



GOVERNING BOARD AGENDA
REGULAR MEETING, GOVERNING BOARD
PALOMAR COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD ROOM, STUDENT SERVICES CENTER
COLLEGE CAMPUS
SAN MARCOS, CALIFORNIA
TUESDAY, JUNE 8, 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 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
BBBB.	Administration of Oath of Office to Student Trustee	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	16
J.	Reports from College Groups	16
K.	Comments from Other Individuals or Groups	16
L.	Unfinished Business	16
M.	New Business	16
N.	Closed Session	21
O.	Reconvene to Open Session	22
P.	Adjournment	22

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 §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 regarding employment of Superintendent/President, pursuant to Government Code, §54957.
6. Pending Litigation pursuant to Government Code §54956.9.
7. Review of tort claim, pursuant to Government Code §54956.95.
8. Conference with Real Property Negotiator, pursuant to Government Code §54956.8.
Property APNs as follows: 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.

BBB. RECONVENE TO OPEN SESSION

Pledge of Allegiance

BBBB. ADMINISTRATION OF OATH OF OFFICE TO STUDENT TRUSTEE

C. RECOMMENDATION: ACTION - APPROVAL OF MINUTES

The Governing Board hereby approves the Minutes of the Regular Meeting of May 11, 2004.

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
 - a. Report on Materials Fees Procedures
2. Report of Vice President for Student Services
 - a. Report on Student Representation Fees

- 3. Report of Vice President for Finance and Administrative Services
 - a. Report on FY 04-05 Tentative Budget Overview
- 4. Report of Vice President for Human Resource Services
 - a. Report on Legal Counsel Determination

CONSENT CALENDAR

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

H. CONSENT CALENDAR

BUSINESS SERVICES

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

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

Purchase Orders	0440558	through	0440657	\$ 306,914.45
Travel	0450104	through	0450121	\$ 11,223.36
Advertising/Increases	0460087	through	0460103	\$ 25,126.97
Employment Ads	0465021	through	0465022	\$ 75.00
Agreement/Services	0470545	through	0470615	\$ 267,880.45
Repairs	0475126	through	0475135	\$ 4,463.29
Procurement Card		Time Period:	03/23/04 - 04/22/04	\$ 124,378.42
		Time Period:	04/23-04 – 05/22/04	\$ 163,458.88
				\$ <u>903,520.82</u>

GIFTS

2. RECOMMENDATION: ACTION – ACCEPT GIFT

The Governing Board hereby accepts the following **gift** and directs that an appropriate letter of appreciation be sent to the donor:

- a. Books and art supplies for student use, donated by the **Estate of Ruth Carlton, c/o Lloyd Sentinella**, 958 Cornwell Court, San Marcos, California 92069. Total cash value as estimated by donor is \$1,000.00.

PAYROLL

3. **RECOMMENDATION: ACTION – AUTHORIZE DRAWING NEW WARRANTS**

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

Warrant #76-096012 Dated 2/11/03, in the amount of \$24.00 to Kiyoko Shimizu, 1730 Tierra Libertia Road, Escondido, CA 92026. Void due to stale dating.

Warrant #76-115895 Dated 10/16/03, in the amount of \$30.00 to Adam David Jones, 865 Pinewood Drive, Oceanside, CA 92057. Void due to stale dating.

Warrant #76-113658 Dated 9/15/03, in the amount of \$57.00 to Rita Pablos, 32154 Via Saltio, Temecula, CA 92592. Void due to stale dating.

Warrant #76-108834 Dated 8/7/03, in the amount of \$45.00 to Anna Human, 6675 Mission Gorge Road #B211, San Diego, CA 92120. Void due to stale dating.

Warrant #76-106322 Dated 7/17/03, in the amount of \$5.50 to Anna Human, 6675 Mission Gorge Road #B211, San Diego, CA 92120. Void due to stale dating.

Warrant #76-084909 Dated 10/01/02, in the amount of \$11.00 to Jordan Hudson, 26102 Shady Brook Cr., Murrieta, CA 92562. Void due to stale dating.

Warrant #76-112428 Dated 9/15/03, in the amount of \$72.00 to Tyler Ross, 1845 North Broadway, Apt #126, Escondido, CA 92026. Void due to stale dating.

FISCAL SERVICES

4. **RECOMMENDATION: ACTION – APPROVE BUDGET ADJUSTMENTS FOR FISCAL YEAR 2004-2005 FOR PERIOD FEBRUARY 15, 2004, TO MAY 31, 2004**

The Governing Board of Palomar Community College District hereby approves Budget Adjustments of Fiscal Year 2004-2005 from February 15, 2004 to May 31, 2004. This report shows adjustments made to the budget as of May 31, 2004. **(EXHIBIT H-4)**

5. **RECOMMENDATION: ACTION – APPROVE REVISED BUDGETS AS OF MAY 31, 2004**

The Governing Board of the Palomar Community College District hereby approves the following Revised Budgets as of May 31, 2004:

General Fund Palomar Unrestricted (11); General Fund State Unrestricted (11); General Fund Restricted (12); Special Debt Service Fund (29); Child Development Fund (33); Capital Outlay Projects Fund (41); Energy Conservation Fund (43); Escondido Center Tenancies (59); Post Retiree Benefit Fund (69); Associated Student Fund (71); Student Representation Fee Fund (72); Student Body Center Fee Fund (73); Student Financial Aid Fund (74); Scholarship and Loan Trust Fund (75).

