



GOVERNING BOARD AGENDA
REGULAR MEETING, GOVERNING BOARD
PALOMAR COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD ROOM, STUDENT SERVICES CENTER
COLLEGE CAMPUS
SAN MARCOS, CALIFORNIA
TUESDAY, NOVEMBER 11, 2003
6:00 P.M. (CLOSED SESSION) - 7:00 P.M. (OPEN SESSION)

NOTICE TO PUBLIC: In accordance with Board Procedure 12.10.1, members of the public who wish to address the Board on matters within its jurisdiction have a five-minute time limit per person. The Board may ask a group to select a spokesperson and may limit the number of speakers on a particular topic unless the proposed speakers are addressing different concerns.

The Open Session of the Board meets the second and fourth Tuesday of every month starting at 7:00 p.m. in the Governing Board Room of the Student Services Building on the Palomar College Campus in San Marcos, California, unless changed in advance by Board action. Anyone having an interest in documents on file should call the Governing Board's Executive Assistant in the President's Office on extension 2104.

A.	Call to Order (6 p.m.)	2
B.	Roll Call	2
BB.	Closed Session	2
BBB.	Open Session (7 p.m.)	2
C.	Approval of Minutes	2
D.	Call for Removal of Items from or Changes to Agenda	2
E.	Report of the Board President	2
F.	Reports of the Governing Board Members	2
G.	Report of the Superintendent/President	2
H.	Consent Calendar	3
I.	Action on Items Removed from Consent Calendar	9
J.	Reports from College Groups	9
K.	Comments from Other Individuals or Groups	9
L.	Unfinished Business	9
M.	New Business	9
N.	Closed Session	9
O.	Reconvene to Open Session	10
P.	Adjournment	10

A. CALL MEETING TO ORDER

B. ROLL CALL

Establishment of a Quorum

BB. CLOSED SESSION

1. Public Employee Discipline/Dismissal/Release, pursuant to Government Code 54957.6.
2. Conference regarding negotiations with CCE/AFT, pursuant to Government Code Section 54957.6.
3. Conference regarding negotiations with PFF/AFT, pursuant to Government Code Section 54957.6.
4. Conference regarding discussion with Other Unrepresented Employees, pursuant to Government Code 54957.6.
5. Government Code Section 54956.9(b)(1) - Pending Litigation
6. Conference with Real Property Negotiator, pursuant to Government Code 54956.8.
Property: 108-120 Parcels 49, 50, 51
108-121 Parcels 12, 13
108-421 Parcel 03, 04
125-061 Parcel 02, 03
108-370 Parcels 11, 45, 48, 50 52
108-371 Parcel 07
108-440 Parcel 01, 02
323-100 Parcel 11
323-482 Parcel 12
323-500 Parcels 01, 05, 06, 07, 08, 09, 14
323-501 Parcel 02
323-090 Parcel 89
323-091 Parcel 06
7. Public Employee Performance Evaluation, pursuant to Government Code 54957.
 - a. Superintendent/President

BBB. RECONVENE TO OPEN SESSION

Pledge of Allegiance

C. RECOMMENDATION: ACTION - APPROVAL OF MINUTES

The Governing Board hereby approves the Minutes of the Regular Meeting of October 14, 2003.

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

E. REPORT OF THE GOVERNING BOARD PRESIDENT

F. REPORTS OF THE GOVERNING BOARD MEMBERS

G. REPORT OF THE SUPERINTENDENT/PRESIDENT

1. Report of Vice President for Instruction

2. Report of Vice President for Student Services
3. Report of Vice President for Finance and Administrative Services
4. Report of Vice President for Human Resource Services

CONSENT CALENDAR

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

H. CONSENT CALENDAR

BUSINESS SERVICES

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

The Governing Board hereby reviews and approves the following purchase transactions and contracts entered into on behalf of the Palomar Community College District. All of the following purchases are made against the 2003-2004 fiscal year budget:

Re-Encumbered				
FY 2003 PO's	0400014	through	0400022	\$ 40,869.22
Purchase Orders	0440124	through	0440163	\$ 122,881.85
Travel	0450023	through	0450029	\$ 3,955.36
Advertising/Increases	0460018	through	0460020	\$ 2,800.00
Agreement/Services	0470207	through	0470254	\$ 256,210.98
Repairs	0475030	through	0475033	\$ 4,922.95
Agreement/Annual	0480134	through	0480145	\$ 24,502.24
Utilities	0495055	through	0495055	\$ 1,000.00
Procurement Card	Time Period: 09/23/03 - 10/22/03			\$ 90,936.32
			TOTAL	<u>\$ 548,078.92</u>

CONTRACTS

2. **RECOMMENDATION: ACTION – REVIEW AND APPROVE CONTRACTS AND AGREEMENTS MADE FOR PRIOR SIXTY (60) DAYS**

The Governing Board hereby ratifies and approves all contracts and agreements for the period September 1, 2003 through October 31, 2003, and entered into on behalf of the Palomar Community College District, as detailed on **Exhibit H-2**.

