



GOVERNING BOARD AGENDA
REGULAR MEETING, GOVERNING BOARD
PALOMAR COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD ROOM, STUDENT SERVICES CENTER
COLLEGE CAMPUS
SAN MARCOS, CALIFORNIA
TUESDAY, JANUARY 13, 2004
6:00 P.M. (CLOSED SESSION) - 7:00 P.M. (OPEN SESSION)

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

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

A.	Call to Order (6 p.m.)	2
B.	Roll Call	2
BB.	Closed Session	2
BBB.	Open Session (7 p.m.)	2
C.	Approval of Minutes	2
D.	Call for Removal of Items from or Changes to Agenda	2
E.	Report of the Board President	2
F.	Reports of the Governing Board Members	2
G.	Report of the Superintendent/President	2
H.	Consent Calendar	3
I.	Action on Items Removed from Consent Calendar	10
J.	Reports from College Groups	10
K.	Comments from Other Individuals or Groups	11
L.	Unfinished Business	11
M.	New Business	11
N.	Closed Session	13
O.	Reconvene to Open Session	13
P.	Adjournment	13

A. CALL MEETING TO ORDER

B. ROLL CALL

Establishment of a Quorum

BB. CLOSED SESSION

1. Public Employee Discipline/Dismissal/Release, pursuant to Government Code 54957.6.
2. Conference regarding negotiations with CCE/AFT, pursuant to Government Code Section 54957.6.
3. Conference regarding negotiations with PFF/AFT, pursuant to Government Code 54957.6.
4. Conference regarding discussion with Other Unrepresented Employees, pursuant to Government Code 54957.6.
5. Conference with Real Property Negotiator, pursuant to Government Code 54956.8. Property: Assessor's Parcel Number 219-161-17-00 through 19-00 and 21-00.
6. Public Employee Performance Evaluation, pursuant to Government Code 54957.
 - a. Superintendent/President
7. Review of tort claim, pursuant to Government Code 54956.95.

BBB. RECONVENE TO OPEN SESSION

Pledge of Allegiance

C. RECOMMENDATION: ACTION - APPROVAL OF MINUTES

The Governing Board hereby approves the Minutes of the Regular Meeting of December 9, 2003.

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

E. REPORT OF THE GOVERNING BOARD PRESIDENT

F. REPORTS OF THE GOVERNING BOARD MEMBERS

G. REPORT OF THE SUPERINTENDENT/PRESIDENT

1. Report of Vice President for Instruction
2. Report of Vice President for Student Services
 - a. Information on Bookstore Textbook Pricing and Buybacks
3. Report of Vice President for Finance and Administrative Services
 - a. Update on New CCC Funding Formula
4. Report of Vice President for Human Resource Services

CONSENT CALENDAR

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

H. CONSENT CALENDAR

CONTRACTS

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

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

GIFTS

2. **RECOMMENDATION: ACTION – ACCEPT GIFTS**

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

- a. 1997 Ford Tractor, VIN number Z960VFA6361, donated by Lusardi Construction, 1570 Linda Vista Drive, San Marcos, California, 92069. Total cash value as estimated by donor is \$3,500.
- b. 1998 Ford Tractor, VIN number Z960VFE5017, donated by Lusardi Construction, 1570 Linda Vista Drive, San Marcos, California, 92069. Total cash value as estimated by donor is \$3,500.

PAYROLL

3. **RECOMMENDATION: ACTION - APPROVE DRAWING NEW WARRANT**

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

Warrant # 77-044631, dated October 10, 2001, in the amount of \$185.56, payable to Julia Coon, 1857 Pamela Lane, Escondido, CA 92026. Void due to stale date.

PERSONNEL

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

The Governing Board hereby approves the **Personnel Actions** report, which includes hires and pay rate changes for **student employees** for the month of **December, 2003**, and **short-term employees** for the month of **January, 2004**. (**Exhibit H-4**)

