



GOVERNING BOARD MINUTES
REGULAR MEETING, GOVERNING BOARD
PALOMAR COMMUNITY COLLEGE DISTRICT
ROOM D-10
COLLEGE CAMPUS
SAN MARCOS, CALIFORNIA
TUESDAY, OCTOBER 14, 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
RALPH G. JENSEN, B.A., VICE PRESIDENT
NANCY C. CHADWICK, M.S.W., M.P.A., TRUSTEE
MARK R. EVILSIZER, M.A., TRUSTEE
AMADOR SOTO, STUDENT TRUSTEE

TRUSTEE ABSENT:

MICHELE T. NELSON, PH.D., SECRETARY

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
Jerry Patton, M.B.A., Assistant Superintendent/Vice President, Finance and Administrative Services

BB. CLOSED SESSION

1. Pending Litigation Pursuant To Government Code Section 54956.9(a)/Conference With Legal Counsel – Unfair Practice Charge in PERB Case Number LA-CE-4453-E filed by the Palomar Faculty Federation.
4. Conference regarding negotiations with PFF/AFT, pursuant to Government Code 54957.6.

BBB. RECONVENE TO OPEN SESSION

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

STAFF PRESENT:

Jenny Akins, Vice President Confidential and Supervisory Team; Supervisor, Purchasing Services

Barbara Baldrige, Executive Assistant to Superintendent/Governing Board

Michelle Barton, Director, Institutional Research and Planning

Michael Ellis, Director, Facilities

Jose Fernandez, Director, Transfer Center

Reno Frigo, Part-Time Faculty

Robert Gilson, Professor, Performing Arts

Nancy Horio, Manager, Human Resource Services

Ken Jay, President, Administrative Association; Director, Business Services

Herman Lee, Director, Enrollment Services

Becky McCluskey, President, CCE/AFT; Accounting Technician, Fiscal Services, Escondido Center

Maria Miller, President, The Faculty; Professor/Counselor

Mary Millet, Co-President, PFF/AFT; Part-Time Faculty, English

Steve Spear, President, Faculty Senate; Professor, Earth Sciences

Dale Wallenius, Chief Advancement Officer, Vice President Foundation

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.

BBBB. PUBLIC HEARING – PROPOSED 2003-2004 BUDGET

1. PRESENTATION OF PROPOSED 2003-2004 BUDGET

Jerry Patton presented the proposed budget for the 2003-2004 fiscal year and answered questions from Governing Board members.

2. OPEN PUBLIC HEARING ON PROPOSED 2003-2004 BUDGET

Mr. McMullen opened the public hearing. There were no comments from the public.

3. CLOSE PUBLIC HEARING

Mr. McMullen closed the public hearing.

4. **APPROVE ADOPTION OF ANNUAL FINANCIAL AND BUDGET REPORT**

MSC Chadwick, Jensen

RESOLUTION 04-20768

BE IT RESOLVED, That the Palomar Community College District **Annual Financial and Budget Report** be approved. This is the Financial Report for Fiscal Year 2002-2003 and the Budget Report for Fiscal Year 2003-2004. **Exhibit BBBB-4**

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

C. **APPROVAL OF MINUTES**

MSC Chadwick, Jensen

The Governing Board hereby approves the Minutes of the Regular Meeting of September 9, 2003, with the following changes:

Page 3, last paragraph, third line, delete the words "in other words, the legislation that would change that."

Page 28, add the following prior to the first paragraph:

Mr. McMullen: That being discussed, is there a request for items to be considered on the next meeting?

Mr. Jensen: I would like to now state the remarks I reserved for the end.

Mr. McMullen: Okay.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

MSC Chadwick, Evilsizer

The Governing Board hereby approves the Minutes of the Workshop Meeting of September 23, 2003.

The Vote: 3 Aye, 1 Abstain (Jensen)
Student Trustee Advisory Vote: Aye

D. **CALL FOR REMOVAL OF ITEMS FROM OR CHANGES TO AGENDA** - There were none.

E. REPORT OF THE GOVERNING BOARD PRESIDENT

Mr. McMullen gave the following report:

Next month will be my last month to chair the Governing Board meetings and, frankly, I look forward to it. As a public citizen, I ran for the Board for one reason and that was to get involved in higher education and to try to pay back in some small way for all the educational opportunities that were made available to me and my children, two of whom attended Palomar College. And with my professional background of government finance, I thought it would be a fun challenge. I like preparing and reading budgets, but it's no fun when you can't control your revenues. That's been the difficult part. It's like having your hand tied. I have tried to adhere to Roberts' Rules of Order and always conduct the meetings in a highly respectful manner. I wore a suit at every meeting, I refer to fellow Trustees by their last name or title, and as other Trustees, I study the issues and ask pertinent questions. I've tried to give everyone an opportunity to speak provided respectful procedures and decorum were followed. If I have allowed the institutional business of Palomar to slip in the past, please accept my apology. It won't happen again. We are here to conduct the many issues facing Palomar. And with the budget so severely cut, as we just went through it, our citizens and our students deserve a spirit of congeniality now more than ever before. So I ask you to please help me do this in my remaining time here. I would appreciate it.

F. REPORTS OF THE GOVERNING BOARD MEMBERS

Mr. Evilsizer gave the following report:

Thank you, Mr. Chair. I had the honor of attending my first President's Associates gathering at Dr. Amador's house on September 25. It was an opportunity to meet a lot of the donors and contributors from the community, and in particular, the businesses in the community that contribute for the benefit of our students and our college. So that was a very well-attended event, and I was glad to finally attend myself.

