



GOVERNING BOARD AGENDA
REGULAR MEETING, GOVERNING BOARD
PALOMAR COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD ROOM, STUDENT SERVICES CENTER
COLLEGE CAMPUS
SAN MARCOS, CALIFORNIA
TUESDAY, JULY 8, 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
- C. Approval of Minutes 2
- D. Call for Removal of Items from or Changes to Agenda.....2
- E. Report of the Board President 2
- F. Reports of the Governing Board Members 2
- G. Report of the Superintendent/President.....2
- H. Consent Calendar3-10
- I. Action on Items Removed from Consent Calendar 10
- J. Reports from College Groups 10
- K. Comments from Other Individuals or Groups..... 10
- L. Unfinished Business 10
- M. New Business 10-13
- N. Closed Session..... 13
- O. Reconvene to Open Session 13
- P. Adjournment 13

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. Conference with Real Property Negotiator, pursuant to Government Code 54956.8.
6. Public Employee Performance Evaluation, pursuant to Government Code 54957.
 - a. Superintendent/President

BBB. RECONVENE TO OPEN SESSION

Pledge of Allegiance

C. RECOMMENDATION: ACTION - APPROVAL OF MINUTES

The Governing Board hereby approves the Minutes of the Regular Meeting of June 24, 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. Partnership for Excellence Goals, 2001-02 Update – Michelle Barton, Director, Institutional Research and Planning
2. Report of Vice President for Instruction
 - a. Generation of Revenue – Analysis of Fire Academy, Police Academy, and Fire Inservice Revenue Contracts – Wilma Owens, Acting Vice President, Instruction
3. Report of Vice President for Student Services
4. Report of Vice President for Finance and Administrative Services
5. Report of Vice President for Human Resource Services

CONSENT CALENDAR

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

H. CONSENT CALENDAR

BUSINESS SERVICES

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

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

Purchase Orders	0340714	through	0340803	\$ 471,560.01
Travel	0350124	through	0350125	\$ 825.00
Advertising/Increases	0360094	through	0360132	\$ 198,213.13
Employment Ads	0365019	through	0365021	\$ 594.90
Agreement/Services	0370601	through	0370656	\$ 562,160.94
Repairs	0375120	through	0375134	\$ 21,581.61
Agreement/Annual	0380173	through	0380173	\$ 26.00
Total				<u>\$1,254,961.59</u>

TRAVEL

2. RECOMMENDATION: ACTION – APPROVE TRAVEL EXPENSES

The Governing Board hereby approves/ratifies **travel expenses** for the following person:

- a. **Amador Soto**
- Advanced Funds? Yes
- For: Transportation, mileage, parking, meals, lodging, registration, miscellaneous
- To attend: CCLC Student Trustee Workshop
- Location: Sacramento, California
- Date: August 15-16, 2003
- Amount: \$614.10
- Budget Acct. No.: 575300-11-111100-66100-10-2004-0000000

PERSONNEL

3. INFORMATION: CLASSIFIED PROFESSIONAL GROWTH AWARDS

In accordance with the Professional Growth Program for Classified Employees in the Classified Unit, the following employees are granted a **\$500.00 annual stipend**, prorated on a monthly basis, effective July 1, 2003:

Employee Name:	Larissa Baumann
Position:	Senior Telephone Operator
Department:	Telephone Services
Course of Study:	Certificate/Computer Science

Employee Name: Donna DeYarman
Position: Senior Administrative Secretary
Department: Career & Technical Education
Course of Study: Job Related

Employee Name: Maria F. Limon de Gonzalez
Position: Senior Accounting Assistant
Department: Fiscal Services
Course of Study: B.A., Liberal Studies

Employee Name: Eddie J. Tubbs
Position: Instructional Support Assistant II
Department: Counseling
Course of Study: B.A., Liberal Studies

4. INFORMATION: CLASSIFIED PROFESSIONAL GROWTH AWARDS

In accordance with the Professional Growth Program for Classified Employees in the Classified Unit, the following employees are granted a **one-time lump-sum stipend of \$2,000.00** effective July 1, 2003, with the understanding that there is a waiting period of three years before beginning another Professional Growth Program:

Employee Name: Susan Butler
Position: Education Center Assistant
Department: Camp Pendleton Education Center
Course of Study: Job Related

Employee Name: Aaron M. Schnarr
Position: Education Center Assistant
Department: Camp Pendleton Education Center
Course of Study: B.A., Mathematics

Employee Name: Lisa Galbreath
Position: Counseling Support Specialist
Department: Counseling
Course of Study: B.A., Human Development

