



GOVERNING BOARD AGENDA
REGULAR MEETING, GOVERNING BOARD
PALOMAR COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD ROOM, STUDENT SERVICES CENTER
COLLEGE CAMPUS
SAN MARCOS, CALIFORNIA
TUESDAY, AUGUST 12, 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 Call | 2 |
| 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 Calendar | 3-14 |
| I. | Action on Items Removed from Consent Calendar | 14 |
| J. | Reports from College Groups | 15 |
| K. | Comments from Other Individuals or Groups | 15 |
| L. | Unfinished Business | 15 |
| M. | New Business | 15-17 |
| N. | Closed Session | 17 |
| O. | Reconvene to Open Session | 17 |
| P. | Adjournment | 17 |

A. CALL MEETING TO ORDER

B. ROLL CALL

Establishment of a Quorum

BB. CLOSED SESSION

1. Conference with Real Property Negotiator, pursuant to Government Code 54956.8.
Property: APN 219-161-17-00 through 19-00 and 21-00
2. Public Employee Discipline/Dismissal/Release, pursuant to Government Code 54957.6.
3. Conference regarding negotiations with CCE/AFT, pursuant to Government Code Section 54957.6.
4. Conference regarding negotiations with PFF/AFT, pursuant to Government Code 54957.6.
5. Conference regarding discussion with Other Unrepresented Employees, pursuant to Government Code 54957.6.
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 July 8, 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. Report of Vice President for Instruction
2. Report of Vice President for Student Services
3. Report of Vice President for Finance and Administrative Services
 - a. Campus Crime Statistics Report – Chief Jim Stoney, Campus Police
4. 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 2003-2004 fiscal year budget:

| | | | | |
|--------------------|----------------------------------|---------|---------|-----------------------|
| Purchase Orders | 0440000 | through | 0440024 | \$ 79,031.63 |
| Travel | 0450000 | through | 0450011 | \$ 5,024.50 |
| Employment Ads | 0465000 | through | 0465003 | \$ 1,331.04 |
| Agreement/Services | 0470000 | through | 0470070 | \$ 470,937.78 |
| Repairs | 0475000 | through | 0475010 | \$ 22,288.00 |
| Agreement/Annual | 0480000 | through | 0480052 | \$ 139,692.62 |
| Utilities | 0495000 | through | 0495023 | \$1,506,203.92 |
| Procurement Card | Time Period: 05/23/03 - 06/22/03 | | | \$ 79,613.53 |
| | Time Period: 06/23/03 - 07/22/03 | | | \$ 45,084.98 |
| Total | | | | <u>\$2,349,208.00</u> |

GIFTS

2. RECOMMENDATION: ACTION – ACCEPT GIFTS

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

- a. Ambulance, Ford F350, type 3, for use in simulating EMS calls in the EME program, donated by **American Medical Response**, 8808 Balboa Avenue, Suite 150, San Diego, California 92123. Total cash value as estimated by donor is \$5,000.00.
- b. Glass color and glass working tools for use in the Art Department, donated by **Eugene Goehler**, 7201 Mimosa Drive, Carlsbad, California. Total cash value as estimated by donor is \$380.00.
- c. 65 Dell Pentium PCs, Model No. GX 110, and 18 Dell Computer Monitors, 17", for use in the R.O.P. Computer Repair program, donated by **San Diego Futures Foundation**, (Lynn Anderson) P.O. Box 939011, San Diego, California 92193-9011. Total cash value as estimated by donor is \$17,738.00.
- d. Four remanufactured HP ink cartridges for the Child Development Center printers, donated by **Barcode Printers, Inc.**, 3365 Mission Avenue, Suites C & D, Oceanside, California 92054. Total cash value as estimated by donor is \$50.00.

