



**GOVERNING BOARD MINUTES**  
**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.**

**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  
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 6:00 p.m. to discuss:

1. Public Employee Discipline/Dismissal/Release, pursuant to Government Code 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. – 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.

**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

Cheryl Ashour, Administrative Assistant

Michelle Barton, Director, Institutional Research and Planning

Bruce Bishop, Director, Office of Student Affairs

Brandon Cesmat, Part-Time Faculty

Mary Ann Drinan, Co-President, PFF; Associate Professor/Chair, Economics, History, and Political Science

Michael Ellis, Director, Facilities

Reno Frigo, Part-Time Faculty

Lynda Halttunen, Interim Dean, Counseling and Matriculation

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

Barbara Kelber, Associate Professor, English, The Faculty

Herman Lee, Director, Enrollment Services

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

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

Carol Mitton, Site Supervisor, Child Development

Cindy Sabato, Director, Marketing

Josie Silva, Interim Executive Assistant to Superintendent/Governing Board

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

Marianne Swift-Gifford, Teacher II, Child Development

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.

**C. APPROVAL OF MINUTES**

MSC Chadwick, Jensen

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

The Vote: 4 AYE 1 Abstain (Nelson)  
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:

The only thing that I did want to say is that I'm sure there's not a person here that either wasn't affected or has a family member or friend who was affected by the fires. Those in North County especially out in the rural area, our hearts go out to them. I read in the paper that people are stepping up to help in every way they can. Our Rotary Club is chipping in money to help people in Valley Center. You can probably gather everybody to help, but still would not be able replace some things. It was very heartfelt to hear people say that what you grab is what's important to you, most of them grabbed their pictures; they grabbed the things that meant most to them, the things you can't replace. I'm sure all of you know of someone who was affected. It was tough times and I'm sure that through all of this the community has a big heart; we'll pull our way through it. But even though it was rough around here for a week and decisions were made as were with other educational institutions regarding public health, the air you breathe is more important than the days in school. Afterwards you look back and say those were wise decisions made at that time and I'm sure we'll go forward from there.

**F. REPORTS OF THE GOVERNING BOARD MEMBERS**

Mr. Amador Soto gave the following report:

It's been a while since we met almost a month. There have been several events that have happened, starting with the fires and all of the tragedies that it brought to our neighborhoods, and some were Palomar College families. I went to some of the areas affected by the fires and let me tell you something, it's so bad to see the houses burned down to the ground. Not to say all the memories lost by these people. I would also like to say that my heart goes out to the people that lost their families and relatives and anybody in here as well.

Mr. Jensen gave the following report:

It's tough when they tell you, you have ten minutes to get out and then you don't know for three days whether or not you have a house. We were very fortunate because it was still there. God Bless those firemen, the Sheriff, and all those people. There's a girl out there, in Valley Center, who didn't make it, that I knew. I had her in various classes. Say a prayer for her family, and as I said, God Bless the firemen.

Ms. Chadwick gave the following report:

Thank you, Mr. Jensen. I just want to say a prayer and a big concern to all of our campus community that was touched by these fires. I know we have had several and I won't name names because I don't know if they have given permission. One of the things I want to point out is that our Foundation set up a Victim's Assistance Relief Fund. That's very good and I know we have received money, what do we have now? \$6,000 matched?

Mr. Dale Wallenius responded, "We have about \$5,000 raised by faculty and staff and the Foundation will match that, so we have in the neighborhood of \$10,000. I have received over a dozen applications from people who have lost their homes, students, staff, and faculty members already."

Ms. Chadwick continued, "This is a wonderful campus on how we responded, so it's hard to go on to the next item when you've talked about things like that. I attended the theatre opening where we had the Brubeck Theatre refurbishment done. Pam Slater was there and was really

grateful about all the things that we heaped on her, but we in turn were more grateful for what she was

able to do in terms of getting the funding for this. I'm hopeful that most of you have been back to the Brubeck since then. The other thing I want to report on is that I went to the SDICCCA meeting again this month and we're making progress, but the legislature is definitely going to hear about our problems with unequal funding. As a matter of fact, three legislators: Dymally, Liu, and Pacheco, are going to have hearings this month and next on this item. I hope you can go to these hearings. Most of you know that Carol Liu is chair of the Higher Education Committee. So, she's very interested in our concerns. Well, two of these hearings have already occurred. The first hearing was in San Bernardino, the second one was in Fresno, but there are two more. The 3<sup>rd</sup> of December in Oakland, and the 23<sup>rd</sup> of December in Santa Monica. I think it's ironic that the last one is in Santa Monica; they have the lowest FTES per student than any of our Districts. As you know they're about \$3,400 and we're at about \$3,600. We have a lot of work to do. I urge everyone if you can to go to one of those hearings. Fresno is not that far away. We're still working on this and we will be doing more, we'll have items at the League meeting in terms of the legislative conference coming up in January. I will be there to help lobby. This is an important, if not, critical issue. We intend to pursue it."

