



GOVERNING BOARD MINUTES
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.

A. CALL TO ORDER

Darrell L. McMullen, President, called the regular meeting of the Palomar Community College District Governing Board to order at 6:01 p.m.

B. ROLL CALL

TRUSTEES PRESENT:

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

EXECUTIVE ADMINISTRATORS PRESENT:

Sherrill L. Amador, Ed.D., Superintendent/President
Berta Cuaron, M.A., Assistant Superintendent/Vice President, Instruction
Joseph Madrigal, M.A., Assistant Superintendent/Vice President, Student Services
Jack Miyamoto, Ed.D., Assistant Superintendent/Vice President, Human Resource Services
Jerry Patton, M.B.A., Assistant Superintendent/Vice President, Finance and Administrative Services

BB. CLOSED SESSION

The Board went into Closed Session at 6:01 p.m., to discuss:

1. Conference with Real Property Negotiator, pursuant to Government Code 54956.8.
Property: APN 219-161-17-00 through 19-00 and 21-00
4. Conference regarding negotiations with PFF/AFT, pursuant to Government Code 54957.6.
6. Public Employee Performance Evaluation, pursuant to Government Code 54957.
 - a. Superintendent/President

BBB. RECONVENE TO OPEN SESSION

The Board reconvened to Open Session at 7:01 p.m. There was no reportable action taken during Closed Session.

STAFF PRESENT:

Barbara Baldrige, Confidential and Supervisory Team; Executive Assistant to
Superintendent/Governing Board
Norma Bean, Vice President, Administrative Association; Director, Extended Education
Mike Ellis, Director, Facilities
Stephanie Gonzales, Secretary, CCE/AFT; CCCSAT
Martin Good, Director, Fiscal Services
Herman Lee, Director, Enrollment Services
Katie Townsend Merino, PFF; Associate Professor, Behavioral Sciences
Maria Miller, President, The Faculty; Professor/Counselor
George Mozes, Director, Library/Educational Television
Jim Stoney, Chief, Campus Police
Mark Vernoy, Dean, Social and 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, 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 July 8, 2003.

The Vote: 3 Aye, 2 Abstain (Jensen, Evilsizer)
Student Trustee Advisory Vote: Aye

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

Dr. Amador reported that Item H-4-c, page 4, has been removed from the agenda.

E. REPORT OF THE GOVERNING BOARD PRESIDENT

Mr. McMullen wished Mike Ellis a happy birthday and welcomed Mr. Evilsizer back.

F. REPORTS OF THE GOVERNING BOARD MEMBERS

Mr. Soto reported that he will be attending the Student Trustee Workshop in Sacramento this weekend.

Mr. Jensen reported that he has a new grandson named Chad.

Ms. Chadwick reported that she had attended a benefit for the Lake San Marcos Friends of Palomar College. They had a golf tournament and an auction, and the room was packed. They are staunch supporters of this campus. They recently contributed \$10,000 to underwrite some of the furnishings for the new Student Union.

Ms. Chadwick reminded everyone that Proposition 54 will be on the October 7 ballot. She suggested that everyone should read it and see why many are planning to oppose it.

Ms. Chadwick reported that her daughter has just become engaged.

Mr. Evilsizer reported that he had a good time visiting family on his vacation. There is a lot going on with the recall election and Proposition 54. He noted that various organizations are also in opposition to Proposition 54. He also encouraged everyone to study it in that he feels it is detrimental to education.

Dr. Nelson reported that she just returned from a month's trip to Ireland and Scotland last night and is glad to be home safely.

G. REPORT OF THE SUPERINTENDENT/PRESIDENT

Dr. Amador introduced Berta Cuaron, our new Assistant Superintendent/Vice President of Instruction, and briefly discussed her background.

Dr. Amador introduced Cindy Sabato, our new Director of Communications, and briefly discussed her background.

Dr. Amador and Jerry Patton introduced Martin Good, our new Director of Fiscal Services, and briefly discussed his background.

Dr. Amador reported that the Governor signed trailer bill 1754, which defers \$2 million that the community college system can spend in this year, but we won't get the money until July 1 in the next fiscal year. In addition, this bill raises the tuition fee to \$18 per unit. We do not know what impact that will have on our students, but we are legally obligated to collect it. As this is \$7 more per unit, it probably will have an impact on access of students. Dr. Nelson stated that she hopes we can get the message out that students can't afford not to come. Mr. Evilsizer noted that there is also financial aid available to help students overcome the increased fees. Dr. Amador noted that the UC and CSU increases are considerably higher than the community colleges' increase.