PERSONNEL

3. RECOMMENDATION: ACTION – APPROVE PERSONNEL ACTIONS/ HISTORY

The Governing Board hereby approves the **Personnel Actions/History** report, which includes hires and pay rate changes for **student employees** for the month of **July, 2003**, and **short-term employees** for the month of **August, 2003**. **Exhibit H-3**

4. RECOMMENDATION: ACTION - RATIFY RESIGNATIONS

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

- a. **JANICE M. BURTON**, Health Programs Coordinator, Nursing Education/Dental Assisting, effective October 1, 2003 (last day of employment 9/30/03).
- b. **SUSAN K. MCELHINNEY**, Administrative Secretary, Public Safety Programs, effective August 12, 2003 (last day of employment 8/11/2003).
- c. **CECILIA G. ROCHA**, Staff Assistant, effective August 1, 2003 (last day of employment 7/31/2003). GEAR UP,
- d. **JEANNE A. THOMPSON**, Instructional Support Assistant I, Disability Resource Center, effective July 9, 2003 (last day of employment 7/8/2003).
- e. **BARRY B. ZEAIT**, Outreach Coordinator, GEAR UP, effective August 10, 2003 (last day of employment 8/9/2003).

5. INFORMATION: RETIREMENT

On behalf of the Governing Board of the Palomar Community College District, the following **retirement** has 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. **JUDITH MANCUSO**, Advancement Office and College Foundation Coordinator, Advancement, effective August 1, 2003.

6. RECOMMENDATION: ACTION - RATIFY ASSIGNED TIME TO ACADEMIC CONTRACTS

The Governing Board hereby ratifies the recommendation of the Superintendent/President regarding **assigned time and monthly stipends** for faculty for the 2003-2004 Academic Year:

| Name | Assignment | Department/Program | Assigned Time | Monthly Stipend |
|------------------------|--|---|---------------|-----------------|
| Crouthamel, Steve | Chair | American Indian Studies | 20% | \$388.60 |
| Schultz, Jay | Chair | Art | 30% | \$220.15 |
| Steirnagle, Michael | Chair | Art | 30% | \$220.15 |
| Davis, Haydn | Chair | Behavioral Sciences | 40% | \$440.30 |
| Dowd, Bonnie | Chair | Business Education | 60% | \$440.30 |
| Boyajian, David | Chair | Chemistry Department | 20% | \$388.60 |
| Studinka, Diane | Chair | Child Development | 20% | \$388.60 |
| Smith, Anthony | Chair | Computer Science & Info. Systems | 60% | \$440.30 |
| Stachelek, Paul | Chair | Communications | 40% | \$414.50 |
| McDonough, Bruce | Chair | Cooperative Education | 20% | \$388.60 |
| Barr, Rebecca | Chair | Counseling Department | 20% | \$438.86 |
| Rudy, Denise | Director | Dental Assisting | 20% | \$388.60 |
| Galli, Nancy | Chair | Design & Consumer Education | 40% | \$414.50 |
| Trujillo, Alan | Chair | Earth Sciences | 40% | \$414.50 |
| Esteban, Jose | Chair | Economics, History, & Political Science | 60% | \$440.30 |
| Moffat, Debi | Director | Emergency Medical Education | 40% | \$414.50 |
| Hohman, Anne | Chair | English | 60% | \$440.30 |
| Henson, Lynne | Chair | English as a Second Language | 60% | \$440.30 |
| Evans, Martha | Chair | Foreign Languages | 60% | \$440.30 |
| Rollins, Wade | Chair | Graphic Communications | 20% | \$388.60 |
| Gilardi, Jim | Chair | Life Sciences | 60% | \$440.30 |
| Wiestling, Jay | Chair | Mathematics | 80% | \$466.20 |
| Valdez, John | Chair | Multicultural Studies | 20% | \$388.60 |
| Eckhart, Judy | Chair | Nursing Education | 60% | \$440.30 |
| Chase, David | Chair | Performing Arts | 30% | \$220.15 |
| Hawkins, Billy | Chair | Performing Arts | 30% | \$220.15 |
| Vetter, Robert | Chair | Physical Education | 60% | \$440.30 |
| Nakajima, Takashi | Chair | Physics and Engineering | 20% | \$388.60 |
| Levy, Stan | Director | Reading Services | 20% | \$388.60 |
| Mills, Patrick | Chair | Speech Communications/ Forensics/ASL | 40% | \$414.50 |
| Schaeffer, Joe | Chair | Trade and Industry | 40% | \$414.50 |
| Stephen McDonald | Director | English Lab | 50% | |
| Arguello, Michael | Coordinator | Academic Technology Resource Ctr. | 60% | |
| DeBarros, Philip | Coordinator | Archaeology | 20% | |
| Cnossen, Jon | Coordinator | Wellness/Fitness Center | 25% | |
| Eberhart, Judy | Coordinator | Professional Development | 80% | |
| Voth, Anne | Coordinator | Tenure Review and Evaluations | 80% | |
| Laughlin, Teresa | Curriculum | Committee Co-Chair | 20% | |
| Chakkanakuzhi, Mathews | Director | Math Learning Center | 20% | |
| Lane, Mark | Director | Planetarium | 50% | |
| Boyd, David | Theatre Technical Director | Performing Arts | 20% | |
| Studinka, Diane | Liaison to the Children's Center | | 20% | |
| Zacharias, Gary | Coordinator | English 10/50 | 13.33% | |
| Barkley, Chris | Past President | Faculty Senate | 20% | |
| Dowd, Bonnie | Secretary | Faculty Senate | 20% | |
| Spear, Steven | President | Faculty Senate | 60% | |
| Thompson, Sara | Vice President | Faculty Senate | 20% | |
| Miller, Maria | President | The Faculty | 20% | |
| Chen, Lee | ESL Evening Coordinator - San Marcos | | 25% | |
| Furch, Marty | ESL Coordinator | | 25% | |
| Henson, Lynne | ESL Student-Related Activities | | 25% | |
| Khurana, Nimoli | ESL Coordinator - Fallbrook | | 25% | |
| Lowther, Carol | ESL Evening Coordinator - Escondido Center | | 25% | |
| Weldele, Colleen | ESL Student-Related Activities | | 25% | |
| Eberhart, Judy | NCHEA Director | | 20% | |
| Gach, Peter | Artist in Residence - President's Associates | | 40% | |
| Tagg, John | Pew Forum Undergraduate Learning Project | | 46.67% | |