Reports for each fund are included in the backup material to the Board. **(EXHIBIT H-5)**

6. RECOMMENDATION: ACTION – APPROVE BANK SIGNATURE AUTHORIZATIONS FOR PERIOD JUNE 25, 2004, THROUGH JUNE 30, 2005

The Governing Board authorizes the following to deposit/withdraw funds currently deposited in California Bank & Trust, San Marcos, California, for Palomar Community College Financial Aid, Federal Account:

Joseph Newmyer, Interim Assistant Superintendent/Vice President,
Finance and Administrative Services
or
Martin Good, Director, Fiscal Services

The Governing Board authorizes the following to deposit/withdraw funds currently deposited to the Palomar Community College Transfer Account deposited in California Bank & Trust, San Marcos, California:

Joseph Newmyer, Interim Assistant Superintendent/Vice President,
Finance and Administrative Services
or
Martin Good, Director, Fiscal Services

The Governing Board authorizes the following to deposit/withdraw funds currently deposited to the Palomar Community College Revolving Cash Fund in California Bank & Trust, San Marcos, California:

Joseph Newmyer, Interim Assistant Superintendent/Vice President,
Finance and Administrative Services
or
Martin Good, Director, Fiscal Services

The Governing Board authorizes the following to deposit/withdraw funds currently deposited to the Palomar Community College District Associated Students of Palomar College in California Bank & Trust, San Marcos, California:

Joseph Newmyer, Interim Assistant Superintendent/Vice President,
Finance and Administrative Services
or
Martin Good, Director, Fiscal Services
and
Paul Charas, President, Associated Student Government
or
Neill Kovrig, Executive Vice President of State Affairs, Associated Student Government

The Governing Board authorizes the following to deposit/withdraw funds deposited to the Palomar Community College District EOPS Emergency Loan Fund in California Bank & Trust, San Marcos, California:

Joseph Newmyer, Interim Assistant Superintendent/Vice President,
Finance and Administrative Services
or
Martin Good, Director, Fiscal Services

The Governing Board authorizes the following to deposit/withdraw funds deposited to the Palomar Community College in the San Diego County Treasury:

Joseph Newmyer, Interim Assistant Superintendent/Vice President,
Finance and Administrative Services
or
Martin Good, Director, Fiscal Services
(EXHIBIT H-6)

7. RECOMMENDATION: ACTION - APPROVE SIGNATURES FOR COUNTY BUSINESS

The Governing Board of Palomar Community College District hereby approves the following **business procedures** be authorized, effective June 25, 2004, through June 30, 2005.

- a. Persons authorized, pursuant to the provisions of the Education Code Section 85232, to sign any and all school orders in the name of the District, drawn on the funds of the District:

Joseph Newmyer, Interim Assistant Superintendent/Vice President,
Finance and Administrative Services
and
Martin Good, Director of Fiscal Services

- b. Person authorized to receive mail from the Accounting Section of the San Diego County Office of Education:

Joseph Newmyer, Interim Assistant Superintendent/Vice President,
Finance and Administrative Services
and
Martin Good, Director of Fiscal Services
(EXHIBIT H-7)

8. AUTHORIZE PERSON TO SIGN PURCHASE ORDERS AND CONTRACTS

The Governing Board of the Palomar Community College District authorizes Joseph Newmyer to sign purchase orders, contracts, and agreements on behalf of the District for budget year 2004-05, pursuant to California Education Code Sections 81655-81656.

9. RECOMMENDATION: ACTION – ADOPT NOTICE OF PUBLIC HEARING FOR 2004-2005 ANNUAL FINANCIAL BUDGET REPORT (CCFS-311)

The Governing Board hereby approves that the proposed 2004-2005 Annual Financial and Budget Report of the Palomar Community College District will be on display and available for public inspection on Friday, September 3, 2004, through Tuesday, September 14, 2004, 8:00 a.m. to 5:00 p.m., Fiscal Services, Room A-2, Administration Building, Palomar College.

Further, the Governing Board of the Palomar Community College District will conduct a Public Hearing on the Annual Financial and Budget Report at a meeting of the Governing Board on Tuesday, September 14, 2004, 7:00 p.m., Board Conference Room, Palomar College. Said Notice of Public Hearing is to be published by the North County Times on August 11, 12, or 13, 2004. **(EXHIBIT H-9)**

10. RECOMMENDATION: ACTION – APPROVE RESOLUTION TO NAME CUSTODIAN OF REVOLVING CASH FUND

WHEREAS, there is a need for a Revolving Cash Fund for Fiscal Operations of the District;

THEREFORE, BE IT RESOLVED, that the custodian of the **Revolving Cash Fund** in the amount of **\$25,000.00** in the **California Bank & Trust**, San Marcos, California, be **Martin Good, Director, Fiscal Services** or **Joseph Newmyer, Interim Assistant Superintendent/Vice President, Finance and Administrative Services**.

