourke	Dean, Mathematics and the Natural and Health Sciences
Teresa E. Safranek	Manager, Workforce and Community Development
Mary S. San Agustin	Director, Financial Aid and Scholarships
Dr. Lorie A. Sousa	Institutional Research Analyst
Anne K. Stadler	Non-Credit Matriculation Coordinator, English as a Second Language
James L. Stoney	Chief of Police, Palomar College Police Department
Michelle A. Taramasco	Client Services Manager, Educational Television
Brandi Y. Taveuveu	Budget Analyst, Fiscal Services
Jose I. Vargas	Manager, Network and Technical Services, Information Services
Diane M. Veach	Manager, Instruction Office
Dr. Mark W. Vernoy	Dean, Social and Behavioral Sciences
Dale K. Wallenius	Chief Advancement Officer/Executive Vice President of the Foundation
John F. Woods	Director, Athletics

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

**8. RATIFY LEAVE OF ABSENCE**

MSC Chadwick, Nelson

The Governing Board hereby ratifies the recommendation of the Superintendent/President granting a **10% Personal Leave of Absence without pay and with no effect on benefits**, effective June 23, 2003, through August 17, 2003, to **KELLY PATRICK**, Library Media Technician II, Library Media Center.

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

**9. RATIFY RESIGNATIONS**

MSC Chadwick, Nelson

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

- a. **LYUDMILLA GILANIAN**, Instructional Support Assistant I, Reading Services, effective May 23, 2003 (last day of employment 5/22/2003).
- b. **CARLA B. BOYD**, Instructional Support Assistant III, Disabled Student Programs and Services, effective July 1, 2003 (last day of employment 6/30/2003).
- c. **ASHLEY G. GUARAGNA**, Assistant Professor, Art, effective May 23, 2003 (last day of employment 5/22/2003).
- d. **ROSE E. GOLDEN**, Staff Assistant, Equal Opportunity Programs and Services, effective July 1, 2003 (last day of employment 6/30/2003)
- e. **MARK A. MENALDO**, Instructional Support Assistant I, Foreign Languages, effective July 1, 2003 (last day of employment 6/30/2003).

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

**10. APPROVE CONTRACTS FOR ASSISTANT SUPERINTENDENTS/VICE PRESIDENTS**

MSC Chadwick, Nelson

The Governing Board of the Palomar Community College District hereby approves **contracts** for the following **Assistant Superintendents/Vice Presidents** effective July 1, 2003, through June 30, 2005:

Joseph L. Madrigal  
Assistant Superintendent/Vice President for Student Services

Dr. Jack Miyamoto  
Assistant Superintendent/Vice President for Human Resource Services

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

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

**11. GRANT EQUIVALENCY FOR DISCIPLINES**

MSC Chadwick, Nelson

Upon the recommendation of the Faculty Senate Equivalency Committee, the Governing Board hereby grants the following individuals **equivalency to minimum qualifications** for the disciplines listed:

Augrista Belford – Physical Education  
Veronica Moore – Child Development  
Alfred Parker – Public Safety  
Andre Sanz - Counseling

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

**12. RATIFY PART-TIME FACULTY EMPLOYMENT**

MSC Chadwick, Nelson

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 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:

**SUMMER, 2003**

**CHILD DEVELOPMENT**

Moore, Veronica	Child Development B.Ph., Philosophy M.A., Education	\$38.24
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**COUNSELING**

Sanz, Andre	Counseling B.A., English M.A., Education (Pending)	\$37.01
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**PHYSICAL EDUCATION**

Belford, Augrista	Physical Education B.A., Psychology M.S., Physical Education (Pending)	\$37.01
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Halda, Mark	Physical Education B.A., Physical Education California Community Colleges Limited Services Credential – Physical Education	\$37.01
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**PUBLIC SAFETY**

Parker, Alfred	Administration of Justice Coursework and 6+ years experience in the Public Safety discipline	\$37.01
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Blumberg, Daniel	Administration of Justice M.A., Psychology Ph.D., Psychology	\$40.71
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Whelan, Margaret	Administration of Justice A.A., Nursing B.S.N., Nursing 2+ Years Experience	\$37.01
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**FALL, 2003**