I also was able to attend the football game on September 27 against Saddleback Community College. I didn't stay for the whole thing, but I saw a cheerleader get dropped on top of the fellow that was supposed to catch her. They both got hurt a little bit, so I hope they're OK. That can be a hazardous event to attend.

Then, today I was able to attend a mini theatre tour to take a look at the improvements that have been made to the Howard Brubeck Theatre. All of the chairs inside have been reupholstered. It's a nice blue fabric. We have new carpeting and new paint both on the bottom and the top of the facility, and it really, really looks sharp. We have an item on the agenda tonight to recognize Pam Slater for the contribution she made through the County Board of Supervisors.

Ms. Chadwick gave the following report:

Thank you. I, too, went to the theatre tour. Boy, just a little bit makes a difference. Mark has already described that, and it really turned out well. I hope many of us will be at the performance on Sunday when we honor Pam Slater.

I also went to the Palomar Arts League – their opening concert and their champagne reception – very nice. This is a group that supports performing arts here. They have been doing this for a number of years, and they do an outstanding job.

I went to the TRIO luncheon. The TRIO people were having a national conference down in San Diego, and I was invited. Boy, what an impressive group of people. Many of us were almost in tears when we heard about the honorees this year from across the country, what had happened to them because of their experience in TRIO – really an outstanding group of people. As you know, we have a very strong program on this campus, one that we should be very proud of.

I also attended a meeting with Senator Bill Morrow here on campus. This is a man who attended Mt. SAC, was student body president. He's very supportive of community colleges. He was very clear that he not only supports us, but he will take legislation forward if he needs to be the sponsor for equalization. So that was a good meeting.

I also attended a SDICCCA meeting this past week. This group is moving into high gear. They are going to focus on AB 40, the Runner bill, that provides for equalization among the districts in terms of funding for students. They intend to pursue this, and hopefully will have a lot of support among you and all our constituents to get this started. We need to get a formula for changing what's happening between these very large districts that get a lot of money. Some of the money that goes to smaller districts is very large. So we will have a small, a large, and a very large funding formula, I hope, that will equalize these districts. We're going to pursue this aggressively. The Governor-elect has said that he is going to not cut education. We want to make sure that we get what he meant. In other words, we want to work very hard to have this be the legislation to make it through (it's a two-year bill, so it's still going) and that he signs it. We've got to have this done. As you know, our last Governor vetoed part of the funding to do this equalization, even though it was only \$40 million - \$40 million can go a long way.

Finally, I attended the Real Estate Committee meeting. This is a committee of the Board that has been meeting to work with a consultant to identify parcels of land consistent with our master planning for north and south campus and center. We had a very productive meeting, and I must tell you – there will be more on this later – but it was very encouraging. I am very happy about it. So I've been busy, and I'm proud to do this. Every time I go to a meeting involving any of us with the community colleges, I come away invigorated to the point where I think I'm going to fly home – I don't have to drive. Thank you.

Mr. McMullen:

Thank you for attending the SDICCCA meeting in my absence. I was in Colorado having a ball.

Mr. Jensen gave the following report:

Mr. Evilsizer and I will be meeting with Ray Haynes a week from Friday, and I thoroughly expect to get his support on the equity also. I think we'll get Arnold's also. Three or four years ago, I attended his Inner City Games in L.A. He was off making a movie, but Maria ran the show.

Since the last meeting, I've taken a position two days a week as a math teacher at All Tribes American Indian Charter School located on the Rincon Reservation. This is their third year in existence and they have been clawing to stay in existence. They applied to the North County Foundation for a grant, but they were told "before we give you one, you have to have been in existence for five years" and this is only the third year they've been in existence. They have not received one penny from any of the tribes or the casinos. There are a lot of kids there that I have tutored after school at the Rincon Ed. Center for a number of years and subbed at the Valley Center Schools. So I know a lot of these kids and worked with a lot of them for a lot of years. I am so pleased to see what's happening there. A boy, who I always thought was intelligent but had no motivation, is now a tenth grader. The school goes up to only the tenth grade this year. It will go up to eleventh and twelfth the next two years. He came up to me and said, "Mr. Jensen, are you going to be here my next two years?" I said, "I hope to be." He said, "Well good, because I want you to make me smart so I can go to college." I told him, "You're already smart, but I'll try to teach you what you need to learn." The fact that they're getting through to these kids and they're becoming motivated is just wonderful. Right now, I have 70 students.

G. REPORT OF THE SUPERINTENDENT/PRESIDENT

1. Funding-Per-Student Inequity in California Community College System

Dale Wallenius gave a report on the necessity of and efforts to gain equity in funding for all community colleges in California and answered questions from Board members.

Exhibit G-1

2. Progress Report on Strategic Plan 2005 Goals (Quantitative)

Michelle Barton provided a report on the College's progress toward meeting the goals in Strategic Plan 2005 and answered questions from Board members. **Exhibit G-2**

3. Report of Vice President for Instruction

Berta Cuaron acknowledged the Department of Dental Assisting, noting that Department Chair, Denise Rudy, reported that we had an 81.3% passing rate from our students who took the R.D.A. exam this past July. That is very good news for our program, faculty, staff, and students. The statewide average is just below 70%, so our program and our passing rate places us in the top 25% for our Dental Assisting program. Ms. Cuaron commended the faculty, staff, and students for this achievement.