BE IT FURTHER RESOLVED that the Revolving Cash Fund has been established for the use of the Interim Vice President, Finance and Administrative Services, and the Director, Fiscal Services, in securing or purchasing services and/or materials, and for otherwise authorized purposes, including prepayments and salary advances.
(EXHIBIT H-10)

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

The Governing Board hereby approves the records identified in the backup memorandum hereto, the substance of which is incorporated by this reference, has been certified by the Director of Business Services, as designee of the Superintendent of the District, as accurate in detail; and,

That 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 H-11)**

PERSONNEL

12. RECOMMENDATION: ACTION – APPROVE PERSONNEL ACTIONS/ HISTORY

The Governing Board hereby approves the **Personnel Actions/History** report, which includes hires and pay rate changes for **student employees** for the month of **May, 2004**, and **short-term employees** for the month of **June, 2004**. **(EXHIBIT H-12)**

13. RECOMMENDATION: ACTION - RATIFY CLASSIFIED EMPLOYMENT

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

a. Name: **CATHERINE ARMAS-MATSUMOTO**
Position: Marketing Services Assistant
Department: ETV/CCC Confer
Position #: 6248 New: No
Remarks: Replacement for Stephanie Gonzales; funded – CCC Confer
Sal Grade/Stp: **20/1** Salary: **\$2,670.14 /month**
% of Position: 100% # of Mos: 12
Effective: May 28, 2004
Account #: K-212200-318100-61320-1612191/100%

14. RECOMMENDATION: ACTION - RATIFY ACADEMIC EMPLOYMENT

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

a. Name: **PERRI L. GILL**
Position: Assistant Professor, Mathematics
Degree: B.A., Liberal Arts
 M.A., Mathematics
Department: Mathematics
Position #: 5280 New: No
Remarks: Replacement for Richard Nation
Sal Rng/Stp: **D/1** Salary: **\$4,235.13/month**
% of Position: 100% # of Mos: 10
Effective: August 20, 2004
Account #: A-111000-347200-17010-0000000/100%

- b. Name: **YAN TIAN**
Position: Assistant Professor, Mathematics
Degree: B.A., Mathematics
 M.A., Mathematics
Department: Mathematics
Position #: 6247 New: No
Remarks: Replacement for Bahram Sherkat
Sal Rng/Stp: **C/1** Salary: **\$4,037.64/month**
% of Position: 100% # of Mos: 10
Effective: August 20, 2004
Account #: A-111000-347200-17010-0000000/100%
- c. Name: **GARY SOSA**
Position: Assistant Professor, ESL
Department: English as a Second Language
Position #: 5140 New: No
Remarks: Replacement
Sal Rng/Stp: **C/1** Salary: **\$4,037.64/month**
% of Position: 100% # of Mos: 10
Effective: August 20, 2004
Account #: A-111000-325200-4930V-0000000/100%
- d. Name: **JENNIFER ZABZDYR**
Position: Assistant Professor, Chemistry
Degree: B.A., Chemistry
 Minimum qualifications satisfied through equivalency
Department: Chemistry
Position #: 5239 New: No
Remarks: Replacement for Ron Phillips
Sal Rng/Stp: **B/1** Salary: **\$3,839.93/month**
% of Position: 100% # of Mos: 10
Effective: August 20, 2004
Account #: A-111000-342200-19050-0000000/100%
- e. Name: **KARL SEILER**
Position: Assistant Professor, Physical Education/Head Woman's
 Volleyball Coach
Degree: A.A., General Education
 B.S., Physical Education
 M.Ed., Physical Education
Department: Physical Education/Athletics
Position #: 5422 New: No
Remarks: Replacement for Bob Lusky
Sal Rng/Stp: **C/1** Salary: **\$4,037.64/month**
% of Position: 100% # of Mos: 10
Effective: August 20, 2004
Account #: A-111000-367300-08350-0000000/100%

15. 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. **GARY SOSA**
For: Airfare
To Attend: Second interview for Assistant Professor, ESL
Location: Taiwan to San Diego, CA
Date: May 14, 2004
Amount: \$642.37
Budget Account #: 575400-12-611200-67600-10-2004-1612080/100%
- b. **AMALIA V. GARZON**
For: Airfare, parking, hotel, car rental/gas, meals
To Attend: Second interview for Assistant Professor, Spanish
Location: Ogden, UT, to San Diego, CA
Date: May 17, 2004
Amount: \$487.15
Budget Account #: 575400-12-611200-67600-10-2004-1612080/100%
- c. **JENNIFER VAN HEERDE**
For: Airfare
To Attend: Second interview for Assistant Professor, Political Science
Location: London, England, to San Diego, CA
Date: May 27, 2004
Amount: \$999.76
Budget Account #: 575400-12-611200-67600-10-2004-1612080/100%