**GRAPHIC COMMUNICATIONS**

Cornish, Randall	Graphic Communications B.A., Communications 2+ Years Experience	\$37.01
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**MATHEMATICS**

Jackson, Charles	Mathematics B.A., Communications B.S., Mathematics M.A., Natural Sciences and Mathematics	\$38.24
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**NURSING EDUCATION**

Meehan, Doris	Nursing B.S., Nursing 2 + Years Experience	\$37.01
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**TRADES AND INDUSTRY**

Larson, Glen	Diesel Mechanics Technology A.A., Diesel Technology 6+ Years Experience	\$37.01
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The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

**13. RATIFY CLASSIFIED EMPLOYMENT**

MSC Chadwick, Nelson

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

a.     Name:           **LUCINDA E. FISHER**  
       Position:       Systems Module Functional Specialist  
       Department:   Human Resource Services  
       Position #:    6114           New?:           No  
       Remarks:     Replacement for Cheryl Santa Cruz  
       Sal Grade/Step: **39/1**           Salary:         **\$4,243.78/month**  
       % of Position: 100%           # of Mos:       12  
       Effective:     June 9, 2003  
       Account #(s): A-212200-611100-66600-0000000/100%

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

**14. RATIFY EXTENSION TO ADMINISTRATOR POSITIONS**

MSC Chadwick, Nelson

The Governing Board hereby ratifies the recommendation of the Superintendent/President regarding the **extension** to the following **administrator positions**:

- a. **Position:** **INTERIM DEAN**  
Name: Lynda G. Halttunen  
Department: Counseling and Matriculation  
Position #: 5509 New?: No  
Remarks: Extend Interim Dean for Fall, 2003, Semester  
Sal Grade/Stp: 75/5 Salary: **\$8,976.49/month**  
% of position: 100% No Mos: 6  
Effective: July 1, 2003  
Account(s): A-123100-462100-63100-0000000/100%
- b. **Position:** **INTERIM DEAN**  
Name: Lee F. Kerckhove  
Department: Arts, Media, Business, and Computing Systems  
Position #: 5308 New?: No  
Remarks: Extend Interim Dean for Fall, 2003, Semester  
Sal Grade/Stp: 75/2 Salary: **\$7,742.10/month, plus  
\$1,200.00 annual stipend  
for Doctorate**  
% of position: 100% No Mos: 6  
Effective: July 1, 2003  
Account(s): A-123100-351100-60110-0000000/100%
- c. **Position:** **INTERIM DEAN**  
Name: Katheryn Garlow  
Department: Languages and Literature  
Position #: 5071 New?: No  
Remarks: Extend Interim Dean for Fall, 2003, Semester  
Sal Grade/Stp: 75/5 Salary: **\$8,976.49/month, plus  
\$1,200.00 annual stipend  
for Doctorate**  
% of position: 100% No Mos: 6  
Effective: July 1, 2003  
Account(s): A-123100-321100-60110-0000000/100%
- d. **Position:** **INTERIM DIRECTOR**  
Name: Mollie R. Smith  
Department: Occupational and Noncredit Programs  
Position #: 5227 New?: No  
Remarks: Extend Interim Director for Fall, 2003, Semester  
Sal Grade/Stp: 68/4 Salary: **\$7,188.82/month**  
% of position: 100% No Mos: 6  
Effective: July 1, 2003  
Account(s): A-123400-339100-60100-0000000/100%