7. RECOMMENDATION: ACTION – RATIFY NEW ADMINISTRATIVE POSITIONS

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

- a. **Position:** **CCCSAT PROJECT DIRECTOR**
Department: Educational Television
Position #: 6281 New?: Yes
Remarks: Funded - CCCSAT
Sal Grade/Stp: 71/1 Salary: **\$6,677.35/month**
% of position: 100% No Mos: 12
Effective: August 1, 2003
Account(s): K-212100-318100-61320-1612190/100%
- b. **Position:** **E-CONFERENCING PROJECT DIRECTOR**
Department: Educational Television
Position #: 6282 New?: Yes
Remarks: Funded – e-Conferencing
Sal Grade/Stp: 71/1 Salary: **\$6,677.35/month**
Full-time?: 100% # of Mos: 12
Effective: August 1, 2003
Account(s): K-212100-318100-61320-1612191/100%

8. RECOMMENDATION: ACTION – RATIFY CLASSIFIED RECLASSIFICATION

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

- a. **Position:** **POLICE SERGEANT**
Department: Campus Police
Name: Stephen E. Keith
Position #: 6134 New?: No
Remarks: Position was grade 31 on the unit schedule.
Effective: September 1, 2003
% of position: 100% # of Mos: 12
Sal Grade/Stp: **50/2** Salary: **\$4,177.80/month**
Account(s): K-212100-543100-69500-1812070/100%
Note: Position will be removed from the bargaining unit represented by the CCE/AFT and placed in CAST.
- b. **Position:** **POLICE SERGEANT**
Department: Campus Police
Name: Carlos Vargas
Position #: 5868 New?: No
Remarks: Position was grade 31 on the unit schedule.
Effective: September 1, 2003
% of position: 100% # of Mos: 12
Sal Grade/Stp: **50/4** Salary: **\$4,611.81/month**
Account(s): K-212100-543100-69500-1812070/100%
Note: Position will be removed from the bargaining unit represented by the CCE/AFT and placed in CAST.

9. RECOMMENDATION: ACTION - RATIFY CHANGE TO CLASSIFIED POSITION

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

a. **Position:** **ACADEMIC DEPARTMENT ASSISTANT**
 Name: Vacant
 Department: Economics, History, and Political Science
 Position #: 5454 New?: No
 Remarks: Increase position from 11 months to 12 months
 Sal Grade/Stp: **19/1** Salary: **\$2,605.14/month**
 % of position: 100% # Mos: 12
 Effective: July 10, 2003
 Account(s): A-212200-365100-60910-0000000/100%

10. RECOMMENDATION: ACTION - RATIFY LEAVE OF ABSENCE

a. 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 11, 2003, through September 2, 2003, to **RENE M. ROBELIN**, Master Teacher II, Child Development Center.