Employee Name: Barbara C. Anaya
Position: Staff Assistant
Department: Marketing Communications
Course of Study: B.A., Human Development/Counseling

5. RECOMMENDATION: ACTION – APPROVE REIMBURSEMENT OF TRAVEL EXPENSES FOR SECOND-LEVEL INTERVIEWS

The Governing Board of the Palomar Community College District hereby approves **reimbursement of travel expenses for second-level interviews** for the following:

a. STEVEN W. WONG

For: Airfare, parking, car rental, and gas.
To Attend: Open Forum and Second Interviews for Assistant Superintendent/Vice President for Instruction
Location: Oakland, CA to San Diego, CA
Date: May 22, 2003 and June 3, 2003
Amount: \$586.40
Budget Account No. 575400-11-611100-66600-10-2004-0000000/100%

- b. **STEVEN W. WONG**
For: Airfare, parking, car rental, and gas.
To Attend: Second Interview for Instructional Dean, Arts, Media,
 Business & Computing Systems
Location: Oakland, CA to San Diego, CA
Date: June 13, 2003
Amount: \$272.50
Budget Account No. 575400-11-611100-66600-10-2004-0000000/100%
- c. **J. PATRICK WALL**
For: Mileage and hotel.
To Attend: Second Interview for Instructional Dean, Languages and
 Literature
Location: Modesto, CA to San Diego, CA
Date: June 11, 2003
Amount: \$361.21
Budget Account No. 575400-11-611100-66600-10-2004-0000000/100%

6. **RECOMMENDATION: ACTION – RATIFY STIPEND FOR DESIGNATED BILINGUAL INTERPRETER**

The Governing Board hereby ratifies the recommendation of the Superintendent/President that the following employee be granted a **\$50.00 per month stipend** as a designated **bilingual interpreter** for the District:

- a. **ADRIANA VELAZCO SALDIVAR**, Admissions Assistant, Admissions and Records, effective July 1, 2003.

7. **RECOMMENDATION: ACTION - RATIFY LEAVES OF ABSENCE**

- a. The Governing Board hereby ratifies the recommendation of the Superintendent/President granting a **20% Personal Leave of Absence without pay and with no effect on benefits**, effective June 13, 2003, through August 22, 2003, to **CHRISTIE BUNDY**, Staff Assistant, Library Media Center.
- b. The Governing Board hereby ratifies the recommendation of the Superintendent/President granting a **15% Personal Leave of Absence without pay and with no effect on benefits**, effective July 1, 2003, through December 31, 2003, to **DOROTHY M. FARRELL**, Staff Assistant, Counseling and Matriculation.
- c. The Governing Board hereby ratifies the recommendation of the Superintendent/President granting a **100% Family Leave of Absence without pay and with benefits**, effective June 23, 2003, through July 31, 2003, to **DENISE M. VANDERSTOEL**, ASL/English Interpreter, Disabled Student Programs and Services.
- d. The Governing Board hereby ratifies the recommendation of the Superintendent/President granting a **100% Family Leave of Absence without pay and with benefits**, effective July 14, 2003, through August 25, 2003, and **50% Family Leave of Absence without pay and with no effect on benefits**, effective August 26, 2003, through November 11, 2003, to **MARY T. CHASE**, Staff Aide, Communications/Advancement.

- e. The Governing Board hereby ratifies the recommendation of the Superintendent/President granting a **50% Personal Leave of Absence without pay and with no effect on benefits**, effective August 22, 2003, through December 20, 2003, to **TAMARA S. WEINTRAUB**, Associate Professor/Librarian, Library Media Center.

8. RECOMMENDATION: ACTION – RATIFY NEW CLASSIFIED POSITION

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

- a. **Position:** WELLNESS/FITNESS CENTER OUTREACH COORDINATOR
Department: Athletics
Position #: 6164 **New?:** Yes
Sal Grade/Stp: 20/1 **Salary:** \$1,201.56/month
% of position: 45% **# of Mos:** 12
Effective: June 18, 2003
Account(s): K-212200-523100-68100-1812500/100%

9. RECOMMENDATION: ACTION - RATIFY RESIGNATIONS

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

- a. **ADAM D. CHASE**, Police Officer I, Palomar College Police Department, effective June 18, 2003 (last day of employment 6/17/2003).
- b. **CAROLYN BETH MCCONNELL**, Assessment Technician, Counseling and Matriculation, effective July 1, 2003 (last day of employment 6/30/2003).
- c. **PETER C. SORENSEN**, Senior Accounting Assistant, Fiscal Services, effective July 1, 2003 (last day of employment 6/30/2003).
- d. **ARLENE S. BERNSEN**, Education Center Assistant, Palomar College at Escondido, effective June 27, 2003 (last day of employment 6/26/2003).
- e. **JAMES TELLEZ**, EOP&S Technician, Extended Opportunity Programs and Services, effective July 19, 2003 (last day of employment 7/18/2003).

