



GOVERNING BOARD MINUTES
REGULAR MEETING, GOVERNING BOARD
PALOMAR COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD ROOM, STUDENT SERVICES CENTER
COLLEGE CAMPUS
SAN MARCOS, CALIFORNIA
TUESDAY, DECEMBER 9, 2003, 6:00 P.M.

A. CALL TO ORDER

Darrell L. McMullen, President, called the organizational meeting of the Palomar Community College District Governing Board to order at 6:00 p.m.

AA. ROLL CALL

Establishment of a Quorum

AAA. CLOSED SESSION

The Board went into Closed Session at 6:03 p.m. to discuss:

1. Public Employee Discipline/Dismissal/Release, pursuant to Government Code 54957.6.
2. Conference regarding negotiations with CCE/AFT, pursuant to Government Code Section 54957.6.
3. Conference regarding negotiations with PFF/AFT, pursuant to Government Code 54957.6.
4. Conference regarding discussion with Other Unrepresented Employees, pursuant to Government Code 54957.6.
5. Public Employee Performance Evaluation, pursuant to Government Code 54957.
 - a. Superintendent/President

RECONVENE TO OPEN SESSION

CALL ORGANIZATIONAL MEETING TO ORDER

Darrel L. McMullen, President, called the organizational meeting of the Palomar Community College District Governing Board to order at 7:00 p.m.

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

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.

B. ELECTION OF OFFICERS

1. ELECTION OF PRESIDENT

Nomination of Mr. McMullen by Dr. Nelson; Mr. McMullen declined the nomination.

Nomination of Mr. Jensen by Mr. Evilsizer, seconded by Mr. McMullen.

RESOLUTION NO. 04-20770

BE IT RESOLVED, That RALPH G. JENSEN be elected **President** of the Governing Board of the Palomar Community College District, effective December 9, 2003.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

At this point, Mr. Jensen assumed responsibility as chair of the meeting and presented Mr. McMullen with a plaque commemorating his year as Board President. Mr. McMullen thanked everyone.

2. **ELECTION OF VICE PRESIDENT**

Nomination of Mr. Evilsizer by Ms. Chadwick
Nomination of Dr. Nelson by Mr. McMullen

RESOLUTION NO. 04-20771

BE IT RESOLVED, That DR. MICHELE T. NELSON be elected **Vice President** of the Governing Board of the Palomar Community College District, effective December 9, 2003.

The Vote: Mr. Evilsizer – 2 (Evilsizer, Chadwick)
Dr. Nelson – 3 (McMullen, Jensen, Nelson)
Student Trustee Advisory Vote: (Dr. Nelson)

3. **ELECTION OF SECRETARY**

Nomination of Ms. Chadwick by Mr. Evilsizer

RESOLUTION NO. 04-20772

BE IT RESOLVED, That NANCY C. CHADWICK be elected **Secretary** to the Governing Board of the Palomar Community College District, effective December 9, 2003.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

BB. APPOINTMENT OF SECRETARY TO THE BOARD

1. **APPOINTMENT OF SECRETARY TO THE BOARD**

MSC Chadwick, Nelson

The Governing Board hereby appoints **Dr. Sherrill L. Amador, Superintendent/President**, to serve as **Secretary to the Governing Board** of the Palomar Community College District, effective December 9, 2003.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

BBB. ESTABLISHMENT OF DATE, TIME, AND PLACE OF MEETINGS

1. **ESTABLISH DATE, TIME, AND PLACE OF MEETINGS**

MSC Chadwick, Evilsizer

OPTION 2:

The Governing Board hereby declares that the **Regular Meetings** of the Governing Board of the Palomar Community College District shall be held on the **second and fourth Tuesday** of each month, **closed session** beginning at **6 p.m.**, **open session** beginning at **7 p.m.**, in the **Governing Board Room, Student Services Center, San Marcos Campus**.

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

MSC McMullen, Nelson for **OPTION 1:**

RESOLUTION NO. 04-20773

BE IT RESOLVED, That the Regular Meetings of the Governing Board of the Palomar Community College District shall be held on the **second Tuesday** of each month, **closed session** beginning at 6 p.m., **open session** beginning at **7 p.m.**, in the **Governing Board Room, Student Services Center, San Marcos Campus.**

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

ADJOURNMENT OF ORGANIZATIONAL MEETING

The organizational meeting was adjourned at 7:35 p.m.

CONVENE REGULAR MEETING

The regular meeting was convened at 7:35 p.m.

C. APPROVAL OF MINUTES

MSC Chadwick, Nelson

The Governing Board hereby approves the Minutes of the Regular Meeting of November 11, 2003, and the Special Meeting of November 18, 2003.

The Vote was unanimous.
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

I would like thank Dale and all of the people who helped at the Gala. With regards to equalization, we have to keep on working on this issue. I know that several years ago we looked into the possibility of conducting classes at Rincon, at that time the tribal council wanted to know what they would get in return. If Palomar would like to offer classes at Rincon again, the All Tribes American Indian Charter School, where I teach now, is willing to make our facilities available to Palomar at no charge.