11. 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: **MARTIN D. GOOD**
 Position: Director
 Department: Fiscal Services
 Position #: 5584 New?: No
 Remarks: Replacement for Lois Meyer
 Sal Grade/Stp: **70/5** Salary: **\$7,935.13/month**
 % of Position: 100% # of Mos: 12
 Effective: July 21, 2003
 Account #(s): A-212100-551100-67200-0000000/100%

b. Name: **CINDY M. SABATO**
 Position: Director of Communications
 Department: Communications/Marketing
 Position #: 6277 New?: Yes
 Remarks: Position approved 5/13/03
 Sal Grade/Stp: **57/5** Salary: **\$5,757.70/month**
 % of Position: 100% # of Mos: 12
 Effective: August 11, 2003
 Account #(s): A-212100-212400-67120-0000000/95%
 A-212100-212200-67120-0000000/5%

c. Name: **MOLLIE R. SMITH**
 Position: Director
 Department: Occupational and Noncredit Programs
 Position #: 5227 New?: No
 Remarks: Replacement for Wilma Owens
 Sal Grade/Stp: **68/4** Salary: **\$7,188.82/month**
 % of Position: 100% # of Mos: 12
 Effective: August 13, 2003
 Account #(s): A-123400-339100-60100-0000000/100%

12. RECOMMENDATION: ACTION – RATIFY NEW CLASSIFIED POSITIONS

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

- a. **Position:** **GEAR UP OUTREACH COORDINATOR**
Department: GEAR UP
Position #: 6280 New?: Yes
Remarks: Funded - Federal Grant
Sal Grade/Stp: **20/1** Salary: **\$2,670.14/month**
% of position: 100% # of Mos: 12
Effective: August 1, 2003
Account(s): K-21220047120064990-1112320/100%
- b. **Position:** **GEAR UP OUTREACH COORDINATOR**
Department: GEAR UP
Position #: 6283 New?: Yes
Remarks: Funded - Federal Grant
Sal Grade/Stp: **20/1** Salary: **\$2,670.14/month**
% of position: 100% # of Mos: 12
Effective: August 1, 2003
Account(s): K-21220047120064990-1112320/100%

13. RECOMMENDATION: ACTION - RATIFY CLASSIFIED EMPLOYMENT

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

- a. Name: **MICHELLE L. FIFIELD**
Position: Wellness/Fitness Center Outreach Coordinator
Department: Athletic Department
Position #: 6279 New?: Yes
Remarks: Position approved 7/8/03; funded – Wellness/Fitness Center.
Sal Grade/Stp: **20/1** Salary: **\$1,201.56/month**
% of Position: 45% # of Mos: 12
Effective: July 28, 2003
Account #(s): K-212200-523100-68100-1812500/100%

14. RECOMMENDATION: ACTION - RATIFY ACADEMIC EMPLOYMENT

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

- a. Name: **CHANTAL M. FLANAGAN**
Degree: B.S., Nursing
 M.S., Nursing
Position: Assistant Professor (Psychiatric Mental Health Nursing)
Department: Nursing Education
Position #: 5295 New?: No
Remarks: Replacement for Pat Worret
Sal Grade/Stp: **D/1** Salary: **\$4,235.12/month**
% of Position: 100% # of Mos: 10
Effective: August 22, 2003
Account #(s): A-111000-348200-12030-0000000/100%

b. Name: **BARBARA SERVATKA**
Degree: B.S., Nursing
M.S., Nursing
Position: Assistant Professor (Gerontology/Medical-Surgical Nursing)
Department: Nursing Education
Position #: 5296 New?: No
Remarks: Replacement for Pat Schmidt
Sal Grade/Step: **C/1** Salary: **\$4,037.64/month**
% of Position: 100% # of Mos: 10
Effective: August 22, 2003
Account #(s): A-111000-348200-12030-0000000/100%

c. Name: **MARI C. STEFFENSMEIER**
Degree: B.A., Psychology
M.Ed., Counseling
Position: WIA Counselor/Contract Administrator
Department: Counseling and Matriculation
Position #: 5809 New?: No
Remarks: Funded position
Sal Grade/Step: **C/8** Salary: **\$2,710.01/month**
% of Position: 50% # of Mos: 11
Effective: July 1, 2003
Account #(s): K-122100-462100-63100-1812105/100%
Note: This a specially funded position. See Education Code Section 87470. Continued employment is dependent upon project funding. Service shall not be included in computing service required as a prerequisite to attainment of, or eligibility to, classification as a regular employee.