16. RECOMMENDATION: ACTION - RATIFY ADMINISTRATIVE EMPLOYMENT

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

- a. Name: **ANNE K. STADLER**
Position: Director, EOP&S/CARE
Department: Extended Opportunity Programs & Services (EOP&S)/Cooperative Agencies Resources for Education (CARE)
Position #: 5546 New: No
Remarks: Replacement for Suzanne Gavin
Sal Grade/Stp: **66/2** **Salary: \$6,200.31/month**
% of Position: 100% # of Mos: 12
Effective: July 1, 2004
Account #: A-123400-473100-64300-0000000/100%
- b. Name: **LYNDA G. HALTTUNEN**
Position: Dean of Counseling Services
Department: Student Services
Position #: 5509 New: No
Remarks: Replacement for Judith Eberhart
Sal Grade/Stp: **75/6** **Salary: \$9,067.49/month**
% of Position: 100% # of Mos: 12
Effective: July 1, 2004
Account #: A-123100-462100-63100-0000000/100%

c. Name: **ANNA WOODCOCK**
Position: Institutional Research Analyst
Department: Institutional Research & Planning
Position #: 5979 New: No
Remarks: Replacement for Lorie Sousa; funded - PFE
Sal Grade/Stp: **53/1** Salary: **\$4,282.31/month**
% of Position: 100% # of Mos: 12
Effective: July 6, 2004
Account #: A-212100-313100-66310-0611400/100%

17. RECOMMENDATION: ACTION - RATIFY NEW CLASSIFIED POSITION

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

a. Position: **Fiscal Specialist**
Name: Vacant
Department: Educational Television
Position #: 6235 New: Yes
Remarks: e-Conferencing Project
Sal Grade/Stp: **30/1** Salary: **\$3,409.75/month**
% of Position: 100% # Mos.: 12
Effective: June 11, 2004
Account #: K-212200-318100-61320-1612191/100%

b. Position: **System Module Functional Specialist**
Name: Vacant
Department: Payroll Services
Position #: 6293 New: Yes
Remarks:
Sal Grade/Stp: **39/1** Salary: **\$4,243.77/month**
% of Position: 100% # Mos.: 12
Effective: June 11, 2004
Account #: A-212200-559100-67310-0000000/100%

18. RECOMMENDATION: ACTION – APPROVE CONTRACTS FOR EDUCATIONAL AND CLASSIFIED ADMINISTRATORS

The Governing Board hereby ratifies the recommendation of the Superintendent/President regarding the **contracts** for the following **administrators** for the 2004-2005 fiscal year:

One-year Contracts for Educational Senior Administrators

Garlow, Katheryn	Dean, Languages & Literature
Halttunen, Lynda G.	Dean of Counseling Services
Owens, Wilma G.	Dean, Career, Technical & Extended Education
Schwerdtfeger, Patrick M.	Dean, Arts, Media, Business, & Computing Systems
Vernoy, Mark W.	Dean, Social & Behavioral Science

One-year Contracts for Educational and Classified Administrators

Barnaba, Ruth V.	Tutoring Services Program Coordinator
Barton, Michelle A.	Director, Research/Planning
Bean, Norma M.	Director, Extended Education
Bianchi, Americo	Web Services Manager, Educational Television
Bishop, Bruce E.	Director, Office of Student Affairs
Brockett, Theo Y.	Manager, Education Center, Palomar College Escondido Center

Brown, Pamela L.	Institutional Research Analyst
Cerda, Angela M.	Fiscal Administrator, Educational Television
Cerda, Philip J.	Broadcast Operations Manager, Educational Television
Conway, Mary Jayne	Director of Health Services
Ellis, Michael D.	Director, Facilities
Faas, Lisa J.	Digital Satellite Network Manager, Educational Television
Fish, Judith K.	Director, Regional Occupational Program
Flores, Esperanza	Payroll Manager, Payroll Services
Gannett, Katherine G.	Manager, Library Staff and Services, Library Media Center
Gavin, Calvin One Deer	Director, Grant Funded Student Support Programs
Good, Martin	Director, Fiscal Services
Gropen, Laura A.	Marketing Services Manager, Educational Television
Haines, Ronald R.	Director, Disability Resource Center
Hoffman, Janet S.	Manager, Education Center/Counselor
Horio, Nancy J.	Manager, Human Resource Services
Hudson-Maclsaac, K.	Manager, Facility Planning/Environmental Health and Safety
Jay, Kenneth P.	Director, Business Services
Jones, Debby	Director, Telecommunications Special Grant Project/CCCSAT
Larmer, G. Patrick	Manager, Theatre Operations, Performing Arts
Lee, Herman C.	Director, Enrollment Services
McClure, Scott R.	Manager, Systems and Programming, Information Systems
Medel, Tom	Manager, Education Center, Poway/Mt. Carmel
Miner, Annette J	PinES Director
Morrow, Blaine	e-Conferencing Project Director, Educational Television
O'Neill, Yasue	Coordinator, Int'l Education, Admissions, Records, & Veteran's Services
Plotts, Thomas B.	Director, Public Safety Programs
Sabato, Cindy	Director of Communications
Safranek, Teri	Manager, Workforce and Community Development
San Agustin, Mary S.	Director, Financial Aid and Scholarships
Smith, Mollie	Director, Occupational & Noncredit Programs
Stadler, Anne K.	Director, EOP&S/CARE
Taramasco, Michelle A.	Client Services Manager, Educational Television
Taveuveu, Brandi Y.	Budget Analyst, Fiscal Services
Vargas, Jose I.	Manager, Network and Technical Services, Information Services
Veach, Diane M.	Manager, Instruction Office
Woods, John F.	Director, Athletics