Mr. McMullen stated, "Just a clarification, you said \$3,600, that's \$3,600 per FTES? And the top is what, \$8,000?" Ms. Chadwick replied, "Over \$8,000, so the difference is mind boggling."

Mr. Evilsizer gave the following report:

I would also like to echo my sentiments on acknowledging that today is Veterans' Day, it's a national holiday that was established to recognize the men and women who have served in our Armed Forces both in times of peace and war and I salute all of the nation's veterans, particularly those who are on active deployment now and I wish those deployed in harm's way return safety to their homes and family soon. I also wish to express my deepest sympathy to those community members in our District who lost loved ones and property in the devastating fires which blasted through San Diego county a couple of weeks ago, the last week of October. I'm encouraged by the outpouring of donations and volunteers giving of their time to those adversely affected by these fires and by the heroic efforts of our fire fighters and our law enforcement personnel to help save lives and property. I also want to thank our employees who kept our key administrative functions like Payroll going during the fires, and to our maintenance staff who cleaned and prepared our campuses for our students' return, and I appreciate the prompt efforts taken by Dr. Amador and her staff and the College Foundation and others who helped to create the Palomar College Fire Victims Assistance Fund to assist Palomar students and staff affected by the fire disaster. Thank you.

On Sunday, October 19<sup>th</sup>, I thoroughly enjoyed attending the Palomar Performing Arts sampler of music and drama and theatre and song. This certainly showcased the variety of talents that our students have and they did a wonderful job and I look forward to attending more of these events in the near future.

I also attended today, a rally, sponsored by the Palomar Faculty Federation in support of the part-time faculty. Let me preface my remarks by saying that as a former adjunct faculty member I have to recuse myself on any votes on the matter of part-time faculty and equity, but I wanted to share some thoughts with you. I was reminded that the Palomar Community College District has already received over 1.8 million dollars from the state of California for part-time faculty equity and the equity dollars cannot be used for any other purpose by the District. Otherwise it must be returned by the state if not used. The faculty and the District are in agreement over how to distribute the equity funds and that all of the money can be legally distributed without the faculty and the District agreeing on what percentage of a full time load adjunct actually work. In light of the fact that this money is not the District's to keep and that some of our part-time faculty were

inevitably impacted by the recent fires, I find it personally unconscionable that the District continues to hold their funds and continues to earn interest on it. Therefore, I encourage my fellow trustees on the Governing Board to consider the immediate release of the parity money to our part-time faculty. It is the right thing to do.

Dr. Nelson gave the following report:

Thank you. I, too, have felt and feel a great deal of sadness about all the impact of this terrible firestorm we experienced and how it's changed our landscape and how we see ourselves in this County. I also want to echo my fellow trustees' appreciation and applaud the Foundation for their quick setting up of the emergency funding that will help our students and our staff. Last week, along with Vice President Patton and Dean Halttunen, I attended WASC, Western Association of Schools and Colleges, training on the new accreditation standards in preparation for a team visit that I will be making to Santa Monica College right after the first of the year. As most of you know, there have been major changes in the accreditation process. The ten stand alone standards have now evolved to somewhat integrated four standards and its major emphasis on outcomes with supporting data. I am delighted that we at Palomar seem well prepared for this change with our powerful Research office, with their staff and the leadership of that office. Additionally, the faculty is to be commended for the focus on the Learning Outcomes Committee which is engaging in conversations throughout this year to come to grips with some important multi-faceted options and issues that are surrounding this topic. It's very important work and one that is increasingly important even at a national level, and of all places I read about this in the Wall Street Journal on Monday. The National Senate will take up on the debate on the reauthorization of the law that defines the Federal role in higher education right after the first of the year. The concerns are that Pell Grant maximums are being addressed, that's only one of the issues, but related to what I just mentioned about accreditation is that the White House wants to measure student outcomes and is holding us accountable for how we educate our students. Also, accreditation is under fire and how easy it is or how hard it is, and also how hard it is to transfer credit between colleges, particularly between systems. They are looking at these things very critically and so are we. I think Palomar, by addressing these issues and looking into them, will be prepared. But there's one issue that remains problematic as I see it, and that is that we still have ahead of us, putting in place and utilizing, an effective program review process that is tied with planning budget allocation and reallocation. I feel confident that we'll do it. I'm so amazed that with all these things going on, there are just great things happening in this College.