Herman Lee reported that we are up 1.2% in credit students for the fall semester, and we are flat in headcount compared to last fall. We are over 20,600 in credit students and close to 22,000 total students.

Dr. Amador invited the Board to the Convocation on "Teaching and Learning Excellence" on Friday, August 22. Continental breakfast will be available at 8 a.m. in front of the Dome. The main session will be in the Dome with breakout sessions throughout the day. Lunch will be served in the Student Union. Outstanding employee awards will be given to faculty, administrators, and classified staff during the morning session. Several faculty members will share their success with student learning outcomes with their peers.

1. Report of Vice President for Instruction

Berta Cuaron thanked the entire college community for welcoming her to Palomar.

Ms. Cuaron acknowledged two faculty members who were recently featured in the *North County Times*, Dr. Phil de Barros and William Jahnel.

Ms. Cuaron recognized Dean Mark Vernoy and Professor Karen Huffman, whose psychology textbook has recently been translated into Portuguese.

We have recently hired three contract faculty; two in the nursing education department and one in the dental assisting department. They will be invited to attend the next Board meeting for introduction.

2. Report of Vice President for Student Services

Joe Madrigal reported that Palomar students Trevor Jones and Marc Lomeli won the Under 21 Open Junior Olympics Beach Volleyball Championships held last month at Will Rogers State Beach in Pacific Palisades. These two student athletes won the Gold medal in a tight three-game upset of the defending national champions. Trevor and Marc have qualified to represent the United States in the 2004 Junior Beach Volleyball World Championships to be held in Europe. This is quite an honor for Palomar.

3. Report of Vice President for Finance and Administrative Services

Jerry Patton reported that the Chancellor's Office has given us a one-month extension for the approval and submission of our budget. A resolution will be brought to the Board on August 26 to approve that. We have to publish for public record and viewing three days before the Board takes action on the budget. The Chancellor's Office is holding a workshop on September 3 on interpreting the applications of the budget bill.

a. Campus Crime Statistics Report

Chief Jim Stoney, Campus Police, distributed copies and discussed the Fiscal Year 2002-2003 Crime Summary. **Exhibit G-3-a.** The Cleary Act requires that we publish all statistics relating to crime. It is posted on our web site, and Student Admissions and Records also distributes the data in brochures.

Chief Stoney briefly discussed the Campus Watch program which is now underway. It is a reflection of Neighborhood Watch that is specifically designed for this campus. Each of our police officers, community service officers, and student CSOs is responsible for a couple of buildings on campus. The program will also work into the disaster preparedness plan. Safety is the number one goal of Campus Watch. Mr. Evilsizer asked that Chief Stoney be given a few minutes to present his report to the entire campus community at Convocation. Mr. McMullen and Chief Stoney noted that *The Telescope* will also feature this information each week.

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

C O N S E N T C A L E N D A R
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H. CONSENT CALENDAR

BUSINESS SERVICES

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

GIFTS

2. ACCEPT GIFTS

MSC Chadwick, Nelson

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

- a. 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.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

PERSONNEL

3. APPROVE PERSONNEL ACTIONS/ HISTORY

MSC Chadwick, Nelson

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**

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

4. RATIFY RESIGNATIONS

MSC Chadwick, Nelson

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. Item removed from agenda.
- 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).

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

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. RATIFY ASSIGNED TIME TO ACADEMIC CONTRACTS

MSC Chadwick, Nelson

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:

<u>Name</u>	<u>Assignment</u>	<u>Department/Program</u>	<u>Assigned Time</u>	<u>Monthly Stipend</u>
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
McDonald, Stephen	Director	English Lab	50%	
Arguello, Michael	Coordinator	Academic Technology Resource Ctr.	60%	
DeBarros, Philip	Coordinator	Archaeology	20%	
Crossen, 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%	

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

7. RATIFY NEW ADMINISTRATIVE POSITIONS

MSC Chadwick, Nelson

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%

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

8. RATIFY CLASSIFIED RECLASSIFICATION

MSC Chadwick, Nelson

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.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