FISCAL SERVICES

3. **RECOMMENDATION: ACTION – APPROVE THE QUARTERLY REPORT OF CHIEF FINANCIAL OFFICER REGARDING DISCLOSURE OF DISTRICT INVESTMENTS**

The Governing Board hereby approves the **Quarterly Report of Chief Financial Officer Regarding Disclosure of District Investments** as of September 30, 2003.
Exhibit H-3

4. **RECOMMENDATION: ACTION – APPROVE CALIFORNIA COMMUNITY COLLEGES
QUARTERLY FINANCIAL STATUS REPORT (CCFS-311Q)**

The Governing Board hereby approves the California Community Colleges Quarterly Financial Status Report (CCFS-311Q) for quarter ending September 30, 2003.

Exhibit H-4

PERSONNEL

5. **RECOMMENDATION: ACTION – APPROVE PERSONNEL ACTIONS HISTORY**

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

6. **RECOMMENDATION: ACTION – RATIFY CLASSIFIED RECLASSIFICATION**

BE IT RESOLVED, That the Governing Board hereby ratifies the recommendation of the Superintendent/President regarding the **reclassification** of the following **classified position(s)**:

- a. **Position: PAYROLL ASSISTANT II**
Department: Payroll Services
Name: Vacant
Position #: 5598 New?: No
Remarks: Position was Payroll Technician, grade 22
Effective: October 20, 2003
% of position: 100% # of Mos: 12
Sal Grade/Step: **18/1** Salary: **\$2,542.59/month**
Account #: A-212200-559100-67310-0000000/100%
- b. **Position: COUNSELING SUPPORT SPECIALIST**
Department: Counseling and Matriculation
Name: Vacant
Position #: 5535 New?: No
Remarks: Position was Administrative Secretary, grade 19
Effective: November 12, 2003
% of position: 100% # of Mos: 12
Sal Grade/Step: **16/1** Salary: **\$2,421.16/month**
Account #: A-212200-464100-63300-0000000/45%
A-212200-464100-63300-0611400/55%
- c. **Position: COUNSELING SUPPORT SPECIALIST**
Department: Counseling and Matriculation
Name: Vacant
Position #: 6079 New?: No
Remarks: Position was Academic Evaluator/Advisor, grade 20
Effective: November 12, 2003
% of position: 45% # of Mos: 12
Sal Grade/Step: **16/1** Salary: **\$1,089.52/month**
Account #: A-212200-464100-63300-0611400/100%

7. RECOMMENDATION: ACTION - RATIFY CLASSIFIED EMPLOYMENT

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

- a. Name: **R. HARRISON PURCELL**
Position: Admissions Assistant
Department: Admissions, Records & Veterans' Services
Position #: 6022 New?: No
Remarks: Replacement for Zeda Barnett; promotion for Mr. Purcell.
Sal Grade/Stp: **16/2** Salary: **\$2,542.59/month**
% of Position: 100% # of Mos: 12
Effective: October 22, 2003
Account #: A-212200-424100-62100-0000000/45%
 A-212200-424100-62100-0611400/55%
Note: Normal work schedule: Monday - Thursday, 9:30 am - 7:30 pm;
 Saturday - 9:00 am - 1:00 pm. 3% differential paid for hours
 worked between 6:00 pm and 10:00 pm.
- b. Name: **LISA M. JOHNSON**
Position: Administrative Secretary
Department: Public Safety Programs
Position #: 5203 New?: No
Remarks: Replacement for Susan K. McElhinney
Sal Grade/Stp: **19/1** Salary: **\$2,605.14/month**
% of Position: 100% # of Mos: 12
Effective: October 28, 2003
Account #: A-212200-336100-60910-0000000/100%
- c. Name: **LISA GALBREATH**
Position: Counseling Support Specialist
Department: Counseling and Matriculation
Position #: 5535 New?: No
Remarks: Replacement for Melissa Lopez; transfer for Ms. Galbreath.
Sal Grade/Stp: **16/4** Salary: **\$2,803.83/month**
% of Position: 100% # of Mos: 12
Effective: November 12, 2003
Account #: A-212200-464100-63300-0000000/45%
 A-212200-464100-63300-0611400/55%
- d. Name: **CYNTHIA K. BATTAGLIA**
Position: Payroll Assistant II
Department: Payroll Services
Position #: 5599 New?: No
Remarks: Replacement for Sheila Atkins
Sal Grade/Stp: **18/1** Salary: **\$2,542.59/month**
% of Position: 100% # of Mos: 12
Effective: November 17, 2003
Account #: A-212200-559100-67310-0000000/100%