F. REPORTS OF THE GOVERNING BOARD MEMBERS

Dr. Nelson gave the following report:

"The highlight for these last few weeks has been the gala, which was a very successful and wonderful event. One of the highlights of the gala was to have the Police Academy there to escort us in. It was wonderful! Of course our cheerleaders were off competing so they couldn't be there, but the Police Academy was second to none. I would like to ask Dale Wallenius how much we made."

At this time Mr. Wallenius gave a detailed accounting of the distribution of the funds raised by different events sponsored by the Foundation.

"Thank you, it really was a stupendous event and we all had a great time helping raise this wonderful money for our school and staff."

Mr. Evilsizer gave the following report:

On November 15, 2003, I had the pleasure and honor of attending the Fire Academy graduation. It was held at the San Marcos Civic Center. It was post the terrible fires we had and I think it was probably more emotionally charged than it would normally be. They did an outstanding job and it was nice to see so many families and people from the community attending this graduation. We are fortunate to have so many of our students who are willing to enter this profession of work.

I was also able to attend a political science forum at the University of San Diego. I attended with several of the Political Science faculty from Palomar College. It was held at the Joan Kroc Center for Peace and Justice. If you have not had an opportunity to get to San Diego to see that center, it is a beautiful complex. Of course the mission of that facility is beautiful as well. There was a conflict in scheduling, they couldn't get the two scheduled legislators from Sacramento, so they substituted with Howard Kaloogian and Bill Fitzgerald, two opponents from the 74th AD races a few elections ago. It was a lively and serious dialogue.

I was also one of the board members who attended the 2003 Football Awards Banquet this weekend. That was an opportunity to recognize a very successful program here at Palomar College and to see these student athletes involved in that program and how it provides many of them with an opportunity to pursue not only their athletic abilities, but also to pursue academic endeavors as well.

Also, I was invited to attend the Psychology Research Posters Project Showing. This was an opportunity to see research methods being utilized by students at Palomar College and the topics they had chosen to research were very interesting, and it was a real pleasure to learn about how they conducted their research and what some of their conclusions were. Finally, I wanted to recognize the Communications staff. As Board members, we receive updates from all of the newspaper clippings from month-to-month to week-to-week, and I really appreciate those efforts and I hope that Cindy Sabato shares that with her staff, whoever does that. I personally appreciate it, so thank you.

Ms. Chadwick gave the following report:

I would like to extend holiday greetings to everybody. This is going to be a special year because we have a lot of things happening. I am hopeful that we are going to have a peaceful new year. I hope all of you and your families have a good holiday. I was able to go to our Gala, exquisite and very nice. I also attended the Psychology Research Project Reviews for the poster exhibits. I am so impressed that each one of the students I talked with is transferring. That makes me feel so

good about the opportunities that we have been able to provide in a seamless kind of way. I was also invited and toured the Child Development Center. I have been through many of these

centers, and this is one of the best I have ever seen. I am hopeful that we will be able to keep doing the things that we need to do and much more. Most of you know what I'm talking about. The dedicated staff out there is remarkable. I also went to the football awards dinner. Now I know why we are always champions. There are wonderful things happening in that program. I expect next year will be another championship team, nationally rated. As usual I attend all of the academy graduations. I attended the fire academy graduation. These kinds of ceremonies are so uplifting and as I always say, when someone graduates it shows that students are our most important product. A graduating student is what we are all about. It is our product, so it is really gratifying to see so many good students. I also attended the SDICCCA meeting. Many of you know that this group is working very hard to lobby for legislation to get us equalization. Dale is working very hard on the newsletter, which I might say the first edition is one of the best ever. It makes me so proud to be part of this organization. I have been here for about a year now so this holiday for me has a special meaning and I hope it does for you. Thank you.

Mr. McMullen gave the following report:

Thank you, Dale! I know that with the tight money in Sacramento, it probably falls in deaf ears this year. But hopefully as things recover, the impression has been made with such a point that we can get the dollars that we deserve based on our student count, which translates to dollars for everybody. There was an interesting article in today's paper about our Police Department; our hats off to you gentleman. They are asking for new unwrapped toys that are going to the Polinsky Center of San Diego. The article compliments their efforts and I applaud you for that. Keep up the good work. The other article that caught my attention was an editorial that was written by Vista City Councilman, Steve Gronke, in today's North County Times. He writes about reducing Latino dropouts. In the article, he states that 50% are young Latino men. He made several comments about high school curriculum needing to address certain issues. A comment at the bottom states as follows: "We live in a world that a high school diploma is just the beginning, and for a young Latino man who never even achieves that goal, the possibility of obtaining the American dream is almost impossible." We need to keep our programs available, such as ESL. We need to help the Latinos with these dropout rates because they are our brothers and sisters here and we need to do what we can for them. Palomar has been doing an excellent job. I hope we can continue and always be focused on this problem. One last item is a thank you on behalf of the Rotary Club. There were four of your own that helped us build a house in Mexico a couple of weeks ago. It was an awesome experience. My compliments and thanks to Joe Madrigal, Lynda Halttunen, Jose Vargas, and Mary SanAgustin for helping. I want to thank you personally for helping us. It is an experience of a lifetime to go build a house in one day. But, when you see a family of a husband and wife, and four little children, and you build them a little one room concrete slab home. I think the comment that Joe heard from the mother in Spanish was, "Last night we slept in a shack, tonight we sleep in a palace." There are those out there that have a lot less than us and it really makes you humble when you do these kinds of things. Thank you for your efforts.

