



GOVERNING BOARD MINUTES
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.

A. CALL TO ORDER

Darrell L. McMullen, President, called the regular meeting of the Palomar Community College District Governing Board to order at 6:00 p.m.

B. ROLL CALL

TRUSTEES PRESENT:

DARRELL L. McMULLEN, M.B.A., PRESIDENT
MICHELE T. NELSON, PH.D., SECRETARY
NANCY C. CHADWICK, M.S.W., M.P.A., TRUSTEE
AMADOR SOTO, STUDENT TRUSTEE

TRUSTEES ABSENT:

MARK R. EVILSIZER, M.A., TRUSTEE
RALPH G. JENSEN, B.A., VICE PRESIDENT

EXECUTIVE ADMINISTRATORS PRESENT:

Sherrill L. Amador, Ed.D., Superintendent/President
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 6:00 p.m., to discuss:

1. Conference regarding negotiations with PFF/AFT, pursuant to Government Code 54957.6.
2. Conference with Real Property Negotiator, pursuant to Government Code 54956.8.

BBB. RECONVENE TO OPEN SESSION

The Board reconvened to Open Session at 7:00 p.m. There was no reportable action taken during Closed Session.

STAFF PRESENT:

Cheryl Ashour, Confidential and Supervisory Association; Administrative Assistant, President's Office
Barbara Baldridge, Executive Assistant to Superintendent/Governing Board
Michelle Barton, Director, Institutional Research and Planning
Mary Ann Drinan, Co-President, PFF; Associate Professor/Chair, Economics, History, and Political Science
Dan Finkenthal, Associate Professor, Physics and Engineering
Lynda Halttunen, Interim Dean, Counseling and Matriculation
Ken Jay, President, Administrative Association; Director, Business Services
Becky McCluskey, President, CCE/AFT; Accounting Technician, Fiscal Services, Escondido Center
Maria Miller, President, The Faculty; Professor/Counselor
Wilma Owens, Acting Assistant Superintendent/Vice President for Instruction; Dean, Career, Technical, and Extended Education
Steve Spear, President, Faculty Senate; Professor, Earth Sciences
Anne Stadler, Noncredit Matriculation Coordinator
Katie Townsend-Merino, Associate Professor, Behavioral Sciences

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, noting that Trustees Evilsizer and Jensen are on excused absences, 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 24, 2003.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

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

Dr. Amador noted that item H-11-c on page 7 has been removed from the agenda.

E. REPORT OF THE GOVERNING BOARD PRESIDENT

Mr. McMullen reported that he and Ms. Chadwick had attended the monthly SDICCCA Board Alliance meeting yesterday. The lobbyist reported at that time indicating that there is no money in Sacramento and they are on borrowed money now. They have been loaned money through banks, but banks have given them a deadline stating "no more money unless you have a budget." They have been given a date of July 16 to come forth with a budget or there won't be any more bank funds available. The issue of increasing the fees has still not been settled. An effort is being made to return half of it back to the colleges. The lobbyist feels the budget will be approved within a week or so.

F. REPORTS OF THE GOVERNING BOARD MEMBERS

Ms. Chadwick reported that the SDICCCA legislative advocate is a distinguished person in the capital. He has worked for the now Chief of the Department of Finance and has some unique insights about the craziness that is going on. The good news is that the big two in the legislature seem to be working out something so that we can put together a bond with the banks. In order to do that, we would have to have a pretty good budget by July 16. The bad news, however, is because of the bi-partisanship that has struck new lows, the likelihood of some of these big two agreements holding through voting might get a little tattered. We need to really keep active; this is not a time to assume that things are going to be okay. There are major threats to keeping that compromise together. We need to let our elected officials know now that we expect them to continue to support our positions. This is not going to be easy for them, and they need to hear from us. Ms. Chadwick asked those present to continue with their advocacy and to encourage their families and friends to contact their legislators as well.

At the SDICCCA meeting, those present also learned of "deals" that might be made. There is a possibility that we might be able to get a little money to be used for equity. However, we might have to absorb some of the concurrent enrollment numbers as a result. There are people who are deeply concerned about community colleges. They want to hear from us.