15. RECOMMENDATION: ACTION - RATIFY SWORN CLASSIFIED EMPLOYMENT

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

a. Name: **MICHAEL J. SCRANTON**
Position: Police Officer I
Department: Palomar College Police Department
Position #: 6060 New?: No
Remarks: Replacement for Carlos Vargas; funded - Parking Lot Fees.
Sal Grade/Step: **31/1** Salary: **\$3,490.69/month**
% of Position: 100% # of Mos: 12
Effective: August 15, 2003
Account #(s): K-212200-543100-69500-1812070/100%

16. RECOMMENDATION: ACTION – GRANT EQUIVALENCY FOR DISCIPLINE

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:

Timothy Cain – Behavioral Sciences
Jack McCurrie – Behavioral Sciences
Robert Jackson, Jr. – Trades and Industry

17. 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 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:

FALL, 2003

BEHAVIORAL SCIENCES

| | | |
|---------------|---|---------|
| Cain, Timothy | Religious Studies B.A., Pastoral Studies M.A.B., Biblical Studies | \$38.24 |
|---------------|---|---------|

| | | |
|----------------|---|---------|
| Hoskins, Bruce | Sociology A.A., Mathematics B.A., Ethnic Studies M.A., Sociology | \$38.24 |
|----------------|---|---------|

| | | |
|----------------|--|---------|
| McCurrie, Jack | Psychology Eminence in Addictions Treatment | \$37.01 |
|----------------|--|---------|

CHEMISTRY

| | | |
|----------------|---|---------|
| Salami, Bahman | Chemistry B.S., Chemistry M.S., Applied Chemistry Ph.D., Applied Chemistry | \$40.71 |
|----------------|---|---------|

CHILD DEVELOPMENT

| | | |
|--------------------|--|---------|
| Ferreiro, Jennifer | Child Development B.A., Speech, Language, & Hearing Sciences M.S., Child Development | \$38.24 |
|--------------------|--|---------|

COMPUTER SCIENCE AND INFORMATION SYSTEMS

| | | |
|--------------|--|---------|
| Holt, Steven | Computer Science and Information Systems B.S., Computer Science 2 + Years Experience | \$37.01 |
|--------------|--|---------|

COMMUNICATIONS

| | | |
|---------------------|--|---------|
| Allen, Mary Kristen | Photography B.F.A., Art 2 + Years Experience | \$37.01 |
|---------------------|--|---------|

ECONOMICS, HISTORY, AND POLITICAL SCIENCE

| | | |
|------------|---|---------|
| Cox, Keith | History B.A., History M.A., History | \$39.47 |
|------------|---|---------|

ENGLISH

| | | |
|----------------|---|---------|
| Ferguson, Mary | English B.A., Languages and Literature M.F.A., Creative Writing | \$38.24 |
|----------------|---|---------|

| | | |
|---------------|---|---------|
| Hare, Melanie | English A.A., General Studies B.A., English M.A., Literatures in English | \$38.24 |
|---------------|---|---------|

| | | |
|------------------|--|---------|
| Moore, Henrietta | English B.A., Literature and Writing Studies M.A., English | \$38.24 |
|------------------|--|---------|

ENGLISH AS A SECOND LANGUAGE

| | | |
|----------------|---|---------|
| Richey, Tamara | English As A Second Language (Non-Credit) B.A., Liberal Studies M.E., Bilingual/Multicultural Education | \$38.24 |
|----------------|---|---------|

GRAPHIC COMMUNICATIONS

| | | |
|-------------|--|---------|
| Abril, Mari | Graphic Communications B.F.A., Graphic Design 2 + Years Experience | \$37.01 |
|-------------|--|---------|