Mr. Amador Soto gave the following report: no report

G. REPORT OF THE SUPERINTENDENT/PRESIDENT

Dr. Amador thanked the faculty and staff for their contributions to the Fire Victims Fund. She stated that the Foundation collected over \$11,000 and that the Foundation has matched that amount for a total of \$22,000 to help families who were victims of the fire. The Foundation Office will be distributing these funds. Dr. Amador mentioned that copies of the Annual Report for 2002-03 were distributed to all Board members and to all departments of the College. She acknowledged Cindy Sabato, Margie Adcock, faculty, and staff for their contributions on this project. She advised the Board that the Annual Implementation Plan status reports were also

included in their packets. Dr. Amador wished everyone happy holidays and also invited everyone to attend the President's Holiday Coffee.

1. Report of Vice President for Instruction

Ms. Cuaron introduced Blaine Morrow, the new Telecommunications Special Grant Project Director. She also stated that she visited several classrooms and thanked the faculty for their invitation.

2. Report of Vice President for Student Services – no report

3. Report of Vice President for Finance and Administrative Services

Per Trustee Chadwick's request, Mr. Patton gave a brief report on the status of parity funds, Child Development Center funds, and growth funds.

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

C O N S E N T C A L E N D A R

H. CONSENT CALENDAR

BUSINESS SERVICES

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

MSC Nelson, Chadwick

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

Re-Encumbered					
FY 2003 PO's	0400023	through	0400025	\$	12,465.91
Purchase Orders	0440164	through	0440210	\$	64,267.96
Travel	0450030	through	0450038	\$	1,966.50
Advertising/Increases	0460021	through	0460025	\$	2,985.06
Employment Ads	0465007	through	0465008	\$	2,565.00
Agreement/Services	0470255	through	0470331	\$	604,778.15
Repairs	0475034	through	0475059	\$	11,964.94
Agreement/Annual	0480146	through	0480154	\$	19,249.30
Utilities	0495056	through	0495056	\$	1,800.00
					<u>\$ 722,042.82</u>

The Vote was unanimous.
 Student Trustee Advisory Vote: Aye

GIFTS

2. ACCEPT GIFTS

MSC Nelson, Chadwick

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

- a. Forty EMS jackets for student simulation and field use, donated by Carlsbad Fire Department, 2560 Onon Way, Carlsbad, California, 92008. Total cash value as estimated by donor is \$2,000.
- b. Drafting table for use by students in the Design and Consumer Education Department, donated by Youngdale Manufacturing Corporation, 2449 F Cades Way, Vista, California, 92081. Total cash value as estimated by donor is \$450.
- c. Revox magnetic reel-to-reel tape recorder to be used by the Music Department Recording Technician, donated by Greg Bemko, 1462 La Plaza Drive, Lake San Marcos, California, 92069. Total cash value as estimated by donor is \$550.
- d. Bluthner Grand Piano to be used by students in the piano classroom, donated by Yoshiko Niiya Bemko, 1460 La Plaza, Lake San Marcos, California, 92069. Total cash value is \$27,000.
- e. Lyon & Healy Harp, donated by Chikaye Niiya to be used for orchestral rehearsals and performance, 1462 La Plaza Drive, Lake San Marcos, California, 92069. Total cash value is estimated at \$20,000.

The Vote was unanimous.

Student Trustee Advisory Vote: Aye

FISCAL SERVICES

3. APPROVE DRAWING NEW WARRANT

MSC Nelson, Chadwick

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

Warrant # 76-087599, dated October 10, 2002, in the amount of \$36.00, payable to Solana Lynn Sloat, 2061 Monte Vista Drive, Vista, CA 92084. Void due to stale date.

Warrant # 76-095369, dated February 11, 2003, in the amount of \$9.50, payable to James George Kleppel, 705 Cooper Drive, Vista, California, 92083. Void due to stale date.

Warrant #76-098855, dated February 27, 2003, in the amount of \$20.00, payable to James George Kleppel, 705 Cooper Drive, Vista, California, 92083. Void due to stale date.

Warrant # 76-098875, dated February 27, 2003, in the amount of \$32.50, payable to Latifa Sakha, 708 Via Cafetal, San Marcos, California, 92069. Void due to stale date.