5. RECOMMENDATION: ACTION - RATIFY CLASSIFIED EMPLOYMENT

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

- a. Name: **PATRICIA L. WHITMAN**
Position: Academic Department Assistant
Department: English
Position #: 5116 New?: No
Remarks: Replacement for Suzanne Rutherford; transfer for Ms. Whitman.
Sal Grade/Stp: **19/6** Salary: **\$3,240.47/month**
% of Position: 100% # of Mos: 12
Effective: January 5, 2004
Account #: A-212200-324100-60910-0000000/100%
- b. Name: **KELLIS K. NEIDIFFER**
Position: Academic Department Assistant
Department: Dental Assisting
Position #: 5705 New?: No
Remarks: Replacement for Sue Macarchuk; promotion for Ms. Neidiffer.
Sal Grade/Stp: **19/8** Salary: **\$1,482.49/month**
% of Position: 45% # of Mos: 10
Effective: January 20, 2004
Account #: A-212200-344100-60910-0000000/100%
- c. Name: **NEILL K. KOVRIG**
Position: Counseling Support Specialist
Department: Counseling and Matriculation
Position #: 6079 New?: No
Remarks: Replacement for Javier Williams
Sal Grade/Stp: **16/1** Salary: **\$1,089.52/month**
% of Position: 45% # of Mos: 12
Effective: January 5, 2004
Account #: A-212200-464100-63300-0611400/100%
Note: Normal work schedule: Tuesday, 1:00 pm - 7:00 pm;
Wednesday, 3:00 - 7:00 pm; Thursday, 9:00 am - 3:00 pm;
Friday, 2:00 pm - 4:00 pm; 3% differential paid for hours worked
between 6:00 pm and 10:00 pm.
- d. Name: **DANIEL F. DRYDEN**
Position: Administrative Secretary
Department: Disability Resource Center
Position #: 5542 New?: No
Remarks: Replacement for Patricia Whitman; transfer for Mr. Dryden;
funded - 28% DRC.
Sal Grade/Stp: **19/3** Salary: **\$2,871.29/month**
% of Position: 100% # of Mos: 12
Effective: January 14, 2004
Account #(s): A-212200-472100-64200-0000000/72%
K-212200-472100-64200-1612030/28%

6. RECOMMENDATION: ACTION - RATIFY ADMINISTRATIVE EMPLOYMENT

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

- a. Name: **DEBBY L. JONES**
 Position: CCCSAT Project Director
 Department: Educational Television
 Position #: 6281 New?: Yes
 Remarks: Position approved 8/12/03; funded - CCCSAT.
 Sal Grade/Stp: **71/1** Salary: **\$6,677.35/month**
 % of Position: 100% # of Mos: 12
 Effective: January 12, 2004
 Account #: K-212100-318100-61320-1612190/100%

- b. Name: **ANNETTE J. MINER**
 Position: PInES Director
 Department: Speech Communication/Forensics/American Sign Language
 Position #: 6276 New?: Yes
 Remarks: Position approved 11/11/03; funded - PInES.
 Sal Grade/Stp: **53/1** Salary: **\$3,425.84/month**
 % of Position: 80% # of Mos: 11
 Effective: January 5, 2004
 Account #: K-123400-329200-60100-1612183/100%

7. RECOMMENDATION: ACTION – APPROVE REIMBURSEMENT OF TRAVEL EXPENSES FOR SECOND-LEVEL INTERVIEWS

The Governing Board of the Palomar Community College District hereby approves **reimbursement of travel expenses for second-level interviews** for the following:

- a. **BLAINE V. MORROW**
 For: Airfare
 To Attend: Second Level Interview for e-Conferencing Project
 Director, Educational Television
 Location: Michigan to San Diego, California
 Date: October 23, 2003
 Amount: \$398.00
 Budget Account #: 545400-12-611200-67600-10-2004-1612080/100%

8. RECOMMENDATION: ACTION - RATIFY ASSIGNED TIME TO ACADEMIC CONTRACTS

The Governing Board hereby ratifies the recommendation of the Superintendent/President regarding the assigned time and monthly stipends for faculty for the Spring 2004 semester.

Name	Assignment	Department	Assigned Time	Monthly Stipend
Houser, Jerry	Chair	Earth Sciences	20%	\$388.60
Carpenter, Carey	Chair	Life Sciences	60%	\$440.30
Mufson, Michael	Chair	Performing Arts	60%	\$440.30

9. RECOMMENDATION: ACTION - RATIFY LEAVE OF ABSENCE

- a. The Governing Board hereby ratifies the recommendation of the Superintendent/President granting a **10% Personal Leave of Absence without pay and with no effect on benefits**, effective January 20, 2004, through May 22, 2004, to **Kelly Patrick**, Library Media Technician II, 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 with no effect on benefits**, effective February 1, 2004, through June 30, 2004, to **Dorothy Farrell**, Staff Assistant, Counseling and Matriculation.