9. RATIFY CHANGE TO CLASSIFIED POSITION

MSC Chadwick, Nelson

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%

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

10. RATIFY LEAVE OF ABSENCE

MSC Chadwick, Nelson

- 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.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

11. 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: **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%

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

12. RATIFY NEW CLASSIFIED POSITIONS

MSC Chadwick, Nelson

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%

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

13. RATIFY CLASSIFIED EMPLOYMENT

MSC Chadwick, Nelson

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

- a. Name: **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%

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

14. RATIFY ACADEMIC EMPLOYMENT

MSC Chadwick, Nelson

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/Stp: **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/Stp: **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.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

15. RATIFY SWORN CLASSIFIED EMPLOYMENT

MSC Chadwick, Nelson

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/Stp: **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%

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

16. GRANT EQUIVALENCY FOR DISCIPLINE

MSC Chadwick, Nelson

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

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

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

17. 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 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
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Hoskins, Bruce	Sociology A.A., Mathematics B.A., Ethnic Studies M.A., Sociology	\$38.24
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McCurrie, Jack	Psychology Eminence in Addictions Treatment	\$37.01
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CHEMISTRY

Salami, Bahman	Chemistry B.S., Chemistry M.S., Applied Chemistry Ph.D., Applied Chemistry	\$40.71
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CHILD DEVELOPMENT

Fererro, Jennifer	Child Development B.A., Speech, Language, & Hearing Sciences M.S., Child Development	\$38.24
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COMPUTER SCIENCE AND INFORMATION SYSTEMS

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

Allen, Mary Kristen	Photography B.F.A., Art 2 + Years Experience	\$37.01
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ECONOMICS, HISTORY, AND POLITICAL SCIENCE

Cox, Keith	History B.A., History M.A., History	\$39.47
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ENGLISH

Ferguson, Mary	English B.A., Languages and Literature M.F.A., Creative Writing	\$38.24
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Hare, Melanie	English A.A., General Studies B.A., English M.A., Literatures in English	\$38.24
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Moore, Henrietta	English B.A., Literature and Writing Studies M.A., English	\$38.24
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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
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GRAPHIC COMMUNICATIONS

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

Shearer, Allison	Biology B.S., Biology M.S., Biology	\$38.24
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OCCUPATIONAL AND NONCREDIT PROGRAMS

James, Larry	Supervision B.S.E.E., Electrical Engineering M.B.A., Business Management	\$38.24
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TRADES AND INDUSTRY

Jackson Jr., Robert	Cabinet and Furniture Technology Coursework and 6+ Years Experience in Trades and Industry Discipline	\$37.01
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Stephens, David	Cabinet and Furniture Technology B.A., Industrial Arts 2 + Years Experience	\$37.01
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The Vote was unanimous.
Student Trustee Advisory Vote: Aye

18. RATIFY CORRECTION TO ACADEMIC CONTRACT

MSC Chadwick, Nelson

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%

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

FISCAL SERVICES

19. AUTHORIZE DRAWING NEW WARRANT

MSC Chadwick, Nelson

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.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

20. APPROVE BANK SIGNATURE AUTHORIZATIONS FOR PERIOD AUGUST 13, 2003, THROUGH JUNE 30, 2004

MSC Chadwick, Nelson

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

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

- 21.** Item was removed from the Consent Calendar for discussion.

22. **APPROVE RESOLUTION TO NAME CUSTODIAN OF REVOLVING CASH FUND**

MSC Chadwick, Nelson

RESOLUTION 03-20766

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**

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

23. **APPROVE QUARTERLY REPORT OF CFO REGARDING DISCLOSURE OF DISTRICT INVESTMENTS**

MSC Chadwick, Nelson

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**

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

Resumption of REGULAR AGENDA

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

At this time, Mr. McMullen administered the oath of office to Police Officer Michael J. Scranton.

I. **ACTION ON ITEMS REMOVED FROM CONSENT CALENDAR**

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

MSC Jensen, Chadwick

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>

Mr. Evilsizer requested clarification of the Utilities amount of \$1,506,203.92. Mr. Patton responded that this amount is an encumbrance for the 2003-04 fiscal year. Mike Ellis will be presenting a report on the College's energy conservation efforts at the next meeting.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

21. AUTHORIZE SIGNATURES FOR COUNTY BUSINESS

MSC Jensen, Nelson

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

and

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

Mr. Evilsizer asked for clarification on item a. Mr. Good reported that both signatures are required. It was agreed that the word "and" should be inserted between the two names.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

J. REPORTS FROM COLLEGE GROUPS

1. INFORMATION

Report of the Faculty Senate – There was no report.