19. RECOMMENDATION: ACTION - RATIFY LEAVE OF ABSENCE

- a. The Governing Board hereby ratifies the recommendation of the Superintendent/President granting a **100% Family Leave of Absence without pay and no effect on benefits**, effective July 6, 2004, through July 30, 2004, to **Melissa Kloz**, Financial Aid Advisor, Financial Aid Department.
- b. The Governing Board hereby ratifies the recommendation of the Superintendent/President granting a **100% Family Medical Leave of Absence without pay and no effect on benefits**, effective June 25, 2004, through September 17, 2004, to **Brandi Taveuveu**, Budget Analyst, Fiscal Services.
- c. The Governing Board hereby ratifies the recommendation of the Superintendent/President granting a **100% Family Leave of Absence without pay and no effect on benefits**, effective May 10, 2004, through May 21, 2004, to **Wendy Nelson**, Associate Professor, Communications.

- d. The Governing Board hereby ratifies the recommendation of the Superintendent/President granting a **7.5% Personal Leave of Absence without pay and no effect on benefits**, effective June 24, 2004, through August 12, 2004 to **Kelly Patrick**, Library Media Technician II, Library Media Center (to teach).
- e. 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 June 20, 2004, through August 20, 2004, to **Shelli Douglass**, Senior Office Specialist, Educational Television (to teach).

20. RECOMMENDATION: ACTION - RATIFY STIPEND

The Governing Board hereby ratifies the recommendation of the Superintendent/President granting a **\$500 monthly stipend** for the following employee, who will be performing additional duties due to the resignation of the Chief Advancement Officer.

PAMELA D. GRASSO, Advancement/Foundation Coordinator, Advancement Office, effective July 1, 2004.

21. RECOMMENDATION: ACTION – APPROVE CONTRACTS FOR ASSISTANT SUPERINTENDENTS/VICE PRESIDENTS

The Governing Board hereby ratifies the recommendation of the Superintendent/President regarding the **contracts** for the following **Assistant Superintendents/Vice Presidents** effective July 1, 2004, through June 30, 2006:

Cuaron, Berta C.
Assistant Superintendent/Vice President, Instruction

Madrigal, Joseph L.
Assistant Superintendent/Vice President, Student Services

22. 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:

Daniel Barron - Fire Technology
Digna Evelyn Nievera - Foreign Language

23. 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 Summer and Fall, 2004 (day and/or evening); said part-time faculty are not scheduled to teach more than a 60 percent load in a single semester:

SUMMER 2004

BEHAVIORAL SCIENCES

Wilson, Judith	Psychology	\$38.24
	B.A., Psychology	
	M.A., Psychology	

BUSINESS EDUCATION

Brown, Marie	Paralegal Studies	\$40.71
	J.D., Law	

COUNSELING

Larson, David	Counseling B.A., Psychology M.Ed., Counseling	\$38.24
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DESIGN AND CONSUMER EDUCATION

Gunther, Todd	Drafting Technology B.S., Psychology 2+ Years Experience	\$37.01
Hartensveld, Erin	Family and Consumer Services B.S., Nutrition M.S., Nutritional Sciences	\$38.24

MULTICULTURAL STUDIES

Lopez-Aramburo, Maria	Chicano Studies M.A., History	\$38.24
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OCCUPATIONAL AND NONCREDIT PROGRAMS

McMillan, Wendy	Community Education B.A., Physical Education M.S., Educational Counseling	\$38.24
Wing, Richard	Community Education B.A., English/History M.A., Education	\$39.47

FALL 2004

COMMUNICATIONS

Bazinet-Tolson, Jacqueline	Radio and Television B.S., Television, Film and New Media Production 2+ Years Experience	\$37.01
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COMPUTER SCIENCE AND INFORMATION SYSTEMS

Singer, A. Paul	Computer Sciences & Information Systems B.S., Business Administration 2+ Years Experience	\$37.01
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COOPERATIVE EDUCATION

Hartford, William	Cooperative Education B.A., History M.P.A., Public Administration	\$38.24
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FOREIGN LANGUAGE

Nievera, Digna Evelyn	Tagalog B.S.Ed, Home Economics M.A., Education Eminence in Tagalog	\$39.47
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OCCUPATIONAL & NONCREDIT PROGRAMS

Fantano, Gene	Supervision M.B.A., Health Care Administration	\$38.24
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PERFORMING ARTS

Gercke, Francis	Theater Arts B.A., Economics M.F.A., Acting	\$38.24
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26. RECOMMENDATION: ACTION - RATIFY TEMPORARY ADMINISTRATIVE EMPLOYMENT