10. RECOMMENDATION: ACTION - RATIFY RESIGNATION

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

- a. **BEVERLY A. WARREN DE PAULINO**, Outreach Coordinator, Grant Funded Support Programs, effective January 20, 2004 (last day of employment January 19, 2004).
- b. **WILLIAM L. KNACK**, Police Officer I, Campus Police, effective January 21, 2004, (last day of employment January 20, 2004).

11. RECOMMENDATION: ACTION - RATIFY STIPEND FOR DESIGNATED BILINGUAL INTERPRETER

The Governing Board hereby ratifies the recommendation of the Superintendent/President granting the **bilingual stipend** for the following employee who is a **designated bilingual interpreter**:

GERARD R. PEREZ, Community Services Officer, Campus Police Escondido Center, effective January 1, 2004.

12. RECOMMENDATION: ACTION - RATIFY TITLE CHANGE TO ADMINISTRATIVE POSITION

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

- a.

Position:	Director, Extended Education		
Name:	Norma M. Bean		
Department:	Career, Technical & Extended Education		
Position #:	00005318	New?:	No
Remarks:	Position was Director Escondido Center, title change only		
Sal Grade/Stp:	68/5	Salary:	\$7,552.75/month
% of Position:	100	# Mos.:	12
Effective:	July 1, 2003		
Account #:	B-123400-354200-60100-0000000/100%		

13. RECOMMENDATION: ACTION – GRANT EQUIVALENCY FOR DISCIPLINE

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

- Alireza Aliabadi – Biology
- Rudy Christian – Cabinet and Furniture Technology
- Stephen Curry – Art
- Shelli Douglass – Sociology
- Kelly Falcone – Physical Education
- Janet Hammer – Music
- Joanna Kroon – Zoology
- Joan Rubin – Radio and Television
- Laura Saeger – Cabinet and Furniture Technology

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

The Governing Board hereby ratifies the recommendation of the Superintendent/ President regarding the **employment of the following part-time faculty**, at the rates indicated for 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:

SPRING 2004

ART

Curry, Stephen	Art B.F.A., Fine Arts Eminence in Fine Arts, Painting	\$37.01
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BEHAVIORAL SCIENCES

Douglass, Shelli	Sociology B.A., Social Sciences M.A., Applied Sociology (Pending)	\$37.01
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BUSINESS EDUCATION

Bromley, William	Business Education B.S., Nuclear Technology M.B.A., Business Administration	\$38.24
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Hess, Lee	Business Education B.A., Biology with Education M.A., Education Ph.D., Educational Psychology	\$40.71
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Judge, Robert	Business Education M.B.A., Management Science	\$38.24
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Picha, Lance	Business Education B.S., Electrical Engineering M.B.A., Technology Management	\$38.24
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Taylor, Simone	Business Education B.A., Organizational Studies M.B.A., Business Administration	\$38.24
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NURSING EDUCATION

Moore, Joan	Nursing (Clinical) B.A., Nursing 2 + Years Experience	\$37.01
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PERFORMING ARTS

Hammer, Janet	Music A.A., General Studies A.B., Music Eminence in the Field of Vocal Technique and Performance	\$37.01
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Sutherland, Scott	Music B.M., Tuba M.M., Music	\$38.24
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PHYSICAL EDUCATION

Falcone, Kelly	Physical Education B.S., Kinesiology M.A., Physical Education (Biomechanics) (Pending)	\$37.01
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OCCUPATIONAL & NONCREDIT PROGRAMS

Lara, Jessie	Apprenticeship – Sheet Metal A.S., Administrative Justice – Law Enforcement A.S., Sheet Metal Apprentice B.A., Interdisciplinary Studies 4 + Years Experience	Paid by sponsor San Diego Sheet Metal Joint Apprenticeship and Journeyman Training Center
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Shaver, Barbara	Community Education B.S., Nursing 2 + Years Experience	\$37.01
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TRADES & INDUSTRY

Christian, Rudy	Cabinet and Furniture Technology Eminence in Carpentry, Timber Framing, and Historic Preservation	\$37.01
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Saeger, Laura	Cabinet and Furniture Technology Eminence in Carpentry, Timber Framing, and Historic Preservation	\$37.01
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TRAVEL