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

## COMMUNITY SERVICES

### 15. APPROVE NEW COMMUNITY SERVICES CLASSES AND PROVIDERS

MSC Chadwick, Nelson

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

#### Fall, 2003

- a. Presenter: Linda Luisi  
Name of Class: Creating Your Own Business Logo  
Effective: Sept. 3, 2003  
Instructor Rate: Instructor receives 30% of gross  
Fee to Student: \$49  
Terms: Minimum of 15 students
- b. Presenter: David Draim  
Name of Class: Charcoal/Pastel Portrait Drawing  
Effective: Sept. 27- Oct. 18 2003  
Instructor Rate: Instructor receives 30% of gross  
Fee to Student: \$69  
Terms: Minimum of 15 students
- c. Presenter: Ellen Riley  
Name of Class: Renaissance "Jane Austin" Dancing  
Effective: Sept 3 - Oct 8, 2003  
Instructor Rate: Instructor receives 30% of gross  
Fee to Student: \$49  
Terms: Minimum of 15 students
- d. Presenter: Sue Rae Cramer  
Name of Class: How to Promote Your Restaurant Business with  
Demonstration Cooking Classes  
Effective: Sept 10, 2003  
Instructor Rate: No fee requested  
Fee to Student: \$25  
Terms: Minimum of 10 students
- e. Presenter: Mark Bloom  
Name of Class: Zen and the Art of Internet Shopping  
Effective: September 20, 2003  
Instructor Rate: Instructor receives 30% of gross  
Fee to Student: \$29  
Terms: Minimum of 15 students
- f. Presenter: Greg Hedgecock  
Name of Class: Dirt Bike Safety School  
Effective: August 30, 2003, ongoing  
Instructor Rate: Instructor receives 40% of gross  
Fee to Student: \$90  
Terms: Minimum of 6 students

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- g.      Presenter:                      Greg Hedgecock  
          Name of Class:                ATV Safety School  
          Effective:                    August 30, 2003, ongoing  
          Instructor Rate:             Instructor receives 40% of gross  
          Fee to Student:             \$90  
          Terms:                        Minimum of 6 students
- h.      Presenter:                      Greg Hedgecock  
          Name of Class:                Experienced Rider Motorcyclist Safety Course  
          Effective:                    July 5, 2003, ongoing  
          Instructor Rate:             Instructor receives 40% of gross  
          Fee to Student:             \$85  
          Terms:                        Minimum of 8 students
- i.      Presenter:                      Leslie Burton  
          Name of Class:                So You Want to Home School?!!  
          Effective:                    September 27, 2003  
          Instructor Rate:             Instructor receives 30% of gross  
          Fee to Student:             \$49  
          Terms:                        Minimum of 12 students
- j.      Presenter:                      Leslie Burton  
          Name of Class:                Actor's Workshop – the first steps  
          Effective:                    September 20 – Oct 4, 2003  
          Instructor Rate:             Instructor receives 30% of gross  
          Fee to Student:             \$129  
          Terms:                        Minimum of 12 students
- k.      Presenter:                      Andee Burgis  
          Name of Class:                Ropes Challenge Course for Cancer Survivors  
          Effective:                    September 27, 2003  
          Instructor Rate:             Instructor receives costs to cover rental of facilities,  
   insurance prep, equipment + salary for up to 3 staff =  
   \$2,500  
          Fee to Student:             \$175  
          Terms:                        Minimum of 20 students
- l.      Presenter:                      Crystal Neels  
          Name of Class:                The Power of Relationships  
          Effective:                    October 18, 2003  
          Instructor Rate:             Instructor receives 30% of gross  
          Fee to Student:             \$49  
          Terms:                        Minimum of 12 students
- m.      Presenter:                      John Hokkanen  
          Name of Class:                Secret of Finding and Funding Your Next Home Using  
   the Internet  
          Effective:                    September 13, 2003  
          Instructor Rate:             No Instructor fee  
          Fee to Student:             \$29  
          Terms:                        Minimum of 10 students



- v.       Presenter:               Garry Cohen  
          Name of Class:       Ceramics for Beginners  
          Effective:           September 15 – Oct. 20, 2003  
          Instructor Rate:     \$799.38  
          Fee to Student:      \$89  
          Terms:               Minimum of 15 students

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

<b>Resumption of REGULAR AGENDA</b>
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**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 – There was no report.

2.       **INFORMATION**

Report of the Palomar Faculty Federation

Mary Ann Drinan gave the following report:

I have a series of questions for the Governing Board as we're getting close to restarting mediation with David Hart. The last time I spoke to the Governing Board, you seemed surprised to learn that the Palomar Faculty Federation had earlier proposed productivity increases as they relate to class size. Thinking more about your surprise since our last meeting, I thought there might be other questions that you should be posing for yourself to determine whether you are getting appropriate and adequate information.