The Governing Board hereby ratifies the recommendation of the Superintendent/President granting the **TEMPORARY EMPLOYMENT** of the following **ADMINISTRATIVE EMPLOYEES**:

Name: **DR. RICHARD A. JONES**
Position: Interim Superintendent/President
Salary: \$15,417.00/month
Effective: July 2, 2004, through October 31, 2004

Name: **JOSEPH NEWMYER**
Position: Interim Assistant Superintendent/Vice President
Finance and Administrative Services
Salary: \$12,224.00/month
Effective: June 25, 2004, through December 31, 2004

27. APPOINTMENT OF SECRETARY TO THE BOARD

1. **RECOMMENDATION: ACTION – APPOINTMENT OF SECRETARY TO THE BOARD**

BE IT RESOLVED, That Dr. Richard A. Jones, Interim Superintendent/President, be appointed as Secretary to the Governing Board of the Palomar Community College District, effective July 2, 2004, succeeding Dr. Sherrill L. Amador.

28. APPROVE AGREEMENT WITH PROFESSIONAL PERSONNEL LEASING, INC., TO PROVIDE PROFESSIONAL AND ADMINISTRATIVE SERVICES TO THE DISTRICT

The Governing Board hereby approves a consulting services agreement with Professional Personnel Leasing, Inc., effective July 2, 2004, through December 31, 2004, to provide consulting services to the District's Human Resource Services Department in the person of Dr. Jack Miyamoto, for monthly consideration of Thirteen Thousand One Hundred Twenty Six Dollars (\$13,126.00). This agreement is subject to monthly renewal as needed.

**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 – RECEIVE BIDS FOR TRASH/RECYCLING**

The following bid was received by the Palomar Community College District from the firm indicated in response to Notice to Bidders published on April 19, 2004, and April 26, 2004:

BIDDER

EDCO Waste and Recycling Services
San Marcos, CA 92069

EDCO Waste and Recycling Services is hereby found to be the lowest, responsive bidder to Palomar Community College District on the aforesaid Trash/Recycling, and an agreement per attached price schedule, **Exhibit M-1**, is hereby authorized between this company and the District, subject to compliance with all insurance requirements. The term of this purchase agreement is for the period of July 1, 2004, through June 30, 2005, with the option to annually renew for four (4) full additional years during the tenure of this agreement. **Funding Source:** Operating Expenses/Waste Disposal General Funds **(EXHIBIT M-1)**

2. RECOMMENDATION: ACTION – APPROVE COURSES FOR INCLUSION IN CURRICULUM

The Governing Board hereby **approves the following course** which has been examined by the Curriculum Committee and is being recommended for **inclusion in the Palomar College Curriculum**.

1. Course Number: AJ 97
Long Course Title: Topics in Administration of Justice
Short Course Title: Topics in Admin of Justice
Discipline: Administration of Justice
Requisite validated: N/A
Discipline for Minimum Qualifications: Administration of Justice
A.A. degree and certificate program (s):
Elective course in Administration of Justice – Law Enforcement
Allow Multiple Enrollments: No
General Education category: N/A
Distance Learning offering(s): N/A
Effective: Fall 2004

AJ 97 Topics in Administration of Justice
Units awarded in topics courses are dependent upon the number of hours required of the student. Any combination of lecture, laboratory or lecture/laboratory may be scheduled by the department. Refer to class schedule. (.5 – 20 units)

Topics in Administration of Justice. See Class Schedule for specific topic offered. Course title will designate subject covered. *Graded only. May be taken 4 times.*

3. RECOMMENDATION: ACTION – APPROVE FIVE-YEAR CONSTRUCTION PLAN

The Governing Board hereby approves the Palomar Community College District's **Five-Year Construction Plan. (EXHIBIT M-3)**

4. RECOMMENDATION: ACTION - APPROVE TENTATIVE BUDGET

The Governing Board hereby approves the 2004-2005 Tentative Budget for the Palomar Community College District. **(EXHIBIT M-4)**

5. RECOMMENDATION: ACTION - APPROVE RESOLUTION TO AUTHORIZE A "DIVISION ELECTION" TO ESTABLISH A DEEMED RETIREMENT SYSTEM PURSUANT TO SECTION 218(d)(6) OF THE FEDERAL SOCIAL SECURITY ACT

WHEREAS, The Palomar Community College District, hereinafter designated as "Public Agency", desires to establish a "deemed" retirement system pursuant to Section 218(d)(6) of the Federal Social Security Act composed of positions of members of the **State Teachers' Retirement System**, hereafter designated as "Present Retirement System", desiring "**Medicare Only**" coverage, and to include services performed by individuals employed by the Public Agency in positions covered by said "deemed" retirement system, as members of a coverage group established by Section 218 (d) (4) of said Act, in California State Social Security Agreement of March 9, 1951, providing for the coverage of public employees under the insurance system established by said Act as amended; and

WHEREAS, State and Federal law and regulations require, as a condition of such coverage, that Division be authorized by the Board of Administration, California Public Employees' Retirement System; and