e. Name: **SHERRY A. URBAN**
Position: Instructional Support Assistant I
Department: Business Education, Palomar College at Escondido Center
Position #: 5881 New?: No
Remarks: Replacement for Doris Sexton; transfer for Ms. Urban
Sal Grade/Step: **16/3** Salary: **\$1,068.05/month**
% of Position: 40% # of Mos: 10
Effective: November 11, 2003
Account #: A-221000-357100-05010-0000000/100%

8. RECOMMENDATION: ACTION - RATIFY LEAVE OF ABSENCE

a. The Governing Board hereby ratifies the recommendation of the Superintendent/President granting a **20% Personal Leave of Absence without pay and no effect on benefits**, effective January 20, 2004, through May 21, 2004, to **SHELLI D. DOUGLASS**, Senior Office Specialist, Educational Television.

9. RECOMMENDATION: ACTION - RATIFY RESIGNATION

The Governing Board hereby ratifies the recommendation of the Superintendent/President granting the **resignation** of the following **employee(s)**:

- a. **JASON T. BLACKLOCK**, Law Enforcement Training Officer, Public Safety Programs, effective November 4, 2003 (last day of employment 11/3/2003)
- b. **LAMEKA C. D. INGRAM**, Client Services Assistant, Educational Television, effective November 1, 2003 (last day of employment 10/31/2003)
- c. **DEBBIE C. BREWER**, Academic Department Assistant/Staff Aide, Speech Communication/Forensics/ASL, effective November 1, 2003 (last day of employment 10/31/2003)
- d. **JULIE A. SCHROEDER**, Food Services Specialist, Food Services, effective November 1, 2003 (last day of employment 10/31/2003)

10. RECOMMENDATION: ACTION – RATIFY CORRECTION TO ACADEMIC CONTRACT

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

a. Name: **BARBARA SERVATKA**
Degree: B.S., Nursing
M.S., Nursing
Position: Assistant Professor (Gerontology/Medical-Surgical Nursing)
Department: Nursing Education
Remarks: Increased step placement due to verification of previous related work experience.
Sal Grade/Step: **C/8** Salary: **\$5,420.02/month**
% of position: 100%
of Mos: 10
Effective: August 22, 2003
Account #: A-111000-348200-12030-0000000/100%

11. 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:

SUZANNE M. RUTHERFORD, Academic Department Assistant, English, effective December 31, 2003.

12. RECOMMENDATION: ACTION – RATIFY NEW ADMINISTRATIVE POSITION

The Governing Board hereby ratifies the recommendation of the Superintendent/President regarding the approval of the following **new administrative position(s)**:

- a. Position: **PROGRAM FOR INTERPRETERS IN EDUCATIONAL SETTINGS (PiNES) GRANT DIRECTOR**
Department: Speech Communication/Forensics/American Sign Language
Position #: 6276 New?: Yes
Remarks: Position is an Educational Administrator
Sal Grade/Stp: **53/1** Salary: **\$4,282.31/month**
% of position: 80% No Mos: 11
Effective: November 12, 2003
Account #: K-123400-329200-60100-1612183

13. RECOMMENDATION: ACTION - RATIFY ADMINISTRATIVE EMPLOYMENT

The Governing Board hereby ratifies the recommendation of the Superintendent/President regarding the **employment** of the following **administrative employee(s)**:

- a. Name: **BLAINE V. MORROW**
Position: e-Conferencing Project Director
Department: Educational Television
Position #: 6282 New?: Yes
Remarks: Position approved 8/12/03; funded - e-Conferencing
Sal Grade/Stp: **71/1** Salary: **\$6,677.35/month**
% of Position: 100% # of Mos: 12
Effective: November 19, 2003
Account #: K-212100-318100-61320-1612191/100%

14. RECOMMENDATION: ACTION – GRANT EQUIVALENCY FOR DISCIPLINE

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

Dennis Boyer – Fire Technology
Cathy Fried – Emergency Medical Education
Kathryn Herbst – Psychology