15. RECOMMENDATION: ACTION – APPROVE TRAVEL EXPENSES

The Governing Board hereby approves/ratifies travel expenses for the following person(s):

- a. **Nancy Chadwick**

Advanced Funds?	Yes
For:	Transportation, mileage, parking, meals, lodging, registration, miscellaneous
To attend:	CCLC Legislative Conference 2004
Location:	Sacramento, CA
Date:	January 25-26, 2004
Amount:	\$866.75
Budget Acct. No.:	575200-11-111100-66100-10-2004-0000000

- b. **Mark Evilsizer**
Advanced Funds? Yes
For: Transportation, mileage, parking, meals, lodging,
registration, miscellaneous
To attend: CCLC Legislative Conference 2004
Location: Sacramento, CA
Date: January 25-26, 2004
Amount: \$714.98
Budget Acct. No.: 575200-11-111100-66100-10-2004-0000000
- c. **Darrell L. McMullen**
Advanced Funds? Yes
For: Transportation, mileage, parking, meals, lodging,
registration, miscellaneous
To attend: CCLC Legislative Conference 2004
Location: Sacramento, CA
Date: January 25-26, 2004
Amount: \$866.75
Budget Acct. No.: 575200-11-111100-66100-10-2004-0000000
- d. **Michele T. Nelson, Ph.D.**
Advanced Funds? Yes
For: Transportation, mileage, parking, meals, lodging,
registration, miscellaneous
To attend: CCLC Legislative Conference 2004
Location: Sacramento, CA
Date: January 25-26, 2004
Amount: \$723.77
Budget Acct. No.: 575200-11-111100-66100-10-2004-0000000

Resumption of REGULAR AGENDA

I. ACTION ON ITEMS REMOVED FROM CONSENT CALENDAR

J. REPORTS FROM COLLEGE GROUPS

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

K. COMMENTS FROM OTHER INDIVIDUALS AND GROUPS

1. INFORMATION: Comments from Other Individuals or Groups

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

L. UNFINISHED BUSINESS

M. NEW BUSINESS

1. RECOMMENDATION: ACTION - EXCUSE ABSENCE OF STUDENT TRUSTEE

In accordance with Section 72425(c) of the California Education Code, the Governing Board finds that the absence of Amador Soto from the Governing Board Meeting held November 18, 2003, is excused due to attendance not needed at workshop.

2. RECOMMENDATION: ACTION - APPROVE ACADEMIC CALENDAR FOR 2004-05

The Governing Board hereby approves the Academic Calendar for 2004-05, as shown on **Exhibit M-2**.

3. RECOMMENDATION: ACTION - CONFIRM THE CLASSIFICATION OF RECORDS TO CLASS 3-DISPOSABLE, AND AUTHORIZE DESTRUCTION PURSUANT TO TITLE 5, §59028 CALIFORNIA ADMINISTRATIVE CODE

The Governing Board hereby approves those records identified in the exhibit, the substance of which is incorporated by this reference, has been certified by the Director of Fiscal Services, as designee of the Superintendent/President of the District, as accurate in detail; and,

The aforesaid records are hereby confirmed to be Class 3-Disposable and may be destroyed in accordance with Title 5, Division 6, Chapter 10, §59021, et seq., of the California Code of Regulations. (**Exhibit M-3**)

4. RECOMMENDATION: ACTION - APPROVE MEMORANDUM OF UNDERSTANDING AND FUNDS DISTRIBUTION AGREEMENT WITH GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

The Governing Board hereby approves the Memorandum of Understanding and a Funds Disbursement Agreement between Palomar Community College District and Grossmont-Cuyamaca Community College District. The Agreement will provide three thousand, eight hundred dollars (\$3,800) to Palomar College Occupational and Noncredit Programs for the purpose of participating in the Regional Environmental Business Resources and Assistance Center (SD/REBRAC) Consortium. Funds will be used for Occupational & Noncredit Programs environmental activities. (**Exhibit M-4**)

5. **RECOMMENDATION: ACTION - APPROVE MEMORANDUM OF UNDERSTANDING WITH PALOMAR-POMERADO HEALTHCARE DISTRICT**

The Governing Board hereby approves the Memorandum of Understanding between Palomar Community College District and Palomar-Pomerado Healthcare District. The Agreement will provide twenty eight thousand dollars (\$28,000) to Palomar College Nursing Program to allow the District to hire two additional clinical instructors and a laboratory assistant along with necessary supplies to provide nursing instruction to at least six additional students commencing in the Spring 2004 semester. (Exhibit M-5)