2. INFORMATION

Report of the Palomar Faculty Federation – There was no report.

3. **INFORMATION**

Report of The Faculty – There was no report.

4. **INFORMATION**

Report of the Administrative Association - There was no report.

5. **INFORMATION**

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

6. **INFORMATION**

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

7. **INFORMATION**

Report of the Associated Student Government

Amador Soto reported that the ASG is looking forward to working with the staff in representing the students of this College during the upcoming year. The ASG is also looking forward to recruiting more members.

Some ASG members attended the BECA Foundation dinner on July 12.

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

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

M. **NEW BUSINESS**

1. **APPROVE RENEWAL OF MAINTENANCE AGREEMENT WITH BITCENTRAL FOR CCCSAT NETWORK**

MSC Jensen, Chadwick

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**

Ms. Chadwick requested verification that the coverage is such that whatever they don't cover, we have the ability to manage on campus. Dr. Mozes responded that we do.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

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

MSC Chadwick, Nelson

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**

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

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

MSC Nelson, Jensen

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**

Ms. Chadwick asked what type of repairs are involved in this item. Dr. Vernoy responded that it is for maintenance and upgrades in the portable buildings housing the Child Development Center.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

4. **DECLARE VEHICLES SURPLUS AND AUTHORIZE LOCAL PUBLIC AUCTION**

MSC Chadwick, Nelson

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**

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

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

MSC Jensen, Nelson

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**

Ms. Chadwick asked why we are doing this now. Mr. Patton responded that it is felt that this is an opportune time to bring the Campus Police back to campus. The funding will come totally from the San Marcos Redevelopment Agency funds. No general funds will be expended. We would like to have the construction completed by the middle to end of the fall semester. The exterior of the building will match the exterior of the Brubeck Theatre.

Mike Ellis pointed out the area on the aerial map in which the building will be located. All police operations will be joined here on campus. This will also free up space in the Santar Place building for instructional use.

Ms. Chadwick stated that she is proud to support this. Security is one of the most important things we have that we need to deal with. This will certainly make people feel a lot more secure.

Mr. Patton noted that one of the difficulties visitors have when they come here is determining where to go. The kiosk that will be constructed at the entrance will be treated as a public information booth with an officer on duty.

Mr. Evilsizer asked, "This move from the San Marcos public facilities to an on-campus site amounts to about 3,600 square feet, is that true of the old site, will that free up space that's vacated that we can utilize perhaps for classroom teaching?" Mr. Patton and Dr. Amador responded affirmatively.

Dr. Nelson asked about the lease arrangement with the City of San Marcos on the Santar Place building. Mr. Patton responded that the lease is for five years and is renewable with first right of refusal.

Mr. Evilsizer asked what becomes of the modular building now at the front of the campus that is currently utilized by the Police Department. Mr. Patton responded that it may help us with swing space whenever we need a place to put someone temporarily.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

6. **APPROVE AGREEMENT WITH SAN DIEGO COUNTY SUPERINTENDENT OF SCHOOLS FOR OPERATION OF REGIONAL OCCUPATIONAL PROGRAM, FY 2003-2004**

MSC Nelson, Chadwick

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 Program** 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

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

7. **EXCUSE ABSENCE OF MEMBERS**

MSC Nelson, Chadwick

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 the trustees being out of the area on vacation and on business.

The Vote: 3 Aye, 2 Abstain (Evilsizer, Jensen)
Student Trustee Advisory Vote: Aye

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:

Mr. Evilsizer requested permission to invite guests to make a ten-minute presentation at the next meeting regarding a program they have developed for Latino junior high school boys to encourage them to stay in school. They use role models to share career paths and professional targets.

Ms. Chadwick requested a report on the draft master plan. Dr. Amador reported that, if all goes well, it should be ready for approval at that meeting.

N. **ADJOURNMENT**

The meeting was adjourned at 7:45 p.m.

President

Secretary