Warrant # 76-105277, dated June 24, 2003, in the amount of \$45.00, payable to Jessica Riggins, 25 Santa Rosa Ave, Half Moon Bay, CA 94019. Void due to lost check not cashed.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

COMMUNITY SERVICES

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

MSC Nelson, Chadwick

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

Spring, 2004

- a. **Presenter:** Karen Saffian-Jiménez
Name of Class: Community Spanish
Effective: Feb. 2, 4, & 9, 2004
Instructor Rate: \$50 per hour
Fee to Student: \$85 (includes materials)
Terms: Minimum/maximum 12/25
- b. **Presenter:** Karen Saffian-Jiménez
Name of Class: Spanish for Nursing
Effective: Feb. 21, 2004 (hidden date 2/28)
Instructor Rate: \$50 per hour
Fee to Student: \$125 (includes materials)
Terms: Minimum/maximum 10/25
- c. **Presenter:** Karen Saffian-Jiménez
Name of Class: Spanish for Dental Hygienists
Effective: May 7, 8, 2004
Instructor Rate: \$50 per hour
Fee to Student: \$125 (includes materials)
Terms: Minimum/maximum 10/25
- d. **Presenter:** Karen Saffian-Jiménez
Name of Class: Survival Spanish for Classroom Teachers
Effective: March 6, 2004
Instructor Rate: \$50 per hour
Fee to Student: \$125 (includes materials)
Terms: Minimum/maximum 10/25
- e. **Presenter:** Karen Saffian-Jiménez
Name of Class: Spanish for Office Personnel
Effective: March 15, 17, 22, 2004
Instructor Rate: \$50 per hour
Fee to Student: \$125 (includes materials)
Terms: Minimum/maximum 10/25

- f. **Presenter:** Stan Martin
Name of Class: i-Movies for Teens – Beginning & Interm.
Instructor Rate: 30% of fees collected
Fees to Student: \$59 (includes materials)
Effective: Feb 21, 28, 2004
Terms: Minimum/maximum 10/30 For ages 11 – 20
- g. **Presenter:** LeeAnne Krusemark
Name of Class: A Guide to Getting Published
Instructor Rate: \$15 per participant
Fees to Student: \$45
Effective: April 17, 2004
Terms: Minimum/maximum 10/60
- h. **Presenter:** Sally Greenleaf
Name of Class: Palomar Youth Chorale – Fallbrook Section
Instructor Rate: \$37 per hour
Fees to Student: \$120 per semester
Effective: January 27, 2004
Terms: Minimum/maximum 20/50
- i. **Presenter:** Diane Geller
Name of Class: Palomar Youth Chorale – San Marcos Section
Instructor Rate: \$38 per hour
Fees to Student: \$120 per semester
Effective: January 29, 2004
Terms: Minimum/maximum 20/50
- j. **Presenter:** Linda Kurokawa
Name of Class: Walt Disney Concert Hall Symphony Trip
Instructor Rate: none
Fees to Student: \$105 includes cost of ticket + transportation
Effective: April 17, 2004
Terms: Minimum/maximum 20/55
- k. **Presenter:** Collette Travel
Name of Class: Canadian Rockies Train Trip
Instructor Rate: none
Fees to Student: \$2,349
Effective: July 6, 2004
Terms: We receive \$200 per participant
- l. **Presenter:** Collette Travel
Name of Class: Tuscany, Italy Trip
Instructor Rate: none
Fees to Student: \$1,800
Effective: Nov. 1, 2004
Terms: We receive \$180 per participant

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

PERSONNEL

5. APPROVE PERSONNEL ACTIONS REPORT

MSC Nelson, Chadwick

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

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

6. RATIFY CLASSIFIED EMPLOYMENT

MSC Nelson, Chadwick

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

- a. Name: **EILLEN D. WALLER**
Position: Payroll Assistant II
Department: Payroll Services
Position #: 5598 New?: No
Remarks: Replacement for Cathy Hawkins
Sal Grade/Stp: **18/1** Salary: **\$2,542.59/month**
% of Position: 100% # of Mos: 12
Effective: November 13, 2003
Account #: A-212200-559100-67310-0000000/100%

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

7. ACTION - RATIFY NEW CLASSIFIED POSITION

MSC Nelson, Chadwick

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

- a. **Position: OFFICE SPECIALIST**
Name: Vacant
Department: Payroll Services
Position #: 6284 New?: Yes
Remarks:
Sal Grade/Stp: **10/1** Salary: **\$920.68/month**
% of position: 44% # Mos: 12
Effective: December 10, 2003
Account: A-212200-559100-67310-0000000/100%

- b. **Position: SYSTEMS MODULE FUNCTIONAL ASSISTANT**
Name: Vacant
Department: Financial Aid & Scholarships
Position #: 6285 New?: Yes
Remarks: Funded – BFAP-SFAA Funds.
Sal Grade/Step: **30/1** Salary: **\$3,409.75/month**
% of position: 100% # Mos: 12
Effective: December 10, 2003
Account: K-212200-475100-64600-1612000/100%
- c. **Position: FINANCIAL AID SERVICES COORDINATOR**
Name: Vacant
Department: Financial Aid & Scholarships
Position #: 6286 New?: Yes
Remarks: Funded – BFAP-SFAA Funds.
Sal Grade/Step: **25/1** Salary: **\$3,016.01/month**
% of position: 100% # Mos: 12
Effective: December 10, 2003
Account: K-212200-475100-64600-1612000/100%