4. Report of Vice President for Student Services

a. Access and Tracking the Transfer Tide

Joe Madrigal noted that at a previous meeting, Ms. Chadwick had requested a report on the following questions:

1. What is the reduction in the fall semester enrollment due to fee increases of \$11 to \$18, and what is the impact on financial aid students for enrollment?
2. How many Palomar transfer students' admissions applications to UC were returned unopened?
3. How many of our students transfer to the various UC campuses?
4. How many UC/CSU campuses does Palomar have MOUs with regarding transfer admission of our students?

5. Are there other new or recent admission/transfer policy changes for our students that have had an impact on fall enrollment?
6. What kind of monitoring system do we have in place for admissions/transfer policy changes?

In response to those questions, Mr. Madrigal introduced Herman Lee and Jose Fernandez who provided a presentation on student access and tracking the transfer tide and answered questions from Board members. Mr. Fernandez stated that it is critical for our students to have access to the courses they need in order to transfer to UC or CSU. They need 60 transferable units; and they need college-level English composition, college-level math, critical thinking, and speech. It is important that they complete those "golden four" courses early on in their college careers. **Exhibit G-4**

Mr. Madrigal reported that, on October 28, the Board will have access to representatives from San Diego State University, California State University San Marcos, and University of California San Diego to provide a follow-up and the opportunity for the Board to have a dialogue on the bigger issues facing our transfer students.

5. Report of Vice President for Finance and Administrative Services

a. District Legal Expenses for Past Four Years

Dr. Amador noted that Trustee Evilsizer had requested a report on legal expenses at a previous meeting. Jerry Patton provided a detailed report on the District's legal expenses for the past seven years and answered questions from Board members. **Exhibit G-5a**

6. Report of Vice President for Human Resource Services – There was none.

Dr. Amador reported that the President of Santa Monica College, Piedad Robertson, is on the Governor-Elect's transition team. She happens to be the college with the lowest funding per student in the state, so that is a very good start. Beverly O'Neil, the mayor of Long Beach and former President of Long Beach City College, which is also a low-funded district, is also on the team. There are approximately 70 people on the transition team.

Dr. Amador reported that the first governance training workshop was held today for all the participants of the four planning councils, as well as the Strategic Planning Council. She thanked Becky McCluskey, JoAnne Giese, Ken Jay, and Steve Spear for helping with the training and Michelle Barton for acting as the facilitator. It was well done, and a lot of good comments were received.

On Thursday, the first meeting of the Student Learning Outcomes Task Force will be held. There are 35 members, of which 24 are faculty. This task force will determine how we set up the institutional process for measuring student learning outcomes.

CONSENT CALENDAR

H. CONSENT CALENDAR

BUSINESS SERVICES

1. REVIEW AND APPROVE PURCHASES MADE FOR PRIOR SIXTY DAYS

MSC Chadwick, Jensen

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:

Re-Encumbered					
FY 2003 PO's	0400004	through	0400013	\$	88,634.98
Purchase Orders	0440048	through	0440123	\$	257,414.56
Travel	0450015	through	0450022	\$	4,817.49
Advertising/Increases	0460004	through	0460017	\$	10,719.79
Employment Ads	0465006	through	0465006	\$	192.00
Agreement/Services	0470136	through	0470206	\$	923,105.89
Repairs	0475015	through	0475029	\$	83,936.74
Agreement/Annual	0480096	through	0480133	\$	282,904.02
Utilities	0495054	through	0495054	\$	3,600.00
Library Orders	0425000	through	0425002	\$	23,000.00
Procurement Card	Time Period: 08/23/03 - 09/22/03			\$	<u>92,395.26</u>
		Total			<u>\$ 1,750,020.73</u>

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

GIFTS

2. ACCEPT GIFTS

MSC Chadwick, Jensen

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

- a. GE Refrigerator/Freezer for the Grounds Services lunch room, donated by **Rick Kratcoski**, 2110 Foster, Oceanside, California, 92054. Total cash value as estimated by donor is \$150.00.
- b. Two Kenmore 130 Air Purifiers for use in Disability Resource Center offices, donated by **Rick Kratcoski**, 2110 Foster, Oceanside, California, 92054. Total cash value as estimated by donor is \$100.00.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

FISCAL SERVICES

3. APPROVE DRAWING NEW WARRANT

MSC Chadwick, Jensen

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

Warrant #76-092664 dated January 16, 2003, in the amount of \$500.00, to San Marcos Economic Development Corporation, 435 E. Carmel Street, San Marcos, California 92078-4362 Void due to stale date.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

COMMUNITY SERVICES

4. APPROVE NEW CLASSES, AGREEMENTS, AND PERSONNEL FOR PROVIDING COMMUNITY SERVICES CLASSES

MSC Chadwick, Jensen

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

Spring, 2004

- | | | |
|----|------------------|--|
| a. | Presenter: | Ken Rockwell |
| | Name of Class: | Turn Your Photos into Big Bucks! |
| | Effective: | March 9, 2004 |
| | Instructor Rate: | 30% of fees collected |
| | Fee to Student: | \$39 |
| | Terms: | Minimum of 10 students |
| b. | Presenter: | Neal Pellecchia |
| | Name of Class: | Figurative Sculpture |
| | Effective: | February 10, 2004 |
| | Instructor Rate: | 30% of fees collected |
| | Fee to Student: | \$139 |
| | Terms: | Minimum of 10 students |
| c. | Presenter: | John Hokkanen |
| | Name of Class: | Finding and Funding Your Investment Property with the Internet |
| | Effective: | March 20, 2004 |
| | Instructor Rate: | 30% of fees collected |
| | Fee to Student: | \$49 |
| | Terms: | Minimum of 10 students |