#### **G. REPORT OF THE SUPERINTENDENT/PRESIDENT**

##### **1. Report of Vice President for Instruction**

Ms. Cuaron acknowledged the accomplishments of the students in Journalism under the support of Wendy Nelson. Ms. Cuaron reported that ten students received awards in first, second, or third place at the San Diego Press Club's Awards Conference on October 15. Many of these students received awards in the categories of feature story, news story, opinion reviews, photography, and sports. In addition to that, 28 of our students attended the Journalism Association of Community Colleges Conference in Southern California on October 17 and 18. Many of these students were recognized and received honorable mention in a number of categories mentioned previously as well as categories in editorial cartoon, information graphics, and Front Page design.

##### **2. Report of Vice President for Student Services**

Mr. Bruce Bishop, Director of Student Affairs, reported that for the second year in a row the Palomar College cheerleading team, coached by adjunct P.E. professor **Paul Broom and Assistant Coach Tim Pasacuaca** has qualified for the U.S. National Championship in Orlando, Florida. Also, Palomar College has taken first place on the preliminary video competition which means that not only does the cheerleading team get all expenses paid

to Orlando, Florida, in January, but they can skip all preliminary competitions in Orlando.

3. Report of Vice President for Finance and Administrative Services

a. Equalization

Mr. Patton stated that he attended a meeting with the Business Officers of all the community colleges on the issue of equalization and what it means. It was a very productive meeting in which it will be a team effort beginning with the Faculty Senate statewide down to all of the organizations; it is tragic when you see how much Palomar gets per FTES compared to some of the Districts in the State. It can mean as much as two and a half million dollars. Mr. Patton encourages everyone to get involved in this issue.

b. North County Times Comments by Mary Millet

Mr. Patton commented on the article from the North County Times in which Mary Millet stated that Palomar College is Fat On The Top. In this article, Ms. Millet commented that administrative costs were higher than instructional costs. Mr. Patton reported that he has not had the opportunity to review the data that Ms. Millet reported and cannot validate the numbers. Mr. Patton believes that the numbers reported by Ms. Millet came from the same source that Dave Forsythe reported a year earlier. Mr. Patton and Mr. Forsythe meticulously reviewed the data and had several conversations on this issue. Mr. Patton continued informing the Board the method in which the District reports the instructional costs versus administrative costs and how difficult it is to dissect the data if one is unfamiliar with object codes.

Ms. Chadwick commented, "I know this has been kind of a hot subject, but we had a comment earlier on the parity money for part timers. Can you refresh our memory about how much of that there is and where it comes from and where it is?"

Mr. Patton responded, "There's about 2.7 million dollars if you fast forward all the way to June 30, 2004. If you include this year, we will have three full years when we finish this fiscal year. There's about 2.7 million dollars. That's just set aside for parity which is to bring adjunct salaries up to some level close to full time salaries on an hourly basis."

Discussion followed regarding the parity funds.

4. Report of Vice President for Human Resource Services

Dr. Miyamoto summarized his thoughts on the devastation fires created. He wanted to publicly acknowledge the Board's and Dr. Amador's prompt and swift response to pay all employees even though the college was closed. There were times of doubt and we weren't sure how we would replace lost FTES, ADA. But even in those times, the Board and Dr. Amador were prepared to figure out a way to fund that, so that we did not have to worry about those things, especially when you're trying to keep your family, your possessions, and your lives in tact. Dr. Miyamoto applauded the Foundation for coming to the aid of the fire victims in terms of monetary assistance. He also mentioned that the book store has offered to replace textbooks free of charge for students who were victims of the fire.

Mr. Madrigal commented that Admissions & Records is prepared to replace any transcript or diploma to students affected by the fire free of charge as well.

Dr. Amador thanked the staff for all of their support. She mentioned that during these times you worry about colleagues and friends who live in these areas. Dr. Amador expressed her heartfelt prayers and concern for anyone that was impacted, i.e., Palomar students, staff persons, and anyone who was impacted. She acknowledged Espy Flores and the Payroll personnel, Jerry Patton, the Information Services personnel, and the vice presidents. She thanked Dale Wallenius and the Foundation for acting so quickly to set up the Fire Victims Assistance Fund to help students and staff who lost their possessions during the fires.

