



**GOVERNING BOARD AGENDA**  
**REGULAR MEETING, GOVERNING BOARD**  
**PALOMAR COMMUNITY COLLEGE DISTRICT**  
**GOVERNING BOARD ROOM, STUDENT SERVICES CENTER**  
**COLLEGE CAMPUS**  
**SAN MARCOS, CALIFORNIA**  
**TUESDAY, JULY 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 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 Interim Superintendent/President .....	2
H.	Consent Calendar .....	3
I.	Action on Items Removed from Consent Calendar .....	17
J.	Reports from College Groups .....	17
K.	Comments from Other Individuals or Groups .....	17
L.	Unfinished Business .....	17
M.	New Business .....	18
N.	Closed Session .....	23
O.	Reconvene to Open Session .....	24
P.	Adjournment .....	24

**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 with Real Property Negotiator, pursuant to Government Code §54956.8. Property APNs as follows: 108-121Parcel 11; 108-120 Parcels 62, 63, 64; 126-061Parcel 06; 126-121Parcel 14; 323-100 Parcels 04, 10, 11, 12; 323-482 Parcel 12; 323-500 Parcels 01, 05, 06, 07, 08, 09, 14; 323-501 Parcel 02.
6. Review of tort claim, pursuant to Government Code §54956.95.
7. Conference with Legal Counsel - Anticipated Litigation, pursuant to Government Code §54956.9.

**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 June 8, 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 INTERIM SUPERINTENDENT/PRESIDENT**

1. Announcement of CAST Employee of the Year Award
2. Report of Vice President for Instruction
  - a. Advisory Committees
  - b. Health Science Programs
3. Report of Vice President for Student Services
  - a. Student Award
4. Report of Interim Vice President for Finance and Administrative Services
  - a. Budget Update
5. Report of Vice President for Human Resource Services

**CONSENT CALENDAR**

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

**H. CONSENT CALENDAR**

**BUSINESS SERVICES**

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

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

Purchase Orders	0440658	through	0440828	\$	696,758.58
Travel	0450122	through	0450122	\$	207.20
Advertising/Increases	0460104	through	0460115	\$	53,031.40
Employment Ads	0465023	through	0465023	\$	470.00
Agreement/Services	0470616	through	0470699	\$	424,368.77
Repairs	0475136	through	0475138	\$	37.50
Agreement/Annual	0480168	through	0480176	\$	1,883.55
Procurement Card	Time Period: 05/23-04 – 06/22/04			\$	<u>31,887.33</u>
				\$	<u>1,308,644.33</u>

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

The Governing Board hereby reviews and approves all **contracts and agreements** for the period May 1, 2004, through June 30, 2004, and entered into on behalf of the Palomar Community College District, as detailed on **Exhibit H-2**.

**GIFTS**

**3. 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. Ceramic molds for use in Ceramics classes, donated by **John Clifford**, 130 Equestrian Court, San Marcos, California 92069. Cash value as estimated by donor is \$5,000.00.
- b. Three vintage trunks, one vintage file case, one vintage valise, one military pea coat, five caps, one military raincoat, and two linings for use as props in the Performing Arts Department, donated by **Muriel Kaplan**, 4796 Galacia Way, Oceanside, California 92056. Cash value as estimated by donor is \$450.00.
- c. Two Corian Solid Surface Counter Tops, Sink, and Installation in Staff Lounge, donated by **John Forst, Design Fabrication, Inc.**, 100 Bosstick Boulevard, San Marcos, California 92069. Cash value as estimated by donor is \$3,860.00.

## TRAVEL

### 4. RECOMMENDATION: ACTION – APPROVE TRAVEL EXPENSES

The Governing Board hereby approves/ratifies **travel expenses** for the following person:

- a. **Paul Charas**
- |                   |  |
|-------------------|--|
| Advanced Funds?   | Yes  |
| For:              | Transportation, lodging, registration, mileage, meals, parking |
| To attend:        | CCLC Student Trustee Workshop