- d. Presenter: Notary Public Seminars (Devorah Luna – Contact)
 Name of Class: Notary Public Loan Signing Agent Course
 Effective: February 28, 2004
 Instructor Rate: 40% of fees collected
 Fee to Student: \$99 - plus a \$20 certificate fee and a \$35 materials fee
 Terms: Minimum of 15 students
- e. Presenter: Case-McCrea, Ann
 Name of Class: 10 Steps to Make Money with Your Web-Site
 Effective: March 6, 2004
 Instructor Rate: 30% of fees collected
 Fee to Student: \$79
 Terms: Minimum of 10 students
- f. Presenter: Hedley, Paul
 Name of Class: Modern Day Moonlighting – The Migration from Job
 Security to Income Security
 Effective: February 10, 2004
 Instructor Rate: 25% of fees collected
 Fee to Student: \$39
 Terms: Minimum of 10 students
- g. Presenter: Russ Parmenter
 Name of Class: Beginning Scuba Instruction
 Effective: Feb 5, 2004
 Instructor Rate: No Fee
 Fee to Student: \$195 + \$75 student materials fee (includes scuba gear +
 book)
 Terms: Minimum of 5 students
- h. Presenter: Russ Parmenter
 Name of Class: Intermediate/Advanced Scuba Instruction
 Effective: February 5, 2004
 Instructor Rate: No Fee
 Fee to Student: \$250 + \$45 student materials fee
 Terms: Minimum of 5 students
- i. Presenter: Dick Nelson
 Name of Class: Dynamic Duo Trip: Tour of Hsi Lai Temple and Richard
 Nixon Library
 Effective: March 6, 2004
 Instructor Rate: \$25 per hour
 Fee to Student: \$69
 Terms: Minimum of 25 students
- j. Presenter: Bill Jahnel
 Name of Class: Renaissance Pleasure Faire – Southern California
 Effective: May 22 , 2004
 Instructor Rate: Flat rate \$200
 Fee to Student: \$69
 Terms: Minimum of 25 students

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

PERSONNEL

5. APPROVE PERSONNEL ACTIONS/ HISTORY

MSC Chadwick, Jensen

The Governing Board hereby approves the **Personnel Actions/History** report, which includes hires and pay rate changes for **student employees** for the month of **September, 2003, and short-term employees** for the month of **October, 2003. Exhibit H-5**

The Vote was unanimous.

Student Trustee Advisory Vote: Aye

6. INFORMATION: CLASSIFIED PROFESSIONAL GROWTH AWARDS

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

Employee Name: Mona Smith
Position: Academic Department Assistant
Department: Mathematics
Course of Study: Degree-Related Courses

Employee Name: Anne Stephan
Position: Library Media Technician I
Department: Library/Media Center
Course of Study: Job-Related Courses

7. RATIFY LEAVE OF ABSENCE

MSC Chadwick, Jensen

The Governing Board hereby ratifies the recommendation of the Superintendent/President granting a **100% Family Leave of Absence without pay and with benefits**, effective October 23, 2003, through November 7, 2003, to **ERIN J. MESSERSMITH**, Technology Training Coordinator, Human Resource Services.

The Vote was unanimous.

Student Trustee Advisory Vote: Aye

8. RATIFY CLASSIFIED RECLASSIFICATION

MSC Chadwick, Jensen

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

- a. **Position:** **HEALTH PROGRAMS SPECIALIST**
Department: Nursing Education - 70%; Dental Assisting Programs - 20%;
 Medical Assisting Programs - 10%
Name: Vacant
Position #: 5300, 5246 New?: No
Remarks: Position was Health Programs Coordinator, grade 23
Effective: October 1, 2003
% of position: 100% # of Mos: 11
Sal Grade/Step: **20/1** Salary: **\$2,670.14/month**
Account(s): A-212200-344100-60910-0000000/20%
 A-212200-346400-60910-0000000/10%
 A-212200-348100-60910-0000000/70%

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

9. RATIFY RESIGNATIONS

MSC Chadwick, Jensen

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

- a. **MIREYA GUTIERREZ**, Guidance Services Advisor, Upward Bound, effective October 2, 2003 (last day of employment 10/1/2003).
b. **GENE LARUE, JR.**, Police Officer I, Campus Police, effective September 24, 2003 (last day of employment 9/23/2003).
c. **MICHAEL J. SCRANTON**, Police Officer I, Campus Police, effective September 5, 2003 (last day of employment 9/4/2003).
d. **JUDITH M. HARZEWSKI**, Community Services Officer, Campus Police, effective October 10, 2003 (last day of employment 10/9/2003).
e. **LEONE M. SMITH**, Instructional Support Assistant II, Palomar College at Escondido, effective October 4, 2003 (last day of employment 10/3/2003).