Number 1. First, have you been apprised of some of the jeopardies to which Mr. Currier may have exposed the District, and if not, why not?

Secondly, has the Board been apprised of the legality of regressive bargaining, and if not, why not?

Third, has management apprised the Board of other negotiations issues which may needlessly expose the District to problems with regard to state law, and if not, why not?

I assume that the Board takes this responsibility very seriously. You can certainly rely on the Palomar Faculty Federation to act in ways that is consistent with state law and can be open to (unintelligible) information regarding planning for the future. We ask hard questions of ourselves on the Palomar Faculty Federation executive board. And I hope that the Governing Board will do the same.

Dr. Nelson asked Dr. Miyamoto to respond regarding the regressive issue. He responded that regressive bargaining involves counter proposals that change the substance of a proposal, i.e., an offer is made for 3% and the next week you come back and say "you didn't take that, so now it's down to 2%." He stated that the District is confident in the issues they have talked about and put on the table that, although they have made some changes in them, they are not in violation of the law and are not taking part in any regressive bargaining. He stated that is not the Board's direction and obviously not the District's intent. It is the intent of the District to put accurate proposals on the table. Dr. Nelson noted that the Board had, in fact, talked about that.

Dr. Nelson asked Dr. Miyamoto to respond regarding the exposure in terms of the law. He responded that we ride the coattails of our counsel in terms of what is put on the table in terms of language and process, and we are confident that our legal advice sustains us throughout this. He stated that we are not doing anything that is against any collective bargaining statutes.

Mr. Evilsizer asked for more information about productivity increases proposed – is that the class size enrollment? Ms. Drinan responded that was the class size proposal. She stated that it didn't appear that it was brought to the Governing Board and that they were aware of that given the statements that Mr. McMullen had made about a month ago. She stated that they were concerned that the Board did not know that they had brought those forward at that time. She stated that they are really concerned about the regressive bargaining and believe that there is evidence of that, and the Public Employment Relations Board will be the one to officially judge that. She stated that the fact that they did issue a complaint is a step in a judgment that could possibly show support for the PFF because it is ratcheting it up to another level, and essentially it means that if, indeed, there is evidence to support this, then there is a serious issue here with regard to a violation of the EERA. Dr. Miyamoto added that our response to the complaint issued by PERB requesting information about the allegations that we're charged with puts us in a position where we have responded to that complaint in a worthwhile manner that alleviates us from that context. He added, however, PERB will be the harbinger of that. We have a hearing scheduled in August.

Mr. Soto asked if the proposal is to change the number of students per classroom from 40 to 45. Ms. Drinan stated that the District initially proposed 40 in some classes. She continued: "But, without discussion, they brought forth a proposal with 45 to 60 to maybe a hundred in some. So, what we did in that letter was just identify a few of the actual sections. It is 41 pages in length, and we didn't go through it in great detail in that letter. And some of the issues there, of course, would be that if, indeed, there are 45 students per class, depending on how many classes that you have with that number, can be an issue because that leads to a WSCH of around 675 student contact hours per week, which is, generally, you know, the Chancellor's Office says that if you have 525, you are really, you know, that's about as good as it gets. But with that proposal, it would be 675."

Dr. Amador responded, "When they speak of the 525, that is for the college-wide. Right now, our productivity is something like 470 or 475, so we are way below 525 college-wide." Mr. McMullen stated, "And, of course, you are extrapolating a number there because that doesn't take into account those courses that have a max set at 22 or 12 for nursing." Dr. Miyamoto commented, "As we discussed at the table, obviously, when some of these class maximums are posted at that rate, we understand that the facilities are not capable of handling multiple sections of that number. We have some classrooms that will hold large classes, and you may have a course max in a section that says 45 or 60, but you may have only one or two that are at that rate, all the rest are going to have to fit into a classroom of much less size determined by the classroom max. So just to look at that, extrapolate a number times the sections equals WSCH is not going to give you an accurate number."

Dr. Nelson commented that, based on this discussion, she feels quite confident that the Board has been informed at every step, and this is not new information to them in any way.