Ms. Chadwick reported that she had toured the student showcase at the County Fair and was impressed with the number of Best in Show, Best in Class, and First Place ribbons won by Palomar students. The creativity and motivation of our students was overwhelming. Moreover, the quality of the faculty was shining through. These students are a mirror of what they have in their classrooms.

G. REPORT OF THE SUPERINTENDENT/PRESIDENT

1. Partnership for Excellence Goals, 2001-02 Update

Michelle Barton, Director, Institutional Research and Planning, presented an update on our Partnership for Excellence Goals. We now have data for the 2001-2002 year. Partnership for Excellence is the statewide goals project that came about beginning in 1998 where the system had five goals. From that, each college district came up with its own way of achieving those goals. At that time, there was \$300 million to the system. Since that time, the amount of money that we received has dwindled considerably; however, the goals still remain, which is one of the predictions we had made when the original goals were put in place. **Exhibit G-1**

Dr. Nelson commended the faculty for the improvement in the basic skills areas. Their encouragement and building confidence in the students shows in these results.

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

Due to the absence of Trustee Evilsizer, who had requested this report, it was postponed to the August 26 meeting.

Ms. Owens reported that the staff is being proactive in going out looking for resources. The Child Development Center just received a \$19,000 grant for facilities and renovation from the state. They also received \$1,500 from a community group in Fallbrook.

Ms. Owens reported that Dr. Mark Vernoy was invited to present a paper at the National Science Foundation's national workshop. He was the only community college representative at that conference. The title of his presentation was "Undergraduate Research Issues and Needs in the Community College." We are very proud of Dr. Vernoy.

Ms. Owens noted that many faculty and administrators attended the County Fair Awards Breakfast on July 1 and watched our students receive their awards. Some of the faculty have shared the e-mails that the students sent them. These awards are very important in the lives of our students. Ms. Owens thanked the faculty and staff who support these students in those endeavors.

3. Report of Vice President for Student Services – There was no report.

4. Report of Vice President for Finance and Administrative Services

Jerry Patton discussed and distributed copies of a timeline from the consultants for the bond issue, which had been requested by Ms. Chadwick at the previous Governing Board meeting. **Exhibit G-4**

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

Dr. Amador noted that it is nice to have students back on campus. Enrollment of total students is up about 4%. However, credit enrollment is down about 3% as of census date. This is partly due to fees and the fact that 50+ sections of classes were closed where we were unable to accommodate students. We will have to make this up in the fall and spring and do it efficiently since money is an issue.

The student union opened officially yesterday morning, the furniture is there, and students are using it.

The Government Affairs Committee has been very diligent in keeping the pressure up in terms of advocacy. Phil de Barros, as a representative of that committee, went to Sacramento on June 25 to participate in Lobby Day. He reported back on who he talked to and what was said.

Board members were given copies of the letter from the Accrediting Commission for Community and Junior Colleges reaffirming our accreditation through 2009. **(Exhibit G)** They are asking for a progress report in April, 2005, on the six recommendations that the evaluation team made to the Commission. On a mid-term report, we are to tell them how we are progressing on the action plans in our self-study. Dr. Amador noted that she will be taking the six recommendations that the team made to the Strategic Planning Council. A couple of them have already been incorporated in our strategic plan goals, so we will just need to follow through and complete them. Others will need to be discussed as to how they will be accomplished, what the timelines will be,

and what the responsibilities are. Dr. Amador discussed each of the following six recommendations and the current status of them:

1. *The College should carefully structure its employment procedures to ensure recruitment and hiring efforts that result in further diversification of the staff with an emphasis on full-time faculty in particular.*

We have an agreement that, for the next two years, we are not going to be hiring full-time staff, so we have some time to get our strategies together so that when we do hire full-time staff, we will be able to work on that recommendation.

2. *Given the relative newness of the strategic planning process and the plans to re-establish the institutional review process, within two years, the College should evaluate the effectiveness of the institutional review process, modifying, as appropriate, and linking it to strategic planning and the resource allocation process. This will greatly assist the College in assuring that its long-term educational and facilities planning efforts are updated.*

That was started this last school year by our Institutional Review Committee with a new process. The Faculty Senate has approved that process. We will be doing the modeling of that during this coming school year. Research is working with the committee on the actual indicators of how that process will take place. We have been in the process of linking strategic planning and resource allocation during the entire past school year.

3. *The College has begun to develop processes for measuring student learning outcomes and should integrate into its formal method of review of academic programs and certificates the creation and evaluation of student learning outcomes on a course, program, and degree/certificate level.*

This will be the big issue for this institution. The work of the Institutional Review Committee had already started that and has incorporated the learning outcomes measurement as part of the institutional review process. We have placed the foundation for that project, but it will be a huge institutional endeavor and one that will take everyone's effort to accomplish. At the convocation in August, we are going to be highlighting some faculty that are already doing that in their own unique methodology, which will be shared with everyone. The Faculty Senate and the Institutional Review Committee will be involved in sharing how we are perceived with this project.

4. *The College should develop mechanisms to ensure that supervisors and department chairs evaluate classified staff, administrators/managers, and part-time faculty on a regular cycle with formal and timely follow-up following College policy or contract provisions.*

There is a tentative agreement with PFF on how to evaluate part-time faculty on a regular cycle.

5. *The College should ensure the planning and resource allocation process effectively addresses the need for equipment replacement to meet the educational and student services needs of the college.*

We have identified this within the strategic plan as a goal and one that needs to be addressed. However, with no money, it will be difficult to do so.

6. *The team recommends that future retiree lifetime health and dental benefits be clearly identified and properly funded as a future obligation of the College.*

We have also identified this within the strategic plan, and the Board has already addressed this issue by setting aside money each year.

Dr. Amador noted that we have work to do, and the Strategic Planning Council will be looking at this in September when they reconvene. Dr. Amador will send the hard copy of the report in campus mail to each of the employee groups. By tomorrow, it should also be on the web site. An announcement will be sent out when this has been accomplished.

CONSENT CALENDAR

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	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>

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

TRAVEL

2. APPROVE TRAVEL EXPENSES

MSC Chadwick, Nelson

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 |

The Vote was unanimous.
Student Trustee Advisory Vote: Abstain

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. APPROVE REIMBURSEMENT OF TRAVEL EXPENSES FOR SECOND-LEVEL INTERVIEWS

MSC Chadwick, Nelson

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%

The Vote was unanimous.

Student Trustee Advisory Vote: Aye

6. RATIFY STIPEND FOR DESIGNATED BILINGUAL INTERPRETER

MSC Chadwick, Nelson

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.

The Vote was unanimous.

Student Trustee Advisory Vote: Aye

7. RATIFY LEAVES OF ABSENCE

MSC Chadwick, Nelson

- 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.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

8. RATIFY NEW CLASSIFIED POSITION

MSC Chadwick, Nelson

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%

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. **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).

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

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. RATIFY CLASSIFIED EMPLOYMENT

MSC Chadwick, Nelson

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. Item removed from agenda.

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%

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

12. RATIFY ADMINISTRATIVE EMPLOYMENT

MSC Chadwick, Nelson

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%

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

13. 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

BEHAVIORAL SCIENCES

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

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

Reed, Ronald	English B.A., English M.A., English	\$38.24
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ENGLISH AS A SECOND LANGUAGE

Lugo Garcia, Martha	English As A Second Language (Non-Credit) M.D., Medicine	\$40.71
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FALL, 2003

ART

Schlichtenmyer, Steven	Art B.A., Art M.F.A., Painting	\$38.24
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CHILD DEVELOPMENT

Engholm, Laurel	Child Development B.A., Sociology B.S., Home Economics: Education M.S., Family Consumer Science	\$38.24
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COMMUNICATIONS

Elstad, Raymond	Photography A.A., Liberal Arts 6 + Years Experience	\$37.01
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ECONOMICS, HISTORY, & POLITICAL SCIENCE

Lewis, Robert	Economics B.A., Economics M.A., Economics	\$38.24
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At this time, Lynda Halttunen introduced Anne Stadler, Interim Director of EOP&S, and discussed her background and experience. Ms. Stadler thanked the Board for the opportunity to serve in this capacity.

Resumption of REGULAR AGENDA

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

Steve Spear reported that he had recently attended the state academic senate leadership conference at which he had an opportunity to compare notes with faculty senate presidents from all over the state. Approximately 50 colleges were represented at the conference. He commented on how we compare with other colleges from a faculty perspective. In terms of the budget crisis, most of the other colleges handled their problem in similar methodologies to us. That is, they cut their reserves, cut their ending balances, established SERPs, and made similar cuts, although not quite as many as some colleges. Mr. Spear stated that he thinks our process involved the faculty a lot more after serving on RAC, which he thinks is a very good sign. He thinks we are probably a little bit better off because we started with a higher reserve and higher ending balances.

Mr. Spear distributed a handout with eleven participatory governance items stated in Title 5, Article 2, Section 53200, as being academic and professional matters upon which it is the academic senate's primary function to make recommendations. **Exhibit J-1** He read from the handout.

Mr. Spear noted that salaries at Palomar are not as high as they are in nearby colleges and noted that responsibility for changing that lies with PFF.

With regards to the fact that we are not hiring faculty for a couple of years, much of the discussion at the conference was on the fact that this is a really good time to do some of the following things: take the opportunity for increased faculty training, make a commitment to the student equity plan, and develop a long-term plan to reach the 75/25 goal. Quality education is what we are after. Developing a plan doesn't mean we're doing it right away, but we should develop the plan. We need to reconfirm the faculty role in hiring at all levels, not just hiring faculty but in hiring administration and classified staff as well. We definitely need to incorporate information competency into the curriculum.

As long as we are thinking about the general obligation bond and building all these buildings, this is also a very good time to coordinate the building with program development, program review, program growth, and perhaps program cuts. We now have the organizational structure to accomplish that. We also need to detail the specific procedures for student learning outcomes assessment. At the Institutional Review Committee and the Faculty Senate, they are very insistent that this be at the individual faculty level and not from the outside, imposing it from above.

The Faculty Senate needs to build a much tighter relationship with the PFF, and that is one of Mr. Spear's goals. He quoted, "A healthy organization should be willing to examine everything everyone does in service to students."

2. **INFORMATION**

Report of the Palomar Faculty Federation

Mary Ann Drinan gave the following report:

Mary Millet and I have some deep reservations about the proposed changes in the Governing Board's Code of Ethics that appears on the agenda tonight. I believe it's M-1. And our concern exists at many different levels. And so, my goal is not really to analyze the details of the ethical code and the changes proposed but, rather, just to speak on a few issues. There are significant procedural issues here with regard to the proposed new code. This new code comes to you without having been reviewed by the Strategic Planning Council or other councils on campus. All other changes in Board Policy to date have received the attention and approval of the Strategic Planning Council members before they reach your desk. And so this constitutes a clear change in procedure, a decision outside of what I would call shared governance, but maybe I have to say participatory process at this time. And then, I think there is another procedural issue. I wanted to pass out to you something that you can take a look at during the course of this meeting and afterwards. And that is, the agenda states that the new Code of Ethics will replace Board Policy 1.3, and that certainly makes sense. But it's more than just slightly confusing because the Governing Board manual actually lists two statements regarding a Governing Board Code of Ethics. In addition to Board Policy 1.3, there is another longer, more-detailed statement listed as a preface to the manual, which was adopted by the Governing Board on April 10, 1990. And so, my question to you would be, will this very detailed code from 1990 be replaced as well by the new proposed code? And the answer, I think by inference, appears to be yes. And so, we're very much concerned about this new code and what would be lost, perhaps, by comparing the 1990 statement with what is listed on the agenda today. And so, I ask that you consider, on procedural grounds, sending this Code of Ethics back to the planning process for review and discussion, and then make some clarifications as to what is actually being replaced in this new proposal for Code of Ethics.

3. **INFORMATION**

Report of The Faculty – There was no report.

4. **INFORMATION**

Report of the Administrative Association

Ken Jay reported that Pat Barrett, Manager of Food Services, is retiring as a Palomar College employee but will remain on campus in the same capacity for Aramark. Mr. Jay gave a synopsis of Ms. Barrett's history as a Palomar student and employee. Jerry Patton added that both Food Services and the Bookstore are cost centers that are charged for all their overhead. Many times, Ms. Barrett would repair equipment herself in order to save money.

5. **INFORMATION**

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

6. **INFORMATION**

Report of the CCE/AFT

Becky McCluskey, the newly elected President of CCE/AFT, introduced herself to the Board. She introduced the following new officers: Tricia Frady, Senior Vice President; Stephanie Gonzalez, Secretary; Chris Wick, Grievance Officer; Elaine Armstrong, Steward. Ms. McCluskey stated that the new officers hope to work with the Board in a positive way.

7. **INFORMATION**

Report of the Associated Student Government

Amador Soto reported that he and Eli Magana, the Executive Vice President of ASG, will attend the Victor Valley Community College retreat this coming weekend. They are looking forward to the retreat.

The ASG has moved from their old office to the new student union. They are looking forward to being more visible to the student body.

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

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

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 was to 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

Katie Townsend-Merino addressed the Board at this time requesting that they postpone action on the code of ethics proposal.

Dan Finkenthal then addressed the Board stating that the proposed ethics code is a backward step from the existing code.

Dr. Amador reminded the Board that, at the February workshop with David Viar, President of the Community College League of California, he worked with the Governing Board on their review of the existing Code of Ethics, which is not a Board Policy, as well as the existing Board Policy 1.3. Models from the League and ACCT and a couple of others were reviewed in a lengthy discussion on points they wanted to have within their Code of Ethics. It is viewed by CCLC that these ethics are those of the Board, thus it did not go through the Strategic Planning Council process because it is a policy of how the Board is going to act, not how the institution would like the Board to act. That was the call of the Board and the direction that came from the League, which is where we get our trustee education. At that meeting, Dr. Amador was instructed to take the points that the Board wanted to have in their Code of Ethics and develop them into a written document, which is what is on this agenda.

Ms. Chadwick suggested that the Board should be sure that all of the concerns that have been raised are addressed and then bring it back to the Board agenda for approval.

Dr. Nelson reiterated that the proposed document would be a Board Policy, but the current Code of Ethics is not a policy; it is a statement that was approved by the Board in 1990. We are now attempting to formulate a policy; it doesn't necessarily replace that statement. If there is a strong feeling from the campus that they want to look at it, Dr. Nelson stated that she has no objection to it.

Mr. McMullen stated that there is nothing in either of these documents that the Board members don't try to uphold. They feel very strongly about those things that they have added, drawing from the state as well as national sample codes of ethics. The intent was honest.

The Board agreed to take this matter to the Strategic Planning Council for discussion in the fall. Board members agreed to be present at that meeting to discuss the reasons why they are proposing this change. Board action will be postponed until after the SPC has met and discussed the matter.

2. APPROVE REDUCTION IN FORCE

MSC Nelson, Chadwick

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

Dr. Miyamoto and Dr. Amador explained that the Chancellor's Office has notified Palomar that this position is not needed for the administration of the CCCSAT grant. Therefore, it is being eliminated.

Ms. Chadwick asked if the CCCSAT grant has been funded. Jerry Patton responded that it has not been funded and will not be until the budget has been passed. They have agreed to pay certain expenses to keep the program open in the meanwhile. Dr. Amador stated that there are 13 conditions that we needed to meet to get the grant. Some of them were on direction and activities. Other things were listed because they are trying to reduce the amount of money that is spent on CCCSAT. They looked at positions and categories of positions. The Chancellor's Office is bringing down their own director of CCCSAT who will not be an employee of our District. There have been several conditions stated as a part of this grant renewal. As they looked at the fiscal piece, they noted that it was over-staffed. As far as we know, this is the only position they are concerned about. In the funding dollar amount from the Chancellor's Office, this position is not listed, so we would not get any funding from them if and when the budget bill is signed, and if and when the grant is funded.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

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

MSC Chadwick, Nelson

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**

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

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

MSC Chadwick, Nelson

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**

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

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: (There were none.)

N. **ADJOURNMENT**

The meeting was adjourned at 8:20 p.m.

President

Secretary