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

10. TERMINATE WITH RE-EMPLOYMENT PREFERENCE

MSC Chadwick, Jensen

The Governing Board hereby approves that the employment of **R. HARRISON PURCELL**, Senior Office Specialist, Regional Occupational Program, be terminated effective October 21, 2003, and that he be placed on a re-employment list until January 21, 2007, in accordance with Education Code Section 88195 and Board Policy CCE/AFT-14.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

11. RATIFY CLASSIFIED EMPLOYMENT

MSC Chadwick, Jensen

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

- a. Name: **PAMELA D. GRASSO**
Position: Advancement Office & College Foundation Coordinator
Department: Communications/Marketing
Position #: 5686 New?: No
Remarks: Replacement for Judith Mancuso
Sal Grade/Stp: **35/1** Salary: **\$3,848.83/month**
% of Position: 100% # of Mos: 12
Effective: September 11, 2003
Account #(s): A-212200-212100-67110-000000/100%
- b. Name: **JAVIER A. WILLIAMS**
Position: Assessment Technician
Department: Counseling & Matriculation
Position #: 6085 New?: No
Remarks: Replacement for Beth McConnell; transfer for Mr. Williams.
Sal Grade/Stp: **20/4** Salary: **\$3,092.06/month**
% of Position: 100% # of Mos: 12
Effective: September 10, 2003
Account #(s): A-212200-462100-63900-0611400/100%
- c. Name: **AMY A. PETERS**
Position: GEAR UP Outreach Coordinator
Department: GEAR UP
Position #: 6280 New?: Yes
Remarks: Position approved 8/12/03; funded - GEAR UP Federal Grant.
Sal Grade/Stp: **20/1** Salary: **\$2,670.14/month**
% of Position: 100% # of Mos: 12
Effective: September 25, 2003
Account #(s): K-212200-471200-64990-1112320/100%

- d. Name: **ZACHARY A. BUTALID**
Position: GEAR UP Outreach Coordinator
Department: GEAR UP
Position #: 6283 New?: Yes
Remarks: Position approved 8/12/03; funded - GEAR UP Federal Grant.
Sal Grade/Step: **20/1** Salary: **\$2,670.14/month**
% of Position: 100% # of Mos: 12
Effective: September 29, 2003
Account #(s): K-212200-471200-64990-1112320/100%
- e. Name: **JOSE G. CELIS**
Position: GEAR UP Outreach Coordinator
Department: GEAR UP
Position #: 6260 New?: No
Remarks: Replacement for Barry Zeait; funded - GEAR UP Federal Grant.
Sal Grade/Step: **20/1** Salary: **\$2,670.14/month**
% of Position: 100% # of Mos: 12
Effective: September 22, 2003
Account #(s): K-212200-471200-64990-1112320/100%
- f. Name: **MELISSA E. GRANT LOPEZ**
Position: Academic Department Assistant
Department: Physical Education
Position #: 5437 New?: No
Remarks: Replacement for Jane Hankin; transfer for Ms. Grant Lopez.
Sal Grade/Step: **19/4** Salary: **\$3,016.01/month**
% of Position: 100% # of Mos: 12
Effective: November 3, 2003
Account #(s): A-212200-367100-60910-0000000/100%
- g. Name: **JEANELLE L. HIGGINS**
Position: Instructional Support Assistant I
Department: Reading Services, Palomar College at Escondido
Position #: 6100 New?: No
Remarks: Replacement for Lyudmilla Gilanian
Sal Grade/Step: **16/1** Salary: **\$726.35/month**
% of Position: 30% # of Mos: 10
Effective: October 6, 2003
Account #(s): A-221000-328200-4930T-0000000/100%
Note: Normal work schedule: Tuesday, 10:00 am - 2:00 pm;
Wednesday, 4:00 pm - 8:00 pm; Thursday, 10:00 am - 2:00 pm.
3% differential paid for hours worked between 6:00 pm and 10:00 pm.

- h. Name: **CATHY M. HAWKINS**
Position: Health Programs Specialist
Department: Nursing Education - 70%; Dental Assisting Programs - 20%;
Medical Assisting Programs - 10%
Position #: 5300, 5246 New?: No
Remarks: Replacement for Janice Burton; position reclassification approved
10/14/03; voluntary demotion for Ms. Hawkins.
Sal Grade/Step: **20/24** Salary: **\$3,949.40/month**
% of Position: 100% # of Mos: 11
Effective: October 20, 2003
Account #(s): A-212200-344100-60910-0000000/20%
A-212200-346400-60910-0000000/10%
A-212200-348100-60910-0000000/70%
- i. Name: **DEBORAH E. BROOKS**
Position: Senior Office Specialist
Department: Regional Occupational Program
Position #: 5812 New?: No
Remarks: Invoking seniority rights to lower classification due to elimination of
current position; funded – ROP.
Sal Grade/Step: **14/18** Salary: **\$3,217.18/month**
% of Position: 100% # of Mos: 12
Effective: October 22, 2003
Account(s): K-212200-337100-62100-1812080/100%

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

12. RATIFY CORRECTION TO ACADEMIC CONTRACT

MSC Chadwick, Jensen

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

- a. Name: **CHANTAL M. FLANAGAN**
Degree: B.S., Nursing, M.S., Nursing
Position: Assistant Professor (Psychiatric Mental Health Nursing)
Department: Nursing Education
Remarks: Increased step placement due to verification of previous related
work experience.
Sal Grade/Step: **D/8** Salary: **\$5,617.50/month**
% of position: 100%
of Mos: 10
Effective: August 22, 2003
Account #(s): A-111000-348200-12030-0000000/100%

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

13. GRANT EQUIVALENCY FOR DISCIPLINE

MSC Chadwick, Jensen

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

Ronald Mansur – Emergency Medical Education

The Vote was unanimous.