LIFE SCIENCES

| | | |
|------------------|---|---------|
| Shearer, Allison | Biology B.S., Biology M.S., Biology | \$38.24 |
|------------------|---|---------|

OCCUPATIONAL AND NONCREDIT PROGRAMS

| | | |
|--------------|--|---------|
| James, Larry | Supervision B.S.E.E., Electrical Engineering M.B.A., Business Management | \$38.24 |
|--------------|--|---------|

TRADES AND INDUSTRY

| | | |
|---------------------|---|---------|
| Jackson Jr., Robert | Cabinet and Furniture Technology Coursework and 6+ Years Experience in Trades and Industry Discipline | \$37.01 |
|---------------------|---|---------|

| | | |
|-----------------|---|---------|
| Stephens, David | Cabinet and Furniture Technology B.A., Industrial Arts 2 + Years Experience | \$37.01 |
|-----------------|---|---------|

18. RECOMMENDATION: ACTION - RATIFY CORRECTION TO ACADEMIC CONTRACT

The Governing Board hereby ratifies the recommendation of the Superintendent/President regarding the **correction** to the following **academic contract**:

- a. Name: **ADELINA ACEVEDO**
- Degree: Equivalent to B.S., Dentistry
- Position: Assistant Professor
- Department: Dental Assisting
- Remarks: Increased step placement due to verification of previous related work experience.
- Sal Grade/Stp: **B/8** Salary: **\$5,222.65/month**
- % of position: 100%
- # of Mos: 10
- Effective: August 22, 2003
- Account #(s): A-111000-344200-12041-0000000/100%

FISCAL SERVICES

19. **RECOMMENDATION: ACTION – AUTHORIZE DRAWING NEW WARRANT**

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

Warrant # 76-084799 Dated 10/01/02, in the amount of \$22.00 to Omar R. Rabulan, 325 Pomelo Drive, Apt B2, Vista, CA 92081. Void due to stale dating.

20. **RECOMMENDATION: ACTION – APPROVE BANK SIGNATURE AUTHORIZATIONS FOR PERIOD AUGUST 13, 2003, THROUGH JUNE 30, 2004**

The Governing Board authorizes the following to deposit/withdraw funds currently deposited in California Bank & Trust, San Marcos, California, for Palomar Community College Financial Aid Federal Account:

Jerry R. Patton, Assistant Superintendent/Vice President, Finance and
Administrative Services
and
Martin Good, Director, Fiscal Services.

The Governing Board authorizes the following to deposit/withdraw funds currently deposited to the Palomar Community College Transfer Account deposited in California Bank & Trust, San Marcos, California:

Jerry R. Patton, Assistant Superintendent/Vice President, Finance and
Administrative Services
or
Martin Good, Director, Fiscal Services.

The Governing Board authorizes the following to deposit/withdraw funds currently deposited to the Palomar Community College Revolving Cash Fund in California Bank & Trust, San Marcos, California:

Jerry R. Patton, Assistant Superintendent/Vice President, Finance and
Administrative Services
or
Martin Good, Director, Fiscal Services.

The Governing Board authorizes the following to deposit/withdraw funds currently deposited to the Palomar Community College District Associated Students Checking and Savings in California Bank & Trust, San Marcos, California:

Jerry R. Patton, Assistant Superintendent/Vice President, Finance and
Administrative Services
or
Martin Good, Director, Fiscal Services
and
Amador Soto, President, Associated Student Government
or
Jasper Sabile, Vice President of State Affairs, Associated Student Government.

The Governing Board authorizes the following to deposit/withdraw funds deposited to the Palomar Community College District EOPS Emergency Loan Fund in California Bank & Trust, San Marcos, California:

Jerry R. Patton, Assistant Superintendent/Vice President, Finance and
Administrative Services
and
Martin Good, Director, Fiscal Services.

The Governing Board authorizes the following to deposit/withdraw funds deposited to the Palomar Community College in the San Diego County Treasury:

Jerry R. Patton, Assistant Superintendent/Vice President, Finance and
Administrative Services
and
Martin Good, Director, Fiscal Services.