10. INFORMATION: RETIREMENTS

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

- a. **PATRICIA L. BARRETT**, Manager, Food Services, effective July 8, 2003.
- b. **JUDITH MANCUSO**, Advancement Office and College Foundation Coordinator, Advancement Office, effective August 1, 2003.

11. RECOMMENDATION: ACTION - RATIFY CLASSIFIED EMPLOYMENT

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

- a. Name: **JULIA E. COON**
Position: Outreach Coordinator
Department: GEAR UP/Student Services
Position #: 6238 New?: No
Remarks: Replacement for Steven Rust; funded - GEAR UP Federal Grant.
Sal Grade/Stp: **20/1** Salary: **\$2,670.14/month**
% of Position: 100% # of Mos: 12
Effective: June 16, 2003
Account #(s): K-212200-471200-64990-1112320/100%
- b. Name: **VERONICA DELGADO**
Position: Guidance Services Advisor
Department: Upward Bound/Student Services
Position #: 6275 New?: Yes
Remarks: Position approved 4/1/03; funded - Upward Bound Federal Grant.
Sal Grade/Stp: **16/1** Salary: **\$2,421.16/month**
% of Position: 100% # of Mos: 12
Effective: June 16, 2003
Account #(s): K-212200-471400-64300-1112310/100%
- c. Name: **CHARLES E. RUSSELL**
Position: Community Service Officer
Department: Palomar College Police Department
Position #: 6191 New?: No
Remarks: Replacement for Ryan Banks; funded - Parking Lot Fees.
Sal Grade/Stp: **11/1** Salary: **\$2,142.73/month**
% of Position: 100% # of Mos: 12
Effective: July 15, 2003
Account #(s): K-212200-543100-69500-1812070/100%
- d. Name: **PATRICIA CASTILLO**
Position: Outreach Coordinator
Department: GEAR UP/Student Services
Position #: 6259 New?: No
Remarks: Replacement for Karla Castro; funded - GEAR UP Federal Grant.
Sal Grade/Stp: **20/1** Salary: **\$2,670.14/month**
% of Position: 100% # of Mos: 12
Effective: July 7, 2003
Account #(s): K-212200-471200-64990-1112320/100%

12. RECOMMENDATION: ACTION - RATIFY ADMINISTRATIVE EMPLOYMENT

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

- a. Name: **ANNE K. STADLER**
 Position: Interim Director
 Department: Extended Opportunity Programs & Services
 Position #: 5546 New?: No
 Remarks: Replacement for Suzanne Gavin
 Sal Grade/Stp: **66/1** **Salary: \$5,902.77/month**
 % of Position: 100% # of Mos: 12
 Effective: July 1, 2003
 Account #(s): A-123400-473100-64300-0000000/100%

- b. Name: **NANCY J. HORIO**
 Position: Manager
 Department: Human Resource Services
 Position #: 5708 New?: No
 Remarks: Replacement for Donna Baughn
 Sal Grade/Stp: **59/1** **Salary: \$4,965.90/month**
 % of Position: 100% # of Mos: 12
 Effective: July 9, 2003
 Account #(s): A-212100-611100-66600-0000000/100%

13. RECOMMENDATION: ACTION – RATIFY PART-TIME FACULTY EMPLOYMENT

The Governing Board hereby ratifies the recommendation of the Superintendent/President regarding the **employment** of the following **part-time faculty**, at the rates indicated for 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

BEHAVIORAL SCIENCES

Eighmey, James	Anthropology	\$38.24
	B.G.S., Anthropology	
	M.A., Anthropology	

EARTH SCIENCES

Grimes, Stephen	Oceanography	\$38.24
	B.S., Oceanography	
	B.S., Physics	
	M.S., Oceanography	

ENGLISH

Reed, Ronald	English	\$38.24
	B.A., English	
	M.A., English	

ENGLISH AS A SECOND LANGUAGE

Lugo Garcia, Martha	English As A Second Language (Non-Credit)	\$40.71
	M.D., Medicine	

15. RECOMMENDATION: ACTION – APPROVE PERSONNEL ACTIONS HISTORY

The Governing Board hereby approves the **Personnel Actions** report, which includes hires and pay rate changes for **student employees** for the month of **June, 2003, and short-term employees** for the month of **July, 2003. Exhibit H-15**

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. **FIRST READING: PROPOSED ADOPTION OF BP 2715 – CODE OF ETHICS/STANDARDS OF PRACTICE; DELETION OF BP 1.3 – ETHICS AND EXPECTATIONS**

At the August 12 Governing Board meeting, the Board will be asked to approve the adoption of BP 2715 and the deletion of BP 1.3, which read as follows:

Proposed BP 2715 - Code of Ethics/Standards of Practice

Accreditation Standard IVB (2002)

In support of effective community college governance, the Board and each individual member believe that:

1. The Board derives its authority from the community; that it must always act as an advocate on behalf of the entire community; and that it endeavors to remain always accountable to the community.
2. The Board clearly defines and articulates its role by
 - setting the policy direction
 - employing a Chief Executive Officer as the institutional leader
 - acting as community bridge and buffer
 - establishing the climate in which educational goals are accomplished
 - defining legal, ethical, and prudent standards for college operations
 - assuring fiscal health and stability
 - maintaining standards for good personnel relations
 - monitoring institutional performance
 - leading as a thoughtful educated team.
3. The Board is responsible for creating and maintaining a spirit of true cooperation and a mutually supportive relationship with its CEO.
4. The Board accepts that, as individual members, they have no legal authority outside the meetings of the Board and conduct relationships with District staff, students, the local citizenry, and the media on that basis.
5. The trustee members are responsible to all citizens of the District and not solely to those who elected them; and that the authority delegated to the member by the voters must be exercised with as much care and concern for the least influential as for the most influential member of the community.
6. The Board always strives to differentiate between external and internal processes in the exercise of its authority.
7. The trustee members engage in a regular and ongoing process of in-service training and continuous improvement.
8. The trustee members come to each meeting prepared and ready to debate issues fully, honestly, and openly and recognize that deliberations of the Board in closed session are not to be released or discussed in public without the approval of the Board by majority vote.
9. The trustee members vote their conscience and then support the decision or policy with one voice once the decision or policy is made.
10. The Board's behavior, and that of its members, exemplifies the ethical behaviors of respect, responsibility, and honesty; and the Board's conduct is above reproach.

Delete BP 1.3, which reads as follows:

BP 1.3

Ethics and Expectations (94-16731)

The Governing Board recognizes that the District is a model community, an agency to establish and present highly ethical and compassionate behaviors for the community to look up to and emulate.

We, therefore, shall strive to uphold three central values:

Respect: for each other, the District, and its cultures.
Responsibility: for ourselves, our work, and our studies.
Honesty: towards all members of the District's community.

We will interpret and use these values comprehensively, and we will consistently rededicate ourselves to them and apply them at all times and in all situations.

GB 11-8-94

2. 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 reduce and/or eliminate the following position, which is held by a regular classified employee of the District, pursuant to Education Code Sections 88014, 88015, 88117, and 88127; and also Board Policy CCE/AFT-15 entitled, "Layoffs".

Accounting Assistant (1 FTE)

NOW, THEREFORE, BE IT RESOLVED, That the above-designated position shall be reduced and/or eliminated as of August 8, 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 to all affected employees.

ADOPTED, this eighth day of July, 2003, by the Governing Board of the Palomar Community College District.

Secretary To The Board

Date

3. RECOMMENDATION: ACTION - APPROVE AGREEMENTS FOR CONTINUED FUNDING FOR FISCAL YEAR 2003-04 FOR CHILD DEVELOPMENT CENTER FROM CALIFORNIA DEPARTMENT OF EDUCATION CHILD DEVELOPMENT DIVISION

The Governing Board of the Palomar Community College District hereby approves entering into local agreement numbers GCAM-3010 AND GPRE-3315 for continued funding from the California Department of Education, Child Development Division, for the Child Development Center for fiscal year 2003-04 and that the following District personnel are hereby designated to sign contract documents for Fiscal Year 2003-04.

Dr. Sherrill L. Amador, Superintendent/President
Jerry R. Patton, Assistant Superintendent/Vice President for Finance and
Administrative Services

Exhibit M-3

4. RECOMMENDATION: ACTION - APPROVE CHILD DEVELOPMENT CENTER, ANNUAL AGENCY SELF-EVALUATION REPORT, AND AUTHORIZE SECRETARY TO THE GOVERNING BOARD TO EXECUTE REPORT

The Governing Board of the Palomar Community College District hereby approves the annual Agency Self-Evaluation Report for the Child Development Center and authorizes the Secretary to the Governing Board to sign all documents evidencing said approval by the Board. **Exhibit M-4**

5. DISCUSSION: AGENDA ITEMS FOR CONSIDERATION AT NEXT MEETING

The Governing Board hereby approves the listing of the following items on the agenda for consideration at the next 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