Student Trustee Advisory Vote: Aye

14. RATIFY PART-TIME FACULTY EMPLOYMENT

MSC Chadwick, Jensen

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

COUNSELING

Mendez-Chavarria, Raquel	Counseling A.A., General Studies B.A., Psychology M.E., Counseling	\$40.71
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EMERGENCY MEDICAL EDUCATION

Fried, Raymond	Emergency Medical Education A.A., Paramedic Training 6+ Years' Experience	\$37.01
Mansur, Ronald	Emergency Medical Education Eminence in the Field of Emergency Medical Education	\$37.01

ENGLISH

Moulton, Heather	English B.A., English M.A., Literature & Writing Studies	\$38.24
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MATHEMATICS

Lopez, Joann	Mathematics A.A., Liberal Arts & Sciences B.A., Mathematics M.A., Mathematics	\$38.24
Wissner, Leonard	Mathematics B.S., Mathematics M.S., Mathematics	\$39.47

PHYSICS & ENGINEERING

McClelland, John

Physical Science
B.S., Mathematics
B.S., Physics
Ph.D., Science Education

\$40.71

The Vote was unanimous.

Student Trustee Advisory Vote: Aye

**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 they have had their second morale discussion with Dr. Amador. Five faculty members attended the very frank discussion of about an hour and a half. They are scheduling another session for early next month.

The Senate approved the Student Learning Outcomes Task Force and appointed 21 members to the committee.

The new Vice President of The Faculty and member of the Faculty Council is Barbara Kelber.

They have elected chairs for all of the Senate Committees and appointed faculty members to all committees and councils. Mr. Spear noted that this is an ongoing process, but initial appointments have been made.

Berta Cuaron attended a Senate meeting to discuss the Academic Department Assistant replacement attrition issue. Jerry Patton attended a Senate meeting to discuss the fiscal ramifications of many issues.

2. INFORMATION

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

3. INFORMATION

Report of The Faculty

Maria Miller gave the following report:

There was a faculty meeting on October 3rd, and we discussed two items. The first was the faculty manual. And it was agreed that our manual serves an important purpose, and it should be updated and printed, and it should include our governance committee structure and our contract when we have one. This issue will be brought to the Senate for action.

The second issue was student equity and computer access. There was concern that some of our students do not have easy and convenient access to computer technology and that we should be conscious of this as we move towards a paperless college. Information was presented by the Multicultural Studies Department that 37% of Latino students do not have easy access to computers at home. Faculty reported that, when they surveyed their classes, most students reported they do have computer access, but later they learned that some of their students were embarrassed to admit they didn't have a home computer. There was opposition to proposed changes in our phone-in register system because of this, and we understand that summer '04 is the last semester that phone-in registration will be scheduled, and it was suggested that the District maintain at least two phone lines for phone registration in the future for those students who don't have easy access to computers. This issue will also be taken to the Senate.

4. **INFORMATION**

Report of the Administrative Association

Ken Jay gave the following report:

It's common knowledge that the District and the PFF are engaged in contentious contract negotiations. The Administrative Association has refrained from taking a position on this process.

However, we were deeply troubled to see a "Commentary" letter in the *North County Times* from Mary Ann Drinan, Co-President of the PFF, dated October 2, entitled "Dirty Pool from Palomar Trustee." The letter contained the following verbiage:

"... Yet Palomar has a greater number of midlevel administrators than comparable colleges, and they are paid much better at Palomar than elsewhere --- at least \$20,000 more. In some cases, management salaries are among the top salaries in the state, according to the chancellor's office and Palomar's own documents.

In contrast, faculty salaries at Palomar are free-falling to below the state average. It is fair to ask if management compensation is siphoning scarce resources from classrooms and students. It is important to know at what point educational quality is compromised because more students must be packed into classrooms in order to pay high management salaries."

We are concerned about the accusations that there are too many "mid-level" administrators and that such are paid excessively to the detriment of students. The letter's author excluded any reference to specific documentation or definition of "mid-level" administrator. On October 3rd, I E-Mailed the Co-Presidents of the PFF requesting clarifications and the source documents referenced in the Commentary. There was no reply from either. Absent such, we referred to the Chancellor's Office report of "Employee Category Salary Distribution by District" in an attempt to verify the reputed information.

Apparently the first casualty in any altercation is truth. Using the Chancellor's office data for Fall of 2002 and taking the traditional cohort group of large single campus systems we use for comparison purposes, Palomar College ranks as follows:

- Average Compensation of Educational Administrators – fourth from the bottom out of fifteen
- Average Compensation of Classified Administrators – sixth from the bottom out of fifteen
- Number of Educational Administrators – sixth from the bottom out of fifteen
- Number of Classified Administrators – seventh from the bottom out of fifteen

The data clearly shows the members of the Administrative Association are not excessive in numbers or levels of compensation in comparison to our peers as asserted in Ms. Drinan's letter. It appears her allegations are misinformation put forth for service in the struggle of contract negotiations with the District. We find such propaganda unfortunate and believe it does a disservice to the collegiality of the campus community.