The Governing Board authorizes two of the following to deposit/withdraw funds currently deposited to the Palomar College Payroll Account (automatic payroll deposit account) in California Bank & Trust, San Marcos, California:

Martin Good, Director, Fiscal Services
Kiely Keane-Alt, Manager, Fiscal Operations
Esperanza Flores, Manager, Payroll Services
Janien A. Lau-Thompson, Payroll Assistant.

The Governing Board authorizes the following to deposit/withdraw funds deposited to the Palomar Community College, State of California--Cal Grant Account in California Bank & Trust, San Marcos, California:

Jerry R. Patton, Assistant Superintendent/Vice President, Finance and
Administrative Services
and
Martin Good, Director, Fiscal Services.

The Governing Board authorizes the following to deposit/withdraw funds deposited to the Palomar Community College, Payroll Electronic Funds Transfer Account for State Taxes in California Bank & Trust, San Marcos, California:

Esperanza Flores, Manager, Payroll Services,
or
Janien A. Lau-Thompson, Payroll Assistant,
and
Martin Good, Director, Fiscal Services
Kiely Keane-Alt, Manager, Fiscal Operations

The Governing Board authorizes the following to deposit/withdraw funds deposited to the Palomar College/Tenancies, Escondido Center in California Bank & Trust, San Marcos, California:

Jerry R. Patton, Assistant Superintendent/Vice President, Finance and
Administrative Services
and
Martin Good, Director, Fiscal Services

The Governing Board authorizes the following to deposit/withdraw funds deposited to the Palomar College Payroll Electronic Funds Transfer-Federal Taxes account in California Bank & Trust, San Marcos, California:

Esperanza Flores, Manager, Payroll Services,
or
Janien Lau-Thompson, Payroll Assistant.
Martin Good, Director, Fiscal Services
Kiely Keane-Alt, Manager Fiscal Operations

Exhibit H-20

21. RECOMMENDATION: ACTION - AUTHORIZE SIGNATURES FOR COUNTY BUSINESS

The Governing Board hereby authorizes the following **business procedures**, effective August 13, 2003, through June 30, 2004:

- a. Persons authorized, pursuant to the provisions of the Education Code Section 85232, to sign any and all school orders in the name of the District, drawn on the funds of the District:

Jerry R. Patton, Assistant Superintendent/Vice President, Finance and
Administrative Services
Martin Good, Director of Fiscal Services

- b. Person authorized to receive mail from the Accounting Section of the San Diego County Office of Education:

Martin Good, Director of Fiscal Services

Exhibit H-21

22. RECOMMENDATION: ACTION – APPROVE RESOLUTION TO NAME CUSTODIAN OF REVOLVING CASH FUND

WHEREAS, there is a need for a Revolving Cash Fund for Fiscal Operations of the District;

THEREFORE, BE IT RESOLVED that the custodian of the **Revolving Cash Fund** in the amount of **\$25,000.00** in the **California Bank & Trust**, San Marcos, California, be **Martin Good, Director, Fiscal Services**; and

BE IT FURTHER RESOLVED that the Revolving Cash Fund has been established for the use of the Vice President, Administrative Services, and the Director, Fiscal Services, in securing or purchasing services and/or materials, and for otherwise authorized purposes, including prepayments and salary advances. **Exhibit H-22**

23. RECOMMENDATION: ACTION – APPROVE QUARTERLY REPORT OF CFO REGARDING DISCLOSURE OF DISTRICT INVESTMENTS

The Governing Board hereby approves the **Quarterly Report of Chief Financial Officer Regarding Disclosure of District Investments** as of June 30, 2003. **Exhibit H-23**

| |
|---|
| Resumption of REGULAR AGENDA |
|---|

Administration of Oath of Office to Police Officer Michael J. Scranton

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. **RECOMMENDATION: ACTION - APPROVE RENEWAL OF MAINTENANCE AGREEMENT WITH BITCENTRAL FOR CCCSAT NETWORK**