3. **INFORMATION**

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

4. **INFORMATION**

**Report of the Administrative Association**

Mollie Smith reported that the following persons will be serving on the executive board of the Administrative Association for the next two years, effective July 1:

Ken Jay	President
Norma Bean	Vice President
Laura Gropen	Secretary
Tom Medel	Classified Administrator Representative
Calvin One Deer Gavin	Educational Administrator Representative

5. **INFORMATION**

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

6. **INFORMATION**

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

7. **INFORMATION**

**Report of the Associated Student Government**

Amador Soto reported that the ASG attended the American Student Association of Community Colleges Leadership Conference, June 5-8, in Portland, Oregon. The conference was a great success. As usual, Palomar set the stage for excellence.

ASG is planning its annual retreat in the near future. Its primary focus is in introducing new members to the ASG and refreshing ASG values.

K. **COMMENTS FROM OTHER INDIVIDUALS OR GROUPS** – There were none.

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

**M. NEW BUSINESS**

**1. APPROVE PROPOSED DELETION OF BP 403.2 – ENROLLMENT FEE WAIVER**

MSC Jensen, Chadwick

The Governing Board hereby approves the **deletion of 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

Herman Lee explained the figures on **Exhibit M-1** which had been requested at the May 27 meeting. The figures were generated based on the number of minors in attendance, times the number of units, times the enrollment fee. He did not deduct for possible BOGW students. He expects there would be very few of those since most minors are dependent students and their income would be determined by their parents. In projecting for next year, he did not deduct for any possible attrition as a result of the increase in the enrollment fee. The attrition could occur in a number of ways. For example, a drop in head count. Since Palomar has students that are relatively better off than students in some other community colleges, he suspect the scenario that may occur is that the students would cut back on the number of classes they take, so that we would have more part-time students, which would, in effect, reduce our FTES.

The Vote was unanimous.

Student Trustee Advisory Vote: Aye

**2. APPROVE REDUCTION IN BOARD MEMBERS' MONTHLY STIPEND**

MSC Jensen, Nelson

MSC Nelson, Evilsizer to amend the motion to read as follows:

The Governing Board hereby approves a **reduction in their monthly stipend from \$420 to \$400 per month, effective July 1, 2003.**

Mr. Evilsizer stated that he thinks this is a good-faith gesture on the Board's behalf, that we're willing to pay into the pain a little bit here. It is not a lot of money, but every little bit adds up. He is proud that they have done this.

The Vote was unanimous.

Student Trustee Advisory Vote: Aye

**3. APPROVE FACILITIES CHAPTERS OF MASTER PLAN 2022**

MSC Nelson, Jensen

The Governing Board hereby approves the final draft of the **facilities chapters of the District's Educational and Facilities Master Plan 2022. Exhibit M-3**

Mr. Evilsizer stated that he had not had a chance to review the documents that had been delivered to his home this morning. As a result, he did not feel comfortable voting on something he has not had a chance to review. He stated that he did not think the Board should be asked to vote on things having received materials the very day unless it is an emergency item. He asked that they receive materials at least a week early so that they have time, where possible, to review and synthesize and digest the information.

Mr. McMullen stated that tonight's presentation was similar to that at the last meeting except for the four changes, although Mr. Garcia went through the entire process again. Ms. Chadwick stated that there were chapters with significant material in them and she agreed that they should have these kinds of things earlier, if possible. She stated that she had spent the whole day reading it. Dr. Amador commented that the consultant did not get the document to us until mid-day Monday, and then the printer was not working.

Mr. McMullen asked if it was possible to carry this over to the next meeting. Dr. Amador stated that, in order to get the final draft for staff to edit the first week in July, we need to act on it now as they need time to put it together. Then staff will need to edit it for clerical errors. Dr. Nelson noted that this will be driving some proposals that go to Sacramento, so we have a lot of deadlines that must be met; consequently, she felt we needed to go ahead and vote on it now because of special circumstances.