5. **INFORMATION**

Report of the Confidential and Supervisory Team

Jenny Akins gave the following report:

The Confidential and Supervisory Team also is aware of the letter authored by Mary Ann Drinan that appeared in the *North County Times* recently. While the term "mid-level administrators" was not defined in this letter, we consider supervisors to be mid-level management. We take exception to the inaccuracies in fact and the accusations bantered about in this letter. We concur with the statement read by the Administrative Association.

Furthermore, we feel that Ms. Drinan, in some ill-conceived scheme to further her cause has felt the need to sling mud at other employee groups. We are all well aware of the fact that the PFF is in the midst of contentious contract negotiations with the District. Ms. Drinan's letter started out as a rebuttal to Dr. Nelson. Why the attack on mid-level administrators? How dare you take your anger and hostilities out on the Administrative Association and the Confidential and Supervisory Team with ugly words and accusations? Where is the respect for us that you so adamantly demand for yourself? Where is the collegiality?

Do not presume to think that the employment of mid-level management compromises our students. We have all worked many long hard hours in support of our students and this institution. We may not necessarily be in a classroom and we may not always have direct contact with the students, but we do know who we are here for and act accordingly. You should be ashamed of your guerilla tactics.

6. **INFORMATION**

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

7. **INFORMATION**

Report of the Associated Student Government

Amador Soto reported that ASG held their fall elections last week and elected six new Senators and one Executive Vice President.

Comet Week is taking place this week.

The annual retreat was held recently. ASG developed six goals to work on during the fall and spring semesters.

ASG will be attending a conference this weekend to learn new leadership values and meet new community colleges.

K. COMMENTS FROM OTHER INDIVIDUALS OR GROUPS

The following persons addressed the Board on the following subjects:

Reno Frigo – employee morale
Robert Gilson – state of the college

L. UNFINISHED BUSINESS – There was none.

M. NEW BUSINESS

1. DECLARE ELECTRONIC EQUIPMENT IN THE OCCUPATIONAL & NONCREDIT PROGRAM DEPARTMENT SURPLUS PURSUANT TO CALIFORNIA EDUCATION CODE SECTION 81450

MSC Jensen, Chadwick

The Governing Board of the Palomar Community College District hereby declares that the electronic equipment used in the Electronics and Computer Hardware Technology classes identified in the attached memorandum to be surplus, in accordance with California Education Code Section 81450; and,

That the aforesaid surplus equipment shall be offered to students to acquire for a nominal consideration. Fair market value of the electronic equipment is not sufficient to cover the cost of an advertised auction. All proceeds from the equipment shall be deposited to the Occupational & Noncredit Programs/Electronics & Computer Hardware Technology Department Foundation's account. **Exhibit M-1**

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

2. APPROVE AGREEMENT WITH HISPANICA COLEGIO INTERNACIONAL FOR STUDY ABROAD CLASSES IN NERJA, SPAIN, JUNE 5 to JULY 2, 2004

MSC Chadwick, Jensen

The Governing Board of the Palomar Community College District hereby approves an agreement between the Palomar Community College District and Hispanica Colegio Internacional for the purpose of allowing the District's Foreign Languages Department to conduct Spanish classes in a study abroad program during the period of June 5, 2004, through July 2, 2004. **Exhibit M-2**

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

3. **APPROVE AGREEMENT WITH SAN FRANCISCO COMMUNITY COLLEGE DISTRICT FOR 2003-2004 CALIFORNIA EARLY CHILDHOOD MENTOR PROGRAM**

MSC Chadwick, Jensen

The Governing Board hereby approves an agreement between the Palomar Community College District and the San Francisco Community College District for implementation of the 2003-2004 California Early Childhood Mentor Program. Funding to Palomar comes from the California Department of Education through the San Francisco Community College District. The term of the agreement will be September 1, 2003, through June 30, 2004. **Exhibit M-3**

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

4. **APPROVE AGREEMENTS WITH YOSEMITE COMMUNITY COLLEGE DISTRICT, CHILD DEVELOPMENT TRAINING CONSORTIUM**

MSC Chadwick, Soto

The Governing Board hereby approves agreement number 04-25217 between the Palomar Community College District (hereinafter "Palomar") and the Yosemite Community College District, Child Development Training Consortium (hereinafter "YCCD-CDTC") effective August 1, 2003, through July 31, 2004. Palomar shall provide college credit to enrolled students required to obtain or renew a child development permit and YCCD-CDTC shall pay to Palomar an amount not to exceed \$18,750.00.

The Governing Board hereby approves agreement number 04-D25217 between the Palomar Community College District (hereinafter "Palomar") and the Yosemite Community College District, Child Development Training Consortium (hereinafter "YCCD-CDTC") effective August 1, 2003, through July 31, 2004. The Governing Board hereby approves Diane Studinka as District Campus Coordinator for FY 2003-04, for the aforesaid program offered to students obtaining or renewing a child development permit and YCCD-CDTC shall pay to Palomar an amount not to exceed \$7,500.00 for these services. **Exhibit M-4**

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

5. **APPROVE ACCEPTANCE AS FINAL AND COMPLETE ENERGY-RELATED PROJECTS BY CAL AIR, INC.; AUTHORIZE RELEASE OF BID SECURITY IN THIRTY-FIVE DAYS, RELEASE BONDS AND RECORD NOTICE OF COMPLETION**