**CONSENT CALENDAR**

**H. CONSENT CALENDAR**

**BUSINESS SERVICES**

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

MSC Chadwick, Nelson

The Governing Board hereby reviews and approves the following purchase transactions and contracts entered into on behalf of the Palomar Community College District. All of the following purchases are made against the 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
			<b>TOTAL</b>	<b>\$</b>	<b><u>548,078.92</u></b>

The Vote was unanimous.  
 Student Trustee Advisory Vote: Aye

**CONTRACTS**

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

MSC Chadwick, Nelson

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**.

The Vote was unanimous.  
 Student Trustee Advisory Vote: Aye

## FISCAL SERVICES

3. **APPROVE THE QUARTERLY REPORT OF CHIEF FINANCIAL OFFICER 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 September 30, 2003.  
**Exhibit H-3**

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

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

MSC Chadwick, Nelson

The Governing Board hereby approves the California Community Colleges Quarterly Financial Status Report (CCFS-311Q) for quarter ending September 30, 2003.  
**Exhibit H-4**

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

## PERSONNEL

5. **APPROVE PERSONNEL ACTIONS REPORT**

MSC Chadwick, Nelson

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**

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

**6. RATIFY CLASSIFIED RECLASSIFICATION**

MSC Chadwick, Nelson

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/Stp:   **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/Stp:   **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/Stp:   **16/1**             Salary:           **\$1,089.52/month**  
Account #:       A-212200-464100-63300-0611400/100%

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

**7. 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(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%

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

**8. RATIFY LEAVE OF ABSENCE**

MSC Chadwick, Nelson

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

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

**9. RATIFY RESIGNATION**

MSC Chadwick, Nelson

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)

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

**10. 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: **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/Stp: **C/8** Salary: **\$5,420.02/month**  
% of position: 100%  
# of Mos: 10  
Effective: August 22, 2003  
Account #: A-111000-348200-12030-0000000/100%

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

**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. RATIFY NEW ADMINISTRATIVE POSITION**

MSC Chadwick, Nelson

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

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

**13. RATIFY ADMINISTRATIVE EMPLOYMENT**

MSC Chadwick, Nelson

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/Step: **71/1** Salary: **\$6,677.35/month**  
% of Position: 100% # of Mos: 12  
Effective: November 19, 2003  
Account #: K-212100-318100-61320-1612191/100%

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

**14. 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:

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

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

**15.** Item removed for further discussion at the request of Mr. Evilsizer.

**16. RATIFY ASSIGNED TIME TO ACADEMIC CONTRACT**

MSC Chadwick, Nelson

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

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

**Resumption of  
REGULAR AGENDA**

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

**15. RATIFY PART-TIME FACULTY EMPLOYMENT**

MSC Nelson, Chadwick

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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Mr. Evilsizer stated, "I noticed that we have part-time faculty that are being ratified for the fall semester, we're about half way through the fall semester, right? Are these just folks that we didn't catch earlier on when we did a similar ratification of employment?" Dr. Miyamoto advised Mr. Evilsizer that these are instructors that are beginning to teach a course in the second half of the semester, i.e., late-start classes or their information has changed.

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

**J. REPORTS FROM COLLEGE GROUPS**

1. **INFORMATION**

**Report of the Faculty Senate**

Steve Spear reported that he recently attended the Fall Plenary Session of the ASCCC and discussed many statewide issues, such as the Student Learning Outcomes and equalization. He stated that at the next plenary session in the spring, the Statewide Senate will come up with a broad statement on equalization. The Faculty Senate is in the process of renewing the faculty manual. The Faculty Senate voted to support campus equity week in support of the faculty. Dr. Spear urged the Board not to do away with PAR at least through 2005. Dr. Spear reported that the Faculty Senate wrote a letter to Mr. McMullen inviting him to speak to the Senate about the criteria for the President's evaluation and he declined. The Senate will go forward on its own and has obtained from the Academic Senate for the CCC a policy entitled, Toward a Model Chief Executive Officer Evaluation Policy, which states, "Local academic senates are encouraged to meet and work with governing board and or their designees to modify the model to meet local conditions it meets." Dr. Spears stated that since this is not possible, the Faculty Senate will work with Maria Miller and the Personnel Standards and Practices Committee.