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

The Governing Board hereby ratifies the recommendation of the Superintendent/President regarding the **employment of the following part-time faculty**, at the rates indicated for Fall 2003 and Spring 2004 (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

Herbst, Kathryn	Psychology B.A., Human Development B.S., Psychology M.A., Psychology (Pending)	\$37.01
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EMERGENCY MEDICAL EDUCATION

Fried, Cathy	Emergency Medical Education Eminence in CPR and First Aid Training	\$37.01
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ENGLISH

Pilch, Jennifer	English B.F.A., Fine Arts M.A., Creative Writing	\$38.24
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OCCUPATIONAL & NONCREDIT PROGRAMS

Moores, Edward	Art (Community Education) A.B., Art 2+ Years Experience	\$37.01
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PUBLIC SAFETY

Boyer, Dennis	Fire Technology Coursework and 6+ Years Experience in Fire Technology Discipline	\$37.01
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Parmer, Harry	Administrative Justice B.S., Political Science and Administration M.B.A., Business Administration	\$39.47
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Ward, Joseph	Fire Technology A.A., Paramedic Training A.A., Fire Technology 6+ Years Experience	\$39.47
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SPRING 2004

OCCUPATIONAL & NONCREDIT PROGRAMS

Baildon, John	Quality Assurance Technology A.A.S., Mechanical Design B.S.M.E., Mechanical Engineering 2+ Years Experience	\$37.01
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PHYSICS & ENGINEERING

Moshirian Dezfuli, Marjaneh	Physics B.S., Physics M.S., Applied Physics	\$38.24
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16. RECOMMENDATION: ACTION - RATIFY ASSIGNED TIME TO ACADEMIC CONTRACT

BE IT RESOLVED, That the Governing Board hereby ratifies the recommendation of the Superintendent/President regarding **assigned time** for faculty for the Spring 2004 semester:

Carpenter, Carey	Chair	Life Sciences	60%	\$440.30 per month
Mufson, Michael	Chair	Performing Arts	60%	\$440.30 per month

<p style="text-align: center;">Resumption of REGULAR AGENDA</p>
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I. ACTION ON ITEMS REMOVED FROM CONSENT CALENDAR

J. REPORTS FROM COLLEGE GROUPS

1. **INFORMATION: Report of the Faculty Senate**
2. **INFORMATION: Report of the Palomar Faculty Federation**
3. **INFORMATION: Report of The Faculty**
4. **INFORMATION: Report of the Administrative Association**
5. **INFORMATION: Report of the Confidential and Supervisory Team**
6. **INFORMATION: Report of the CCE/AFT**
7. **INFORMATION: Report of the Associated Student Government**

K. COMMENTS FROM OTHER INDIVIDUALS AND GROUPS

1. **INFORMATION: Comments from Other Individuals or Groups**

In accordance with Board Procedure 12.10.1, members of the public who wish to address the Board on matters within its jurisdiction have a **five-minute time limit per person**. The Board may ask a group to select a spokesperson and may limit the number of speakers on a particular topic unless the proposed speakers are addressing different concerns.

L. UNFINISHED BUSINESS

M. NEW BUSINESS

1. **RECOMMENDATION: ACTION – EXCUSE ABSENCES OF MEMBERS**

In accordance with Section 72425(c) of the California Education Code, the Governing Board finds that the absence of **Ralph Jensen** from the Governing Board Meeting held September 23, 2003, is excused due to a conflict with work responsibilities, and the absence of **Michele Nelson** from the Governing Board Meeting held October 14, 2003, is excused due to illness.

2. **RECOMMENDATION: ACTION – 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: _____

N. CLOSED SESSION

1. Public Employee Discipline/Dismissal/Release, pursuant to Government Code 54957.6.
2. Conference regarding negotiations with CCE/AFT, pursuant to Government Code Section 54957.6.
3. Conference regarding negotiations with PFF/AFT, pursuant to Government Code Section 54957.6.
4. Conference regarding discussion with Other Unrepresented Employees, pursuant to Government Code 54957.6.
5. Government Code Section 54956.9(b)(1) - Pending Litigation
6. Conference with Real Property Negotiator, pursuant to Government Code 54956.8.
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 - 323-501 Parcel 02
 - 323-090 Parcel 89
 - 323-091 Parcel 06
7. Public Employee Performance Evaluation, pursuant to Government Code 54957.
 - a. Superintendent/President

O. RECONVENE TO OPEN SESSION

P. ADJOURNMENT