MSC Chadwick, Jensen

The Governing Board hereby accepts the energy conservation services and equipment furnished and installed on the San Marcos Campus in accordance with the bid awarded by the District on April 2, 2002 to **Cal Air, Inc.**, (the "Contractor"), 110 Venture Street, San Marcos, California, as complete and final; and the Superintendent/President is authorized to execute and file the Notice of Completion including execution of the verification as Secretary to the Governing Board. The total amount of this contract is \$1,350,000.00; and all money due and owing to the Contractor, with the exception of the five percent (5%) retention, shall be paid; and following the expiration of thirty-five (35) calendar days from the date this action is recorded, the retention shall be paid to the Contractor, provided no liens are filed within this period. The bid security posted by Cal Air, Inc., shall be returned to this Contractor and all bonds shall be released within the time and in the manner as provided by law. **Exhibit M-5**

Mike Ellis reported that the College has signed an agreement with San Diego Gas and Electric for an award through their Savings by Design program for the High-Tech Building. The amount of the award is for \$131,513.00 once the building is completed. Hopefully, some of that money can go back into energy conservation so that we can continue those programs on campus. Dr. Amador stated that she understands this is the highest award that SDG&E has ever given to a project.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

6. **APPROVE RESOLUTION OF APPRECIATION FOR SUPERVISOR PAM SLATER**

MSC Chadwick, Evilsizer

RESOLUTION 04-20769

Whereas the Palomar Community College District Governing Board values a strong performing arts program for students of music, theatre, and dance, and

Whereas the Howard Brubeck Theatre is a resource both for performing arts instruction and a cultural center for the community, and

Whereas Supervisor Pam Slater awarded funding grants provided by San Diego County for much-needed renovations to the Howard Brubeck Theatre, and

Whereas Supervisor Pam Slater encourages the arts through participation and support,

Now, therefore, be it resolved that the Palomar Community College District Governing Board acclaims sincere gratitude to **Supervisor Pam Slater** and expresses appreciation for her support of Palomar Community College District facilities and programs, and

Be it further resolved that on October 19, 2003, the Palomar Community College District will offer public thanks and awards to Supervisor Pam Slater.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

7. ADOPT 2003-2004 GOVERNING BOARD GOALS

MSC Chadwick, Jensen

At the September 23, 2003, workshop, the **Governing Board's 2003-2004 Goals** were formulated by the Board, using as a framework the Strategic Plan 2005 Goals, the 2003-2004 Annual Implementation Plan Goals, the progress made on 2002-2003 Governing Board Goals, and the Master Plan 2022 to set the direction and provide the support for administration and staff.

The Governing Board hereby adopts the following 2003-2004 Governing Board Goals:

**Palomar Community College District
2003-2004 Governing Board Goals
Formulated at Workshop - September 23, 2003**

STUDENT SUCCESS

1. Continue collaboration and data sharing with K-12 schools to improve college readiness of their students.
2. Develop and implement an enrollment management plan.

TEACHING AND LEARNING EXCELLENCE

1. Support implementation of Student Equity Plan and the EEOC Plan to achieve and celebrate diversity among students and staff.

ORGANIZATIONAL AND PROFESSIONAL DEVELOPMENT

1. Continue to implement, provide training on, evaluate, and revise governance and organizational structures to promote inclusiveness, action, and accountability.
2. Link institutional review processes with planning processes and student learning outcomes assessment.
3. Develop, implement, and evaluate annually a five-year plan that makes progress toward achieving the 75 full-time/25 part-time faculty teaching ratio.
4. Provide an environment that results in fair and equitable employee contracts and sustain the climate of mutual respect and cooperation.

FACILITIES IMPROVEMENT

1. Evaluate the feasibility and funding mechanisms to implement Master Plan 2022.
2. Continue to enhance the safety and security of the San Marcos campus and College Centers.

RESOURCE MANAGEMENT

1. Link planning to resource allocation, including reallocation of funds, where appropriate.
2. Continue to seek external funding and support through grants and partnerships with government agencies, education institutions, business, and industry.
3. Implement a comprehensive District-wide Technology Master Plan, which focuses on student learning outcomes and effective administrative processes, staffing, and budget allocations.
4. Continue advocacy efforts to achieve student access and equitable funding at the local, state, and federal levels.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

8. APPROVE WORKSHOP TO DISCUSS TRANSFER ISSUES WITH STAFF FROM CALIFORNIA STATE UNIVERSITY SAN MARCOS, SAN DIEGO STATE UNIVERSITY, AND UNIVERSITY OF CALIFORNIA SAN DIEGO TO BE ONLY ITEM ON AGENDA AT OCTOBER 28, 2003, BOARD MEETING; HOLD MEETING IN D-10

MSC Jensen, Soto

The Governing Board hereby approves that, unless an item requiring urgent action arises, a **workshop to discuss transfer issues with staff from California State University San Marcos, San Diego State University, and University of California San Diego** be the only item on the agenda at the October 28, 2003, meeting and that the meeting be held in **D-10**.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

9. APPROVE CANCELLATION OF DECEMBER 23, 2003, GOVERNING BOARD MEETING

MSC Chadwick, Jensen

The Governing Board hereby approves the cancellation of the regularly scheduled meeting of December 23, 2003.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

10. APPROVE 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:

Ms. Chadwick requested more discussion on the "golden four" courses that students need to transfer at a future meeting.

N. ADJOURNMENT

The meeting was adjourned at 9:45 p.m.