The Governing Board hereby approves the renewal of a maintenance agreement with BitCentral to provide all labor, materials, tools, and utility services, including warranty and maintenance work, for the California Community Colleges Satellite Network. (A joint project of the Palomar Community College District and the California Community Colleges' Chancellor's Office). The term of the agreement shall be for one year, effective July 1, 2003, through June 30, 2004, in the amount \$88,646.00. Payments of \$7,387.17 are to be paid monthly until the final assessment of the new budget bill and subsequent trailer bills are analyzed. At the time of confirmation of the full funds available for the grant, the remainder of balance is due in full within thirty (30) days according to the terms of the agreement. Funds will be provided through the CCCSAT Maintenance Agreement account. **Exhibit M-1**

2. **RECOMMENDATION: ACTION - APPROVE ANNUAL RENEWAL APPLICATION OF DISTRICT TO PARTICIPATE IN THE CALIFORNIA DEPARTMENT OF EDUCATION, CHILD CARE FOOD PROGRAM FOR FISCAL YEAR 2003-04**

The Governing Board hereby approves the renewal application for the Child Development Center to participate in the **California Department of Education, Child Care Food Program** for the 2003-04 fiscal year and authorizes Diane Studinka, Child Development Department Chairperson, to be the authorized representative for this program. **Exhibit M-2**

3. RECOMMENDATION: ACTION - APPROVE CONTRACT AND ACCEPT FUNDING FROM CALIFORNIA DEPARTMENT OF EDUCATION CHILD DEVELOPMENT DIVISION FOR RENOVATION AND REPAIRS OF CHILD CARE CENTERS

The Governing Board hereby approves the contract and accepts funding in an amount not to exceed \$19,500.00, effective July 1, 2003, through June 30, 2005, from the **California Department of Education, Child Development Division**, for renovation and repair projects at the Child Development Centers on the San Marcos campus and at the Escondido Center.

The Governing Board hereby authorizes the following District personnel to sign contract documents for acceptance of the funding:

Dr. Sherrill L. Amador, Superintendent/President
Jerry R. Patton, Assistant Superintendent/Vice President for Finance and Administrative Services
Exhibit M-3

4. RECOMMENDATION: ACTION - DECLARE VEHICLES SURPLUS AND AUTHORIZE LOCAL PUBLIC AUCTION

The Governing Board hereby declares the **vehicles**, identified in the attached memorandum as Exhibit "A," and incorporated herein by this reference, **surplus**, and that they shall be **for sale** along with the surplus vehicles identified in the attached memorandum as Exhibit "B," and incorporated herein by this reference, at a local public auction to be conducted by the Director of Facilities on September 5, 2003, in accordance with District Procedure 552 and California Education Code Section 81450.
Exhibit M-4

5. RECOMMENDATION: ACTION - APPROVE CONSTRUCTION OF DSA-APPROVED MODULAR BUILDING FOR THE RELOCATION OF CAMPUS POLICE TO SAN MARCOS CAMPUS

The Governing Board hereby approves the construction of a 3,600 sq. ft., semi-permanent modular building to be located east of the Howard Brubeck Theatre. The multi-purpose building will house the administrative and operational offices of the Palomar College Campus Police. Cost of the building is \$336,292.31. The Facilities department will do all site preparation to include grading, construction of stem wall foundation, and connection to existing utility lines at a cost of \$96,580.00. Removal of old building and constructing a kiosk in the ingress/egress island is \$40,000.00. The project will be funded through the San Marcos Redevelopment Agreement. **Exhibit M-5**

6. RECOMMENDATION: ACTION – APPROVE AGREEMENT WITH SAN DIEGO COUNTY SUPERINTENDENT OF SCHOOLS FOR OPERATION OF REGIONAL OCCUPATIONAL PROGRAMS, FY 2003-2004

The Governing Board hereby approves an agreement between the Palomar Community College District and the San Diego County Superintendent of Schools for the operation of the **Regional Occupational Programs** courses and services for fiscal year 2003-2004 (effective July 1, 2003, and terminating June 30, 2004), with an estimated budget, including carry-over, in the amount of \$1,530,395.00, and the Superintendent/President of the District is hereby authorized to execute the agreement on behalf of the District.
Exhibit M-6

7. RECOMMENDATION: ACTION - EXCUSE ABSENCE OF MEMBERS

In accordance with Section 72425(c) of the California Education Code, the Governing Board finds that the absences of **Mark Evilsizer and Ralph Jensen** from the Governing Board Meeting held July 8, 2003, are excused due to both trustees being out of the area on vacation.

8. 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