Discussion followed regarding the Phone and Register System (PAR). Mr. Madrigal stated that Herman Lee would be giving a presentation to SPC at its next meeting.

2. **INFORMATION**

**Report of the Palomar Faculty Federation**

Mary Ann Drinan stated that the Palomar faculty commemorated Campus Equity Week and demonstrated their support. On behalf of PFF she urged the District to disburse the parity funds to part-time faculty. She also stated that a salary increase for the Child Development Center staff was approved but has not been released. She also reported

that the PFF executive Board voted to support a no lay-off policy at Palomar College and urged the Board to be judicious in terms of spending. She stated that PFF has been supporting the grocery workers. Ms. Drinan thanked the Foundation for matching the Fire Victims Assistance Fund.

Mary Millet reported that Campus Equity Week is an international effort to put the needs of contingent faculty in higher education. She reported on the problems that part-time faculty face. She also pleaded to the Board to release the funds for the Child Development Center teachers.

3. **INFORMATION**

**Report of The Faculty**

Barbara Kelber, The Faculty Vice President, reported on behalf of Maria Miller. Ms. Kelber acknowledged all of the veterans on this Veterans' Day. She thanked all involved for maintaining business during the fire crisis. She was very thankful that the College was closed during this time and stated that it demonstrated compassion for the health of the students and staff. She distributed a report to the Board members regarding the inequities among students and technology use. She discussed the issues students are facing when it comes to keeping up with the classroom technology demands.

4. **INFORMATION**

**Report of the Administrative Association**

Ken Jay gave the following report:

"Apparently, elements in the Faculty are producing a steady drumbeat that there are too many excessively paid mid-level administrators at Palomar. This mantra describes mid-level management as "an unnecessary, excessive, superfluous, excessively abundant, nonessential, under-worked, overpaid, bloated, unneeded bureaucracy."

When a reasoned response presenting facts disputing this mantra is made, accusations of puffery and attempts to distort the facts to build a case against the PFF are leveled. The Administrative Association has made it very clear we have no position on the contract negotiations with the PFF. We only responded to an unwarranted and unsustainable attack on Palomar's mid-level management. Personally, I find it unfortunate and distasteful that the level of collegiality has been lowered to such a sad state.

Faculty allegations point to the growth of administrative positions over the last 15 years as proof of excessive mid-level management. Perhaps, more revealing is to put this growth in administrative positions into perspective – 15 years is a long time. During this period the College grew considerably – greater numbers of students enrolled, new programs were added, state funded and categorical budgets increased, and technology in campus operation became pervasive. According to the current Palomar College Fact Book, from 1988 to 2002 student FTE enrollment increased over 40 percent. During this same time the FTE employee positions also increased by the following:

Administrative/Professional non-faculty	43 percent
Faculty	65 percent

The Faculty allege that mid-level administrators are too numerous, do too little work to justify their existence, and too well paid. What evidence supports such a charge? By the FTE numbers, management positions have grown significantly slower than Faculty positions over the last 15 years. Additionally, in response to last years initial budget shortfall, nine administrative positions were eliminated.

We will grant that administrators as a group are better paid than full time Faculty members. However, there is the argument that the nature of the management positions, programmatic responsibilities, and number of employees supervised adequately justifies the salary differential. For those Faculty members, who feel they are underpaid in relation to administrators, there is an elegant and time honored solution – become an administrator.

While we sincerely wish for a speedy and equitable contract settlement for the Faculty, we don't feel that expanding the battle by proxy to "mid-level" managers using continued misinformation and propaganda will provide any benefit. We will all be better served by a civil and factual discussion of the issues."

5. **INFORMATION**

Report of the Confidential and Supervisory Team – No report

6. **INFORMATION**

Report of the CCE/AFT

Becky McCluskey acknowledged Veterans' Day and thanked all veterans. Ms. McCluskey thanked Dr. Amador and the Board for coming through for the employees during the fire crisis. This is a time to reevaluate what is important in our lives.

7. **INFORMATION**

Report of the Associated Student Government

Amador Soto reported that ASG is collecting donations from students for the Fire Victims Assistance Fund in the Student Union. Mr. Soto said that members of the ASG visited one of the students in the hospital. This student lost his sister during the fire and he is in the hospital. All the ASG/ASB Presidents attended a California Community College Student Advisory Association Conference. During the conference, the presidents got together and wrote a letter to the governor-elect informing him that the community colleges are the largest institution of higher learning in the world. The letter also stated that next March the students will return again.