WHEREAS, it is necessary that the "Public Agency" now designate any services which it desires to exclude from coverage with respect to such coverage group under said insurance system; and

WHEREAS, it is necessary for the Public Agency to set forth the modification, if any, of the benefits and contributions under the Present Retirement System that may result from coverage under the said insurance system with respect to such coverage group;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Administration, California Public Employees' Retirement System, be and hereby is requested to authorize the foregoing Division; and

BE IT FURTHER RESOLVED, that upon receipt of authorization from the Board of Administration a division shall be conducted in accordance with the requirements in Section 218 (d) of the Social Security Act, and applicable State and Federal laws and regulations; that each eligible member of the Present Retirement System at the time of the Division shall be furnished a form to permit the member to elect whether his services should be excluded from or included under the said California State Social Security Agreement as hereinbefore provided; with such "**Medicare Only**" coverage effective as to services performed on and after January 1, 2005; and

BE IT FURTHER RESOLVED, that the following services with respect to said coverage group of the Public Agency shall be excluded from coverage under said agreement:

1. All services excluded from coverage by Section 218 of the Social Security Act; and
2. Services excluded by option of the Public Agency (Check only one part; fill in Part b if it is checked):
 a. No optional exclusions desired
 b. Services performed:

Excluded from this resolution:

1. **Part-time faculty** (Any person who is employed to teach community college classes for not more than 60 percent of the hours per week considered a full-time assignment for regular employees having comparable duties.)

BE IT FURTHER RESOLVED, that with respect to the said coverage group the benefits and contributions of the Present Retirement System shall not be modified in any way; and

BE IT FURTHER RESOLVED, that notice of the Division shall be given to members of the Present Retirement System not less than ninety days prior to the date of the Division; provided, however, that notice shall be given to employees becoming members of the Present Retirement System after the date of such notice up to and including the date of the Division on the date on which they attain membership in the system; and that Dr. Jack Miyamoto, Assistant Superintendent/Vice President, Human Resource Services, is hereby designated and appointed as the Local Division Officer to conduct such Division on behalf of the Public Agency in accordance with the law, regulations, and this resolution, including the fixing of the date and the giving of proper notice thereof to members of the Present Retirement System and to all such eligible employees; and

BE IT FURTHER RESOLVED, that the Public Agency will pay and reimburse the State at such time and in such amounts as may be determined by the State the approximate cost of any and all work and services relating to such Division.

PASSED AND ADOPTED by the Governing Board of the Palomar Community College District this 8th day of June, 2004, by the following vote:

AYES:
NOES:
ABSENT:

STATE OF CALIFORNIA)
COUNTY OF SAN DIEGO)

I, Sherrill L. Amador, Secretary to the Governing Board, do hereby certify that the foregoing is a full, true, and correct copy of a resolution adopted by the Governing Board at a regularly called and conducted meeting held on said date.

Secretary to the Governing Board

6. RECOMMENDATION: ACTION – AUTHORIZATION FOR THE SOLICITATION OF BIDS FOR ETV REMODEL CONSTRUCTION PROJECT

The Governing Board hereby authorizes the Office of Contract Services to competitively bid the remodel of offices for Education Television (ETV) as identified in the attached memorandum as **Exhibit M-6**, and incorporated herein by this reference, and to execute a contract within the limits of available funding, to the lowest, responsive bidder in the area of work described in **Exhibit M-6**, subject to later ratification by the Governing Board. **(EXHIBIT M-6)**

7. RECOMMENDATION: ACTION- RENEW CONTRACT AGREEMENT WITH HORIZONLIVE, INC., FOR HOSTING THE STATEWIDE e-CONFERENCING PROJECT

The Governing Board hereby approves a renewal contract between HorizonLive, Inc., and Palomar Community College District effective July 1, 2004, through June 30, 2005, for hosting of the statewide e-Conferencing telecommunications project (TSP), Grant RFA No. 00-0079, with HorizonLive, Inc., per terms of original agreement, dated December 12, 2001. Amount of renewal contract not to exceed Five-hundred Thousand Dollars (\$500,000). Funds to be paid from the e-Conferencing Grant account. **(EXHIBIT M-7)**

8. RECOMMENDATION: ACTION - APPROVE AGREEMENT WITH C. W. DRIVER, FOR CONSTRUCTION MANAGEMENT SERVICES IN THE CONSTRUCTION OF THE HIGH TECHNOLOGY LABORATORY AND CLASSROOM BUILDING

The Governing Board hereby approves an agreement between the Palomar Community College District and C. W. Driver, 12526 High Bluff Drive, Suite 300, San Diego, California 92130, in the amount of \$486,000 (Four hundred eighty six thousand dollars) for construction management services on the construction of the High Technology Laboratory and Classroom Building at the San Marcos campus. The term of this agreement shall be from the effective date of June 9, 2004, throughout the duration of the project. Estimated completion of the project is 24 months. **(EXHIBIT M-8)**