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

**4. APPROVE TENTATIVE BUDGET**

MSC Jensen, Nelson

The Governing Board hereby approves the **2003-2004 Tentative Budget** for the Palomar Community College District. **Exhibit M-4**

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

**5. APPROVE 2003-2004 GANN AMENDMENT LIMIT**

MSC Chadwick, Nelson

**RESOLUTION NO. 02-20765**

**WHEREAS**, In November of 1979, the California electorate did adopt Proposition 4, commonly called the Gann Amendment; and,

**WHEREAS**, The provisions of that amendment establish maximum appropriation limitations, commonly called "Gann Limits" for public agencies, including school districts; and

**WHEREAS**, The District must establish a Gann Limit for the 2003-2004 fiscal year in accordance with the provisions of the Gann Amendment and applicable statutory law;

**NOW, THEREFORE, BE IT RESOLVED**, That this Board does provide public notice that the attached calculations and documentation of the 2003-2004 Gann Limit are made in accord with applicable constitutional and statutory law and that this Board does hereby declare that the **appropriations in the 2003-2004 budget do not exceed the limitations imposed by the Gann Amendment**;

**AND BE IT FURTHER RESOLVED**, That the Superintendent/President provide copies of this resolution along with appropriate attachments to interested citizens of this District.

Attachment **Exhibit M-5**: California Community Colleges 2003-2004 Gann Limit Worksheet showing 2003-2004 Appropriations Limit of \$91,386,239 and a 2003-2004 Appropriations Subject to Limit of \$65,813,604.

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

**6. APPROVE FINAL PROJECT PROPOSAL – MULTIDISCIPLINARY BUILDING**

MSC Chadwick, Nelson

The Governing Board (“District”) hereby approves the **Final Project Proposal** (FPP) for the **Multidisciplinary Building** (“Project”) under the provisions of Title 5, California Code of Regulations, Section 527001.5 and following: Project plans and specifications shall be submitted to the Board of Governors of the California Community Colleges (“BOG”) for approval (Education Code Section 81837); and before the District awards a contract for construction of the Project, project funding shall be allocated through the State Public Works Board and BOG. **Exhibit M-6**

Ms. Chadwick noted that when she went over the space plan, there are faculty offices included, of course. She asked if, when that space was calculated, were the part-time faculty included in terms of the full-time FTEF. Kelly Hudson MacIsaac responded affirmatively.

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

**7. APPROVE CONFIDENTIAL AND SUPERVISORY TEAM HANDBOOK**

MSC Chadwick, Nelson

The Governing Board of the Palomar Community College District hereby **approves** the **Confidential and Supervisory Team Handbook**. **Exhibit M-7**

Ms. Chadwick asked how many employees this handbook covers. Jo Anne Giese responded that there are currently 35 employees in this category.

Dr. Miyamoto thanked the CAST group, with Jo Anne Giese’s help, for putting this handbook together. Donna Renner did yeoman’s work as we separated the groups. He stated that he thinks it is a much cleaner separation of management and much more in sync with usual and customary separation. He commended the group for their efforts.

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

**8. AGENDA ITEMS FOR CONSIDERATION AT NEXT MEETING**

There were none suggested.

**9. DISCUSSION: SERP**

Ms. Chadwick asked if at a prior meeting Dr. Miyamoto had agreed to provide figures of an amalgamation if all three employee groups were together offered a SERP. He responded that he had not agreed to do that; however, he had spoken to PARS about it. He asked them if they had run those numbers in aggregate, would they be different than they were separately. They responded that they would not be different. Ms. Chadwick asked for confirmation that the findings then, from Dr. Miyamoto's perspective, would be that only the faculty would support a SERP on its own, but the staff wouldn't on its own, neither would the classified. And even if you put them all together, they would not support. Dr. Miyamoto stated that they would not. He also stated that, in fact, when they looked at the numbers this week when they received the actual cost of the annuities, it was about \$100,000 a year more than the estimate. Mr. Patton stated that when PARS provided the estimate, they made some assumptions on what options the retirees would take based on prior SERPs in other colleges and K-12 districts. Our faculty took a different route on the options. The longer they spread those options out, which is what the case was, the higher the cost of the annuity. PARS had estimated that our costs on the annual SERP would be \$360,000. The actual bill that we received raises that to \$465,000 a year because of the selections the individuals took.

**N. CLOSED SESSION**

There was no need for an additional closed session.

**O. ADJOURNMENT**

The meeting was adjourned at 9:13 p.m.

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President

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Secretary