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

8. RATIFY CHANGE TO CLASSIFIED POSITION

MSC Nelson, Chadwick

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

- a. **Position: CLIENT SERVICES ASSISTANT**
Name: Vacant
Department: CCC Confer/Educational Television
Position #: 6271 New?: No
Remarks: Increase position from 75% to 100% Funded – CCC Confer
Sal Grade/Step: **20/1** Salary: **\$2,670.14/month**
% of position: 100% # Mos: 12
Effective: December 10, 2003
Account: K-212200-318100-61320-1612191/100%

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

9. RATIFY STIPEND FOR DESIGNATED BILINGUAL INTERPRETER

MSC Nelson, Chadwick

The Governing Board hereby ratifies the recommendation of the Superintendent/President granting **bilingual stipends** for the following employees who are **designated bilingual interpreters**:

Adriana Ayala, Academic Department Assistant, Nursing Education, effective 12/01/03

Patricia Castillo, Outreach Coordinator, Grant Funded Support Programs, effective 9/01/03

Jose Celis-Celis, Outreach Coordinator, Grant Funded Support Programs, effective 9/22/03

Veronica Delgado, Guidance Services Advisor, Grant Funded Support Programs, effective 9/01/03

Liz Gary, Outreach Coordinator, Grant Funded Support Programs, effective 9/01/03

Cecilia Rocha, Staff Assistant, Grant Funded Support Programs, effective 9/15/03

Beverly Warren de Paulino, Outreach Coordinator, Grant Funded Support Programs, effective 9/01/03

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

10. RATIFY LEAVE OF ABSENCE

MSC Nelson, Chadwick

- a. The Governing Board hereby ratifies the recommendation of the Superintendent/President granting a **10% Personal Leave of Absence without pay and no effect on benefits**, effective January 22, 2004, through May 20, 2004, to **GLENNA R. MITCHELL**, Senior Library Media Technician, Library Media Center.
- b. The Governing Board hereby ratifies the recommendation of the Superintendent/President granting a **40% Personal Leave of Absence without pay and no effect on benefits**, effective August 23, 2004, through December 18, 2004, to **CYNTHIA J. ANFINSON**, Associate Professor, Mathematics.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

11. RATIFY RESIGNATION

MSC Nelson, Chadwick

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

- a. **STEPHANIE A. GONZALES**, Marketing Services Assistant, Educational Television, effective December 11, 2003 (last day of employment 12/10/2003).
- b. **ERIN J. MESSERSMITH**, Technology Training Coordinator, Human Resource Services, effective December 6, 2003 (last day of employment 12/5/2003).
- c. **VERONICA DELGADO**, Guidance Services Advisor, GFSP/Upward Bound, effective January 1, 2004 (last day of employment 12/31/2003).
- d. **DAVID L. SANTOS**, Community Service Officer, Palomar College Police Department, effective 10/9/03 (last day of employment 10/8/03).

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

12. GRANT EQUIVALENCY FOR DISCIPLINE

MSC Nelson, Chadwick

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:

Gerald Beaudry – Cabinet and Furniture Technology
Alexander Ehrath – Computer Science and Information Systems
Trenton Niemi – Zoology
Silfredo Vigo – Dance

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

13. 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

COMPUTER SCIENCE AND INFORMATION SYSTEMS

Ehrath, Alexander	Computer Science and Information Systems	\$37.01
	Eminence in Video Game Engineering	

EMERGENCY MEDICAL EDUCATION

Rosenberg, Linda	Emergency Medical Education	\$37.01
	A.S., Registered Nursing	
	6+ Years Experience	

PUBLIC SAFETY

Steffen, Joseph	Administrative Justice	\$37.01
	A.A., Law Enforcement	
	6+ Years Experience	

SPRING, 2004

BEHAVIORAL SCIENCES

Brown, Pamela	Psychology	\$38.24
	B.A., Psychology	
	M.A., Psychology	

ECONOMICS, HISTORY, & POLITICAL SCIENCE

Abajian, Mark	Economics	\$38.24
	B.A., Economics	
	M.A., Economics	

LIFE SCIENCES		
Niemi, Trenton	Zoology B.S., Kinesiology (Fitness, Nutrition and Health) M.S., Exercise Physiology	\$38.24
PERFORMING ARTS		
Vigo, Silfredo	Dance Eminence in Dance Performance and Choreography	\$37.01
PHYSICAL EDUCATION		
Gilmore, Carla	Physical Education B.S., Nursing M.Ed., Physical Education	\$38.24
TRADES & INDUSTRY		
Beaudry, Gerald	Cabinet and Furniture Technology Coursework and 6+ Years Experience in Cabinet and Furniture Technology	\$37.01
Chauvin, Timothy	Cabinet and Furniture Technology B.A., Biology 2+ Years Experience	\$37.01

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

Resumption of REGULAR AGENDA

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

J. **REPORTS FROM COLLEGE GROUPS**

1. **INFORMATION**

Report of The Faculty

Ms. Maria Miller stated that at their last meeting, The Faculty discussed the Presidential Search Selection Committee. It is the consensus of The Faculty that the search process should allow time for Palomar faculty and staff to carefully analyze the needs of the institution. She stated The Faculty made the following specific recommendations: to extend the timeline; to include more faculty members on the selection committee up to nine faculty members (representatives from our seven divisions, one PFF representative, and one Faculty representative); and that The Faculty is not in favor of hiring a search firm.