**K. COMMENTS FROM OTHER INDIVIDUALS OR GROUPS**

The following persons addressed the Board on the following subjects:

Brandon Cesmat – effect of fires on Palomar College; adjunct faculty issues

Marianne Swift-Gifford – release of Child Development funds

Carol Mitton – release of Child Development funds

Reno Frigo – faculty morale

Michelle Barton – article in North County Times – specifically the charge that information was removed from public view.

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

M. **NEW BUSINESS**

1. **EXCUSE ABSENCE OF MEMBERS**

MSC Chadwick, Soto

In accordance with Section 72425(c) of the California Education Code, the Governing Board finds that the absences 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.

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

2. **DISCUSSION: AGENDA ITEMS FOR CONSIDERATION AT NEXT MEETING**

The Governing Board approves the listing of the following items on the agenda for consideration at the next meeting:

Ms. Chadwick requested more information on: Administrative costs to include classifications of middle managers for the past five years; parity money; Child Development funds; textbook policies in terms of pricing and buybacks.

3. **APPROVE CANCELLATION OF NOVEMBER 25, 2003, GOVERNING BOARD MEETING**

MSC Jensen, Soto

The Governing hereby approves the cancellation of its November 25, 2003, Governing Board meeting.

The Vote: 3 Aye, 2 Nay (Chadwick, Evilsizer)  
Student Trustee Advisory Vote: Aye

4. **DESIGNATE DECEMBER 9, 2003, AS “ANNUAL ORGANIZATIONAL MEETING”**

MSC Chadwick, Jensen

The Governing Board of the Palomar Community College District hereby designates the Regular Meeting scheduled for December 9, 2003, at 7:00 p.m., as the “Annual Organizational Meeting.” The meeting is to be held in the Governing Board Room on the San Marcos Campus.

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

**N. CLOSED SESSION**

The Governing Board went into Closed Session at 8:40 p.m. to discuss:

1. Public Employee Discipline/Dismissal/Release, pursuant to Government Code 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 – 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

Closed Session ended at 10:22 p.m.

**O. RECONVENE TO OPEN SESSION**

The Governing Board of the Palomar Community College District reconvened at 10:23 p.m. Mr. Darrell McMullen made the following statements:

Pursuant to Public Employee Discipline/Dismissal/Release, pursuant to Government Code 54957.6, the Board took action to terminate a probationary classified employee #001867964, in the classification of Senior Accounting Assistant, effective November 12, 2003.

The Governing Board unanimously accepted with regret the request of Dr. Sherrill L. Amador, Superintendent/President, to officially retire from the District effective July 1, 2004. We wish her well and will begin the search process immediately for a new Superintendent/President.

The Governing Board unanimously approved the following Voluntary Retirement Agreement between the Palomar Community College District and Dr. Sherrill L. Amador:

This Voluntary Retirement Agreement (hereinafter "Agreement") is entered into by and between the Governing Board of the Palomar Community College District of San Diego County, California (hereinafter referred to as the "Board"), and Dr. Sherrill L. Amador (hereinafter referred to as the "Superintendent/President"). The Board and the Superintendent/President hereby agree to the follow terms and conditions:

1. The Superintendent/President hereby voluntarily retires from any and all employment with the Palomar Community College District effective July 1, 2004. The decision to retire from the District is a voluntary one determined by the Superintendent/President with no request by the Board. This Agreement shall serve as the official letter of voluntary retirement submitted by the Superintendent/President.

2. The Board hereby accepts the Superintendent/President's retirement effective July 1, 2004, with regret and best wishes to her. The Board acknowledges the Superintendent/President's competent performance with the District. The Superintendent/President is leaving the District in good standing, and the Board wishes to emphasize that the Superintendent/President has never been disciplined by the Board and there is no proposed disciplinary action pending against her.
3. If the Board needs to employ an Interim Superintendent/ President after July 1, 2004, the Board may request the Superintendent/President to serve in that capacity because it holds her performance in high regard. Any continued employment will be covered by another Employment Agreement.
4. Since the Superintendent/President has provided competent performance with the District, the Board agrees to provide to her any new retirement benefits that the Board may make available generally to academic employees at any time during the 2003-2004 fiscal year, subject to the conditions which apply generally to the academic employees.

As part of the review process, the Board directed staff to contact the State Chancellor's Office for "due diligence" regarding several land parcels.

**P. ADJOURNMENT**

The meeting was adjourned at 10:24 p.m.