6. **RECOMMENDATION: ACTION – AUTHORIZE THE SELECTION OF COOK COATINGS, INCORPORATED, AND APPROVE CONTRACT SUBJECT TO RECEIPT OF BONDING, INSURANCE, AND SATISFACTORY REFERENCE CHECKS**

The Governing Board hereby authorizes the selection of Cook Coatings, Inc., Murrieta, CA, (hereinafter “COOK”) as the lowest responsive bidder in the amount of eighty three thousand six hundred dollars (\$83,600.00), and approves a contract with **COOK**, subject to receipt of all required bonds and insurance certificates, and on condition that all reference checks are positive.

The above vendor responded to the District’s request for bids on the re-roofing project of the Student Services Center as detailed in the exhibit. (Exhibit M-6)

7. **RECOMMENDATION: ACTION – AUTHORIZE THE SELECTION OF EPOS CORPORATION AND APPROVE CONTRACT, SUBJECT TO AGREEMENT ON FINAL TERMS AND SATISFACTORY REFERENCE CHECKS**

The Governing Board hereby authorizes the selection of EPOS Corporation as the best qualified consultant responsive to the RFP, and approves a contract effective January 20, 2004, subject to agreement on final terms and satisfactory reference checks.

The above vendor/consultant responded to a Request for Proposals (“RFP”) for a certified PeopleSoft partner who can effectively assist the District to minimize costs of merchant bank cards and to interface bank card data from the existing credit card terminal equipment into PeopleSoft Student Administration (SA) Version 8.1. (Exhibit M-7)

8. **RECOMMENDATION: ACTION - APPROVE AGREEMENT WITH MOTORCYCLE SAFETY FOUNDATION FOR OPERATION OF THE CALIFORNIA MOTORCYCLIST SAFETY PROGRAM**

The Governing Board hereby approves an agreement between the Palomar Community College District (hereinafter the “District”) and Motorcycle Safety Foundation, a California corporation, dba “California Motorcyclist Safety Program” (hereinafter “CMSP”), for an initial period commencing January 1, 2004, and terminating December 31, 2005, subject to renewal for additional years commencing January 1, 2006.

Palomar Community College District shall prepare and maintain records of all students enrolled in and trained at the District, and shall execute all CMSP documentation and invoicing CMSP for compensation. (Exhibit M-8)

9. RECOMMENDATION: ACTION - APPROVE AGREEMENT WITH DAVID E. CROUCH, dba DECART, FOR OPERATION OF THE CALIFORNIA MOTORCYCLIST SAFETY PROGRAM

The Governing Board hereby approves an agreement with David E. Crouch, individually and doing business as DECART, to serve as a qualified instructor, and in his DECART business capacity, act as co-coordinator of the California Motorcyclist Safety Program.

The term of this agreement shall be from January 2, 2004, and until terminated by either party upon thirty (30) days prior written notice to the other party. Compensation for all services rendered, instructional and coordination, in the amount of fifty percent (50%) of all registration fees collected for the Program. **(Exhibit M-9)**

10. RECOMMENDATION: ACTION – REJECT CLAIM

The Governing Board of the Palomar Community College District hereby rejects the claim for personal injuries filed by Frances King and refers it to the District's Claim Administrator for handling.

11. RECOMMENDATION: ACTION – APPROVE AGENDA ITEMS FOR CONSIDERATION AT NEXT MEETING

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

N. CLOSED SESSION

1. Public Employee Discipline/Dismissal/Release, pursuant to Government Code 54957.6.
2. Conference regarding negotiations with CCE/AFT, pursuant to Government Code Section 54957.6.
3. Conference regarding negotiations with PFF/AFT, pursuant to Government Code 54957.6.
4. Conference regarding discussion with Other Unrepresented Employees, pursuant to Government Code 54957.6.
5. Conference with Real Property Negotiator, pursuant to Government Code 54956.8.
Property: Assessor's Parcel Number 219-161-17-00 through 19-00 and 21-00.
6. Public Employee Performance Evaluation, pursuant to Government Code 54957.
 - a. Superintendent/President
7. Review of tort claim, pursuant to Government Code 54956.95.

O. RECONVENE TO OPEN SESSION

P. ADJOURNMENT