2. **INFORMATION**

Report of the Faculty Senate

Dr. Spear stated that the Faculty Senate agrees with the recommendations set forth by The Faculty, including their proposed timeline. Dr. Spear stated that the Faculty Senate passed several motions at their last meeting as follows: The Faculty Senate would prefer that no search firm be employed in the hiring of the next President/Superintendent; form a college wide task force to examine the leadership needs of Palomar College; hire an interim president for the 2004-05 academic year; increase the number of faculty members to nine on the search committee; and lastly, recommends that no Governing Board member be on the first level committee.

3. **INFORMATION**

Report of the Palomar Faculty Federation

Ms. Mary Millett summarized the issues relating to the March 15 march in Sacramento. She mentioned that the march will focus on the 175,000 missing students that did not enroll in community colleges because of the budget and increase in tuition fees. Ms. Millett also said that PFF supports the recommendations of The Faculty and Faculty Senate, but would like to include an adjunct faculty representative.

4. **INFORMATION**

Report of the Administrative Association

Ms. Norma Bean said, "Tonight the Board will consider Agenda items M1, 2, and 3. The Administrative Association wishes to express its support of the items as presented.

The composition of the Presidential search committee is critical. We judge the recommended composition is more than adequate. If the Faculty feel the need for additional representatives, we do not object provided that an equal number of classified staff representatives are also added to the committee.

The Administrative Association thinks it critical that a new President is installed without unnecessary delay. The budgetary and growth related issues facing the District are daunting and we believe interim leadership for any extended period is ill-considered.

Finally, the Association believes strongly that a consultant search firm is needed. Such a firm will bring the necessary expertise and efficiency to our Presidential search."

5. **INFORMATION**

Report of the Confidential and Supervisory Team

Ms. Donna Renner said, "The members of the Confidential and Supervisory Team would like to wish everyone a safe, healthy and happy Holiday Season.

We would like to take this opportunity to state that CAST is in support of agenda items M - 1 and 2, the presidential search timeline and composition of the search committee members as recommended for action this evening.

We will not support an increase of faculty members to the search committee unless there is a proportionate increase in classified staff representation. It is important to the District that we have an equal and balanced committee of employee constituents.

We do not support the idea of an interim President for one year. We feel this brings uncertain leadership in very uncertain budget times.

On a final note, we do support the utilization of a Search Firm. We believe this is the most efficient and cost effective use of District resources.

This concludes our report. Thank You."

6. **INFORMATION**

Report of the CCE/AFT

Ms. Becky McCluskey stated that the CCE is in agreement with the proposed timeline of the presidential search. She commented that they have concerns having an interim president for a year because of the commitment this interim president would have to the institution, especially during the budget crisis. She is also asking that the representation of classified staff on the search committee be increased proportionately. Ms. McCluskey also said that the CCE is in favor of hiring a search firm. She wished everyone a wonderful holiday.

7. **INFORMATION**

Report of the Associated Student Government

Mr. Amador Soto wished everyone a safe holiday. He mentioned that next week ASG is sponsoring the end-of-semester party.

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

The following persons addressed the Board on the following subjects:

Bonnie Ann Dowd – Agenda Items M.1., M.2., and M.3.
Katie Townsend-Merino – Full-time faculty obligation
Teresa Laughlin – Presidential Search Process Timeline
Candice Francis – Presidential Search
Ann Haney – Presidential Search
Sara Thompson – Search Committee
Karen Huffman – Issues relating to hiring a President
Carol Mitton – Child Development Center pay increase
Michael Mufson – Restoring trust

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

M. NEW BUSINESS

1. APPROVE TENTATIVE PRESIDENTIAL SEARCH PROCESS TIMELINE

MSC Chadwick, Evilsizer to extend application due date to the latter part of August, move all dates forward, with a completion date of November 30, 2003.

The Governing Board hereby approves the following Tentative Search Process Timeline for Superintendent/President:

12/9/03	Board approves Tentative Search Process Timeline, Composition of Superintendent/President Search Committee, and Sending Request for Proposals to Search Firms
1/13/04	Board Approves Search Firm and Membership of Superintendent/President Search Committee
2/10/04	Board approves qualifications for Superintendent/President and recruitment brochure
2/16/04	Start search process plans (11 weeks)
2/16-4/30/04	Search Committee working with Search Firm completes procedures, questions, and schedule
4/30/04	Applications due
5/3-5/14/04	Committee screens applications and selects interviewees
Week of 5/31/04	Search Committee interviews
Week of 6/14/04	Board interviews semi-finalists and selects finalists
Week of 6/28/04	Finalists Open Forum
Week of 7/12/04	Campus Visits
7/20/04	Special Closed Session to select candidate
7/27/04	Board approves contract of Superintendent/President
9/1/04	New Superintendent/President contract start date
Or sooner	

After a lengthy discussion, the motion was put to the vote.