9. RECOMMENDATION: ACTION - APPROVE STATE OF CALIFORNIA, DEPARTMENT OF EDUCATION, CHILD DEVELOPMENT DIVISION, AGENCY ANNUAL REPORT FOR CHILD DEVELOPMENT CENTERS, AND AUTHORIZE SECRETARY TO THE GOVERNING BOARD TO EXECUTE REPORT

The Governing Board of the Palomar Community College District hereby approves the annual Agency Self-Evaluation Report for the state preschool program and campus child care program and authorizes the Secretary to the Governing Board to sign each Agency Annual Report for each contract report. (EXHIBIT M-9)

10. RECOMMENDATION: ACTION-APPROVE AN INCREASE TO PARENT FEES AT DISTRICT'S CHILD DEVELOPMENT CENTERS

The Governing Board hereby approves the Child Development Centers to increase the parent fee by 20% to children 3 years old and above, 5% for children under 3 years old, and are also requesting to charge parents based on the Centers' ratio of adults to children that their child receives, effective July 1, 2004, to meet the fiscal needs for budget year 2004-05. (EXHIBIT M-10)

11. RECOMMENDATION: ACTION - APPROVE FIRE REVENUE AGREEMENT WITH CITY OF VISTA

The Governing Board hereby approves an agreement with the City of Vista (hereinafter City), to offer in-service training courses on a semester-by-semester basis through the District's Fire Technology Program for employees of the City of Vista Fire Department. The City shall furnish qualified instructors; provide facilities and equipment, all at no cost to the District. The District is expected to generate additional FTE per year under courses through the Fire Technology Program. The District shall reimburse the City \$2.50 per student contact hour for services and materials furnished by the City. (EXHIBIT M-11)

12. RECOMMENDATION: ACTION - APPROVE AGREEMENT WITH SAN DIEGO COUNTY SUPERINTENDENT OF SCHOOLS FOR OPERATION OF REGIONAL OCCUPATIONAL PROGRAMS, FY 2004-05

The Governing Board hereby approves an agreement between the Palomar Community College District and the San Diego County Superintendent of Schools for the operation of the Regional Occupational Program courses and services for fiscal year 2004-2005 (effective July 1, 2004, and terminating June 30, 2005), in the amount of One Million, Five Hundred Eighteen Thousand, Seven Hundred Seventy-four Dollars (\$1,518,774), and the Superintendent/President of the District is hereby authorized to execute the agreement on behalf of the District. (EXHIBIT M-12)

13. RECOMMENDATION: ACTION- RECEIVE PROPOSALS FOR TELECOMMUNICATIONS MAINTENANCE CONTRACT AND AUTHORIZE CONTRACT WITH QUINTRON TELEPHONE SYSTEMS, INC.

The Governing Board of the Palomar Community College District, pursuant to California Education Code Section 81645 may select one of the three lowest responsible competitive bids, or proposals for telecommunications maintenance. On May 27, 2004, the office of Contract Services received proposals on the District's behalf, as identified in the attached memorandum as EXHIBIT M-13, and incorporated herein by this reference. The Information Services Department of the District evaluated the information and has determined that the proposal submitted by Quintron Telephone Systems, Inc. is the one that will most meet the needs of the District.

Based upon the foregoing declarations and findings, the Palomar Community College District hereby declares that the proposal of Quintron Telephone Systems, Inc., 4340 Viewridge Avenue, Suite B, San Diego, California 92133, be and is hereby declared to be the proposal of choice for the award of a contract pursuant to California Education Code Section 81645, and a contract is so awarded to said company effective July 1, 2004, through June 30, 2007, and an option of to renew for two (2) additional years thereafter, at the annual amount for yearly maintenance of Thirty-six Thousand Dollars (\$36,000). Included in the contract is an option of Quintron to perform pre-approved additional services not covered under the fixed rate for maintenance services, such as departmental telephone additions and changes, in an amount not to exceed \$50,000 per contract year. **(EXHIBIT M-13)**

14. RECOMMENDATION: ACTION – REJECT CLAIMS

The Governing Board of the Palomar Community College District hereby **rejects the claim** for damages filed by James A. Greer, Esq., Greer and Associates, on behalf of his clients, **Mr. and Mrs. Ralph White**, and refers it to the District's Claim Administrator for handling.

The Governing Board of the Palomar Community College District hereby **rejects the claim** for damages filed by James A. Greer, Esq., Greer and Associates, on behalf of his client, **Gary Carlisle**, and refers it to the District's Claim Administrator for handling.

The Governing Board of the Palomar Community College District hereby **rejects the claim** for damages filed by James A. Greer, Esq., Greer and Associates, on behalf of his clients, **Tom and Lynda Ramirez**, and refers it to the District's Claim Administrator for handling.

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

The Governing Board hereby approves the following agenda items 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 §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 regarding employment of Superintendent/President, pursuant to Government Code, §54957.
6. Pending litigation pursuant to Government Code §54956.9.
7. Review of tort claim, pursuant to Government Code §54956.95.

- 8.** Conference with Real Property Negotiator, pursuant to Government Code §54956.8. Property APNs as follows: 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.

O. RECONVENE TO OPEN SESSION

P. ADJOURNMENT