



**GOVERNING BOARD MINUTES  
REGULAR MEETING, GOVERNING BOARD  
PALOMAR COMMUNITY COLLEGE DISTRICT  
GOVERNING BOARD ROOM, STUDENT SERVICES CENTER  
COLLEGE CAMPUS  
SAN MARCOS, CALIFORNIA  
TUESDAY, JUNE 24, 2003, 7:00 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 7:00 p.m.

**B. ROLL CALL**

**TRUSTEES PRESENT:**

DARRELL L. McMULLEN, M.B.A., PRESIDENT  
RALPH G. JENSEN, B.A., VICE PRESIDENT  
MICHELE T. NELSON, PH.D., SECRETARY  
NANCY C. CHADWICK, M.S.W., M.P.A., TRUSTEE  
MARK R. EVILSIZER, M.A., TRUSTEE  
AMADOR SOTO, STUDENT TRUSTEE

**EXECUTIVE ADMINISTRATORS PRESENT:**

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

**STAFF PRESENT:**

Barbara Baldrige, Executive Assistant to Superintendent/Governing Board  
Kathy Davis, Vice President, CCE/AFT; Information Services Support Specialist  
Suzanne Gavin, Director, EOP&S  
Steve Spear, President, Faculty Senate; Professor, Earth Sciences  
Jenny Akins, Vice President, Confidential and Supervisory Team; Purchasing Supervisor  
Mary Millet, Co-President, PFF/AFT; Adjunct Faculty, English  
Mollie Smith, President, Administrative Association; Interim Director, Vocational Programs

**GUESTS:**

Others present are listed on the sign-in sheets.

**QUORUM ESTABLISHED**

Following the pledge of allegiance to the flag, Mr. McMullen declared a quorum present, and the meeting proceeded with the order of business.

A TAPED RECORD OF THE PROCEEDINGS OF THIS MEETING IS ON FILE IN THE PRESIDENT'S OFFICE FOR THIRTY DAYS OR UNTIL THE MINUTES OF THE MEETING HAVE BEEN APPROVED BY THE GOVERNING BOARD, WHICHEVER IS LONGER.

**C. APPROVAL OF MINUTES**

MSC Chadwick, Nelson

The Governing Board hereby approves the Minutes of the Regular Meeting of June 10, 2003.

The Governing Board hereby approves the Minutes of the Special Meeting of June 14, 2003.

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 – There was none.**

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

Mr. Soto reported that he had attended the Governing Board Workshop on Saturday, June 14. He stated that he saw this as a great opportunity to learn a little more of what a student trustee is. He also got to know the members of the Board a little bit better.

Mr. Jensen stated that if personal integrity and ethics are now considered to be childish, God bless the children.

Ms. Chadwick stated that she would not be able to attend the "Keep the Doors Open" rally in Sacramento tomorrow. She stated that it is apparent that the fragile bipartisanship that may have existed has suddenly had a setback because some of the compromise groups have fallen apart. Some people have gone away and are going around the state trying to drum up support for various positions. She thinks it is important, more than ever now, that we maintain this vigilance about letting our legislators know just how important higher education is and how its role in the state budget has to be protected. The stewardship that all of us have shown to date has been truly effective in the most important way, and that is the grass-roots efforts. She is hopeful that we can continue that because we are in the down stretch now – we are on the ten-yard line and we're on the third down. She asked that everyone keep up the good efforts. She applauded all for the efforts and stated she will be right in there with them.

Mr. Evilsizer stated that he had the fortunate privilege of riding along with Officer Brian Herritt last Saturday. He took him on a tour of the San Marcos campus and a ride out to the Escondido center. Mr. Evilsizer stated that it really educated him and enlightened him on the capabilities of our police department, which are quite phenomenal. They are not just a security force; they are a full-fledged police unit. They are very well equipped, very well trained, and they really do have their eyes and ears open to make sure that our facilities, our students, and our community in general are in safekeeping. He thanked Officer Herritt for that.

Mr. Evilsizer stated that each of the trustees may have received in the mail from the Community College League of California the publication, *League in Action*. He felt it was quite timely with three articles in particular. He stated that the CCLC has some programs that we may or may not be aware of which he shared with the Board at this time. First, they have a program that funds student housing projects at colleges. They have a financing authority that, so far, has raised bonds in the amount of \$1.3 billion. He stated that they are apparently Tax and Revenue Anticipation Notes (TRANS), and those are tax-exempt bonds that can be used as investments and might be worth looking into. Jerry Patton noted that we already utilize this program.

Mr. Evilsizer noted that another program the League advertised helps to finance campus projects, and under this particular header, they had a little bit on a lease revenue bonds program, which four districts in the state are utilizing to fund capital improvements, facilities renovation, some land purchases, and equipment and portable purchases. There is also for students a student health insurance program designed primarily for uninsured students or for students whose parents may have lost employment or something and don't have medical coverage anymore. For \$600 a year, they have full medical coverage that protects them against emergency events that may occur during the year.

Mr. Evilsizer noted that he had received a news release from Mr. Lee's office stating that our summer enrollment is up about 8.35%. Mr. Patton noted that our headcount is up, but our credit FTES is down, which means that we have a lot more students taking fewer classes than what we had last year. Diane Lutz noted that we are growing in the noncredit classes, and we deliberately did that because we are below cap in noncredit.

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

Mr. Patton, as Acting Superintendent/President, echoed Ms. Chadwick's comments about Lobby Day tomorrow. It is really important because we have lost our momentum. Today, the Senate met and voted down the Conference Committee's budget, which we thought was great. The Assembly will meet Thursday and will take a vote. It is very important that we keep up the advocacy efforts that we had in place. It is crucial – they need to hear from us that their constituents are really concerned about the budget process and that we still need to work hard to gain back some of those reductions that we had.

Mr. Patton stated that he was in Sacramento on Friday and received some information on the budget. One of the things that is facing us right now and is just as crucial as not having a budget is the White vs. Davis lawsuit. That suit involves a taxpayer group's challenge of the fact that the Controller's Office issues payments when there is no state budget passed effective July 1. That has been upheld by the Court of Appeals and the Supreme Court. Right now, we stand to receive no state funds after this fiscal year ends, when there is no state budget. That is a huge issue for Palomar College. If you take the salaries and benefits portion of our budget and divide it by 12, we spend about \$6.5 million per month. We have a TRANS that the Board approved, but the maximum we can borrow on that is only \$1.8 million. As a backup, we can submit a request to the County Treasurer where we can draw on our property taxes. Our property taxes for 2003-04 are estimated to be almost \$35 million. Depending upon how long this crisis lasts, we will expend \$6.5 million per month just paying salaries and benefits with no income coming in. Mr. Patton suggested that as people speak to their legislators they should also talk about the effect the White vs. Davis lawsuit is going to have on us, because we will need to operate without any income from the state.

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

Diane Lutz called attention to item H-3, the employment of Katheryn Garlow and Patrick Schwerdtfeger as Instructional Deans. Ms. Lutz discussed the background and experience of each of these persons, noting that they were appointed following a nationwide search.

2. Report of Vice President for Student Services

Joe Madrigal reported that the United States Department of Education has confirmed Palomar College's eligibility as a Developing Hispanic-Serving Institution (HSI). We have just received notice from the Office of Postsecondary Education in the Department of Education. The program falls under Title III and Title IV of the Higher Education Act of 1965. This designation will help Palomar College strengthen all institutional programs, including student and academic programs that serve Hispanic/Latino students. Most importantly, the designation and future grants associated with it will support the campus' goals for improved student retention. The designation for Palomar College is the first step in a process that leads to cost savings for the College and whose overall purpose is to assist colleges to improve academic programs, institutional management, and fiscal stability. The designation also allows Palomar College to begin receiving waivers for certain non-Federal share requirements under the Federal Work Study Program, the Federal Supplemental Educational Opportunity Grants Program (SEOG), the TRIO/Student Support Services Program, and the Undergraduate International and Foreign Languages Program. We can now aggressively pursue concrete student retention goals with the support of external resources and higher education associations related to the HSI designation, while including our campus councils in the implementation process. A team comprised of Calvin One Deer Gavin, Joe Madrigal, and Michelle Barton worked on submitting the preliminary data to become a Hispanic Serving Institution. Mr. Madrigal stated that we are already starting to realize a savings because the District does not have to match these federal programs.

Mr. Madrigal congratulated Suzanne Gavin on her new position as Dean of Counseling and Student Support Programs at Mt. San Jacinto College.

3. Report of Vice President for Finance and Administrative Services –There was no report.

4. Report of Vice President for Human Resource Services – There was no report.

**CONSENT CALENDAR**

**H. CONSENT CALENDAR**

**COMMUNITY SERVICES**

1. **APPROVE NEW COMMUNITY SERVICES CLASSES, AGREEMENTS, AND PERSONNEL**

MSC Jensen, Nelson

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

**Fall, 2003**

- |    |                  |                                   |
|----|------------------|-----------------------------------|
| a. | Presenter:       | Greg Hedgecock                    |
|    | Name of Class:   | Motorcycle Maintenance and Upkeep |
|    | Effective:       | August 23, 2003                   |
|    | Instructor Rate: | 40% of fees collected             |
|    | Fee to Student:  | \$59                              |
|    | Terms:           | Minimum of 8 students             |



b. Name: **PATRICK M. SCHWERDTFEGER**  
Position: Instructional Dean  
Department: Arts, Media, Business, and Computing Systems  
Position #: 5308 New?: No  
Remarks: Replacement for William Flynn  
Sal Grade/Step: **75/6** Salary: **\$9,067.49/month**  
% of Position: 100% # of Mos: 12  
Effective: July 1, 2003  
Account #(s): A-123100-351100-60110-0000000/100%

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

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

<b>Resumption of REGULAR AGENDA</b>
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I. **ACTION ON ITEMS REMOVED FROM CONSENT CALENDAR**

**CONTRACTS**

4. **REVIEW AND APPROVE CONTRACTS AND AGREEMENTS MADE FOR PRIOR SIXTY DAYS**

MSC Jensen, Nelson

The Governing Board hereby ratifies and approves all **contracts and agreements** for the period May 1, 2003, through June 20, 2003, entered into on behalf of the Palomar Community College District, as detailed on **Exhibit H-4**.

Ms. Chadwick raised a question relating to contract 416. The contract description states, "Consultant services for bond feasibility and communication services related to potential March, 2004, bond election." Ms. Chadwick stated that she noted it started in March, 2003, and expires in November, 2003, not to exceed \$39,500. She requested a discussion of what this contract will cover. Mr. Patton responded that the contract includes the actual structure of how we look at the bond measure with the pollster in terms of whether or not it is feasible to make a recommendation to the Board to consider a bond measure. It also includes any information pieces that would go out from the College to determine the interest of the voters. It would include the types of items we would include, such as the facilities master plan and deferred maintenance of facilities. It is a strategy contract that provides the Board with information to allow them to make a decision of whether or not to go for a bond.

Ms. Chadwick asked when the group started work. Mr. Patton responded that they had started at the beginning of the contract period. Ms. Chadwick asked what they had done to date. Mr. Patton responded that they brought in the pollster and coordinated his process in determining what items the District would be looking at putting on a bond measure. They are also putting together a package for the Board to consider. They are primarily gathering information at this point on what a bond measure would look like, what its chances would be in term of voter acceptability, and then trying to determine how well voters would favor a bond measure if the Board decides to proceed.

Ms. Chadwick asked if the firm will be doing some financial work putting the package together. Mr. Patton responded that they will assist, but as far as putting any funds from any contributions, that a process will be followed if the Board decides to proceed.

Ms. Chadwick asked how far they will go in the process before the Board has an opportunity to review their work. Mr. Patton stated that he is unsure of the dates scheduled to bring information back to the Board. The pollster report was the first thing that was brought to the Board. There will be subsequent polls after some presentations are made to the community to see if there is any further interest. Each time those reports come to the Board, there will be an opportunity for comments by Board members.

Ms. Chadwick asked if a timeline could be provided during the next couple of months on how this will be developing. Mr. Patton agreed to do so.

Mr. McMullen stated that the reason for the November 30 cutoff was so that the question of whether or not to go forward could be brought to the Board at the December 9 meeting. Once that official act takes place, the College can spend no money. Funds after that date must come from the Foundation or other sources.

Mr. Jensen pointed out that Catherine Lew has never lost a bond election. Ms. Chadwick agreed, stating that it is a good firm.

Mr. Evilsizer asked if the items marked "n/a" in the amount column of Exhibit H-4 stand for "not applicable." Mr. Patton stated there was no charge for those items.

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

## **J. REPORTS FROM COLLEGE GROUPS**

### **1. INFORMATION**

#### **Report of the Faculty Senate**

Steve Spear reported that Sara Thompson and he had met with Dr. Amador for about two hours to discuss the general topic of campus morale. He stated that they had a very frank discussion, and they have agreed to get together again later in the month and expand the number of people in the discussion. The general topic for the next discussion is, "How are we going to know when we have good morale?"

### **2. INFORMATION**

#### **Report of the Palomar Faculty Federation**

Mary Millet reported that June 11-13, she attended a CFT state retreat at Asilomar State Beach. They discussed the problems with the budget. One of the things they talked about was the Budget Accountability Act, which is an initiative that will make it easier to pass a budget and will also slap the hands of legislators and the Governor if they don't pass a budget on time. They discussed the fact that California is one of two states that requires a two-thirds majority to pass a budget, so we have a difficulty before we've even started. Two of the attributes of this initiative will be that the Governor and the legislators will not be paid beyond the end of their regular session unless there is a budget passed. The second attribute is that it would reduce the two-thirds majority to 55% so that it would be easier to pass the budget. They also discussed other educational issues like expanding communication with members to include broader issues than just negotiations or grievances, but other issues that will improve the climate of our colleges. They

discussed the morale at their colleges. There was also a K-12 group as well. It was very uplifting and beneficial. She stated that she came back with a lot of ideas that she wants to think about and talk about with others.

3. **INFORMATION**

Report of The Faculty – There was no report

4. **INFORMATION**

Report of the Administrative Association

Mollie Smith gave the following report:

There was a reference made to the “Keep the Doors Open” rally tomorrow, and Philip de Barros is going to Sacramento tomorrow on behalf of the College and the Government Affairs Committee to attend the 10 a.m. meeting with Scott Lay. He will gather some materials and will be making visits to local legislators’ offices. One of the things the Government Affairs Committee is going to start doing is attending Sacramento at appropriate times. Phil is leading the charge tomorrow.

It is our pleasure this evening to acknowledge Suzanne Gavin, who has been an administrator at Palomar College since November, 1998. Suzanne has accepted the position as the Dean of Counseling and Student Support Programs at Mt. San Jacinto College to the North in Riverside County.

Suzanne began her tenure at Palomar as the TRIO Grant Coordinator in November, 1998. In 1999, she assumed the leadership of the EOP&S/CARE Programs, at which time she was faced with reluctant staff with low morale and duplicate services and records in a department that had no policies or procedures. There was no outreach program, an excessive \$70,000 student loan debt, and only 325 students on a campus of approximately 25,000 students.

Suzanne successfully turned our EOP&S program around with well-planned strategic changes which increased enrollment by 207% from fall, 1998, to fall, 2002. The now skilled EOP&S staff has policies and procedures for intake, outreach, recordkeeping, and retention services and boasts a 92% retention rate. Validation of the exemplary services provided by EOP&S came in the form of 13 commendations bestowed by the *2002 Chancellor’s Office Operational Program Review*.

The commendations included special recognition of the:

- EOP&S Director, staff, and student workers
- Coordination and linkages with campus support services
- Automation of files and documents
- Swipe card tracking system for services
- Policies and procedures manuals
- Regularly scheduled meetings, retreats, and training for staff
- Outreach staff and services

During her tenure at Palomar, Suzanne has demonstrated exemplary leadership by building partnerships with departments in order to provide EOP&S students with the infrastructure and support necessary to succeed. She has worked collaboratively with campus departments to eliminate functional barriers and maximize resources to serve the largest number of students.

One of Suzanne's staff members said "Suzanne's obvious and sincere passion for staff and students alike helped her to bring this department together so we could truly serve our students the way they should be served."

It is bittersweet that we acknowledge you this evening as we wish you the very best as you enter your new position as a dean at Mt Jacinto. Your departure from Palomar will leave a leadership void in the program that provides support for our neediest students.

On behalf of the Governing Board, executive and senior administration, staff, students and your colleagues and friends, we want to thank you for your significant contribution to the students at Palomar College. We will miss you.

At this time, Ms. Gavin was asked to say a few words. She stated that it has been a pleasure working at Palomar for the past five years and thanked everyone for their support of her vision and efforts in helping the EOP&S program grow.

Ms. Smith stated that this is her last Board meeting as President of the Administrative Association and that it has been a pleasure to serve her colleagues and the College in this capacity for the past two years. She thanked Ken Jay, Jose Vargas, and Suzanne Gavin, and Katherine Gannett for their service the past two years as members of the Executive Council.

5. **INFORMATION**

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

6. **INFORMATION**

**Report of the CCE/AFT**

Kathy Davis gave the following report:

Tonight is my last official board meeting as the Vice-President of the Council of Classified Employees. I have enjoyed my two years on the Executive Council. The experience has been rewarding, educational, and at times frustrating. I wanted to take this opportunity to thank the District for their efforts during this budget crisis to maintain classified staff positions. I know that the crisis is not over but if we work together, we will make it through.

I am confident that the new Executive Council members will do an excellent job of continuing to work with the District in the best interests of the classified employees and the District as a whole. And I am equally confident that the District will treat them with the same respect and consideration that I have received.

Thank you.

7. **INFORMATION**

**Report of the Associated Student Government** – There was no report.

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

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

M. **NEW BUSINESS**

1. **RENEW CONTRACT AGREEMENT WITH HORIZONLIVE, INC., FOR HOSTING THE STATEWIDE e-CONFERENCING PROJECT**

MSC Chadwick, Jensen

The Governing Board hereby approves a renewal contract between **HorizonLive, Inc.**, and Palomar Community College District effective July 1, 2003, through June 30, 2004, for hosting of the statewide **e-Conferencing telecommunications project (TSP)**, Grant RFA No. 00-0079, with HorizonLive, Inc., per terms of original agreement, dated December 12, 2001. Amount of renewal contract not to exceed Five Hundred Thousand Dollars (\$500,000.00). Funds to be paid from the e-Conferencing Grant account.

**Exhibit M-1**

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

2. **DISCUSSION: APPROVE AGENDA ITEMS FOR CONSIDERATION AT NEXT MEETING**

Ms. Chadwick requested that there be a report on the follow-up for the planning for the retirement reception and awards. She stated that we had talked about that and agreed that we needed to do it. "We have a number of very fine faculty that retired this year as well as many outstanding staff, and we agreed that we would have a reception and some recognition, and I am wondering if we can get an update on where that is." Mr. Patton made note of this request.

Mr. Evilsizer reminded the Board that he will not be in attendance at the next July meeting. He would like the agenda e-mailed to him. He will be visiting family in Washington state for his granddaughter's first birthday.

N. **ADJOURNMENT**

The meeting was adjourned at 7:32 p.m.