The Vote: 2 Aye (Chadwick, Evilsizer) 3 Nay (Nelson, McMullen, Jensen)
Advisory Vote: Nay

MSC Nelson, McMullen to change the dates for open forums and campus visits after the fall semester begins, and end the Presidential Search Process Timeline by October 1, when the Board is to approve the contract of the Superintendent/President.

The Vote: 2 Nay (Chadwick, Evilsizer) 3 Aye (Nelson, McMullen, Jensen)
Advisory Vote: Aye

2. APPROVE COMPOSITION OF SEARCH COMMITTEE MEMBERS

MSC Chadwick, McMullen to approve the amended composition of Search Committee Members.

The Governing Board hereby approves the following composition of the Presidential Search Committee:

Community Member (2)

~~Faculty Member (7)~~

~~Classified Staff Member (4)~~

Confidential and Supervisory Team Member (1)

~~Administrative Association Member (2)~~

Administrator appointed by the President (2)

~~Student selected by ASG (2)~~

Committee Facilitator (Search Liaison/non-voting)

~~PFF Member (1)~~

~~Adjunct Faculty Member (1)~~

Total committee members: ~~22~~

Deleted: Governing Board Member
(1 non-voting)

Deleted: (5)

Deleted: Faculty Member Alternate
(1)¶

Deleted: (2)

Deleted: (1)

Deleted: (1)

Deleted: 15

After discussing the composition of the committee in great detail and with the recommendation of all constituency groups, the motion was put to the vote.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

At this time, Dr. Spear asked the Board to extend the January 13, 2004, date on the timeline to January 27, 2004, so that the Faculty Senate can meet on January 26 to discuss the process in detail and appoint members to the Search Committee.

Dr. Nelson requested that the Faculty Senate submit a report as to how they are planning to proceed.

3. APPROVE SENDING A REQUEST FOR PROPOSALS TO SEARCH FIRMS

MSC Chadwick, Nelson

The Governing Board hereby approves that a Request for Proposals (RFP) be sent to leading search firms that could act as a consultant to the Board and the Search Committee with the understanding that the search firm would assist the Board and the Search Committee, but that the Search Committee would review all applicants and recommend candidates to the Board.

Mr. Evilsizer inquired as to the costs relating to the hiring of a search firm. He also inquired as to the responsibilities and duties of the firm. Dr. Miyamoto responded with the information. At this time, Ms. Chadwick requested to have the RFP's published.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

4. **APPROVE DELETION OF BP 403.4 STUDENT HEALTH FEE AND APPROVE ADOPTION OF BP 5030.3**

MSC McMullen, Chadwick

Upon the recommendation of the Strategic Planning Council, the Governing Board hereby approves the deletion of BP 403.4 and the **adoption of BP 5030.3**, which reads as follows:

BP 5030.3 – STUDENT HEALTH FEE
Education Code Section 76355
(replaces BP 403.4) **EXHIBIT M-4**

The District shall charge all students the state-mandated Health Fee for the operation of a student health center or centers, including direct or indirect medical services and health supervision.

Ms. Chadwick and Mr. Evilsizer asked various questions regarding the groups that would be affected by the change of policy. Ms. Jayne Conway responded with the information requested.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

5. **AUTHORIZE CONTRACT FOR RE-ROOFING PROJECT – STUDENT SERVICES CENTER (SSC)**

MSC Chadwick, McMullen

The Governing Board hereby authorizes the Office of Contract Services to competitively bid the re-roofing project for the Student Services Center (SSC) on the San Marcos campus, and execute a contract within the limits of available funding to the lowest, responsive bidder subject to later ratification by the Board. **(EXHIBIT M-5)**

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

6. **RATIFY RECOMMENDATION OF SUPERINTENDENT/PRESIDENT IN CLOSURE OF CHILD DEVELOPMENT CENTERS DUE TO AIR QUALITY ARISING FROM FIRES DURING THE PERIOD OF OCTOBER 27, 2003, THROUGH OCTOBER 31, 2003**

MSC Chadwick, Evilsizer

The Governing Board hereby ratifies the recommendation of the Superintendent/President regarding the closure of the Child Development Centers at the San Marcos campus and Escondido Center during the period of October 27, 2003, through October 31, 2003, due to concerns about air quality resulting from the recent wildfires. **(EXHIBIT M-6)**

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

7. **APPROVE CONSULTING AGREEMENT WITH PUBLIC PRIVATE VENTURES FOR SPECIALIZED REAL ESTATE SERVICES PERTINENT TO THE PALOMAR COMMUNITY COLLEGE DISTRICT MASTER PLAN 2022**

MSC McMullen, Nelson

The Governing Board hereby approves a consulting services agreement with Public Private Ventures (PPV), Pasadena, California, to provide specialized real estate services, pertinent to the Palomar Community College District Master Plan 2022. PPV will provide the District with a full range of real estate services including:

- Due diligence for site selection and appraisal as defined by the California Community College's Capital Outlay Handbook and by California Postsecondary Education Commission (CPEC).
- Coordination of any/all engineering services, appraisal services or any other professional services required in due diligence process as defined by the Chancellor's Office Capital Outlay Handbook and CPEC.
- Negotiations with property owners of potential sites.

The scope of services will be completed in phases. All phases and funding will be subject to board approval before proceeding to next phase. The schedule of fees/charges and phases of work for consultant services are detailed in the exhibit. All fees shall be paid from Redevelopment fund. **(EXHIBIT M-7)**

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

8. **THE GOVERNING BOARD HEREBY APPROVES THE AGREEMENT WITH THE CONFIDENTIAL AND SUPERVISORY TEAM (CAST) TO INCREASE PAID VACATION ACCRUAL FROM 1.833 DAYS PER MONTH TO 2 DAYS PER MONTH BEGINNING WITH THE 10TH YEAR OF SERVICE WITH THE DISTRICT, RETROACTIVE TO JULY 1, 2003**

MSC Chadwick, McMullen

The Governing Board hereby approves the agreement with the Confidential and Supervisory Team (CAST) to increase paid vacation accrual from 1.833 days per month to 2 days per month beginning with the 10th year of service with the District, retroactive to July 1, 2003. This increase applies to employees who have a regular work assignment of forty (40) hours per week. Employees who have a work assignment of less than forty (40) hours per week accrue vacation computed pro rata for the hours of their regular assignment.

All other Vacation Policy agreements between the District and the Confidential and Supervisory Team remain unchanged and in effect.

Mr. Evilsizer requested to postpone action of this item until the Faculty contract is finalized.

The Vote: 4 Aye (Chadwick, Jensen, Nelson, McMullen) 1 Nay (Evilsizer)
Student Trustee Advisory Vote: Aye

9. **APPROVE MEET AND CONFER AGREEMENT WITH THE ADMINISTRATIVE ASSOCIATION TO INCREASE THE MAXIMUM PAID VACATION ACCRUAL FROM TWENTY-TWO (22) DAYS PER YEAR TO TWENTY FOUR (24) DAYS PER YEAR, RETROACTIVE TO JULY 1, 2003**

MSC Chadwick, McMullen

The Governing Board hereby approves the agreement with the Administrative Association to increase paid vacation accrual from twenty-two (22) days per year to twenty-four (24) days per year retroactive to July 1, 2003.

All other Vacation Policy agreements between the District and the Administrative Association remain unchanged and in effect.

Mr. Evilsizer requested to postpone action of this item until the Faculty contract is finalized.

The Vote: 4 Aye (Chadwick, Jensen, Nelson, McMullen) 1 Nay (Evilsizer)
Student Trustee Advisory Vote: Aye

10. APPROVE ADOPTION OF CalSTRS RETIREMENT INCENTIVE PROGRAM (GOLDEN HANDSHAKE) AND APPROVE WINDOW PERIOD FOR RETIREMENT

MSC Chadwick, McMullen

RESOLUTION NO. 04-20774

WHEREAS, it is determined to be in the best fiscal interest of the Palomar Community College District that the best interest of the District would be served by encouraging the voluntary retirement of all employees of the District who are members of the CalSTRS Defined Benefit Program in that the retirements will result in a net savings to the District. **This retirement incentive is offered for the window period specified below only.**

WHEREAS, the Palomar Community College District has considered requests from eligible employees of the District to offer the STRS Golden Handshake option that provides an additional two years of service credit to members of the Defined Benefit Program;

NOW THEREFORE BE IT RESOLVED That:

The Palomar Community College District adopt the STRS Golden Handshake provision of Assembly Bill 1207 (Corbet) enacted as Chapter 313, Statutes of 2003 with the participation window period for 2004 to begin May 1, 2004, through July 1, 2004, for all employees of the District who are members of the CalSTRS Defined Benefit Program. The District agrees to pay the present value of the additional allowance and purchasing power supplemental payment in the time period and manner specified by the California State Teachers' Retirement Board.

AYES: 5
NOES: 0
ABSENT: 0
ABSTAIN: 0

STATE OF CALIFORNIA)
)
COUNTY OF SAN DIEGO)

Dr. Sherrill L. Amador, the Secretary to the Governing Board of the Palomar Community College District of San Diego County, California, hereby certifies that the above foregoing resolution was duly and regularly adopted by said District at a regular meeting thereof held on December 9, 2003, and passed by a unanimous vote of said Board.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

11. **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 THE JANUARY 27, 2004, BOARD MEETING; HOLD MEETING IN D-10**

MSC Chadwick, McMullen

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 January 27, 2004, meeting and that the meeting be held in **D-10**.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

12. **APPROVE AGENDA ITEMS FOR CONSIDERATION AT NEXT MEETING** – There were none

N. CLOSED SESSION

The Governing Board went into Closed Session at 9:47 p.m. to discuss:

5. Public Employee Performance Evaluation, pursuant to Government Code 54957.
b. Superintendent/President

Closed Session ended at 10:12 p.m.

O. RECONVENE TO OPEN SESSION

P. ADJOURNMENT

The meeting was adjourned at 10:12 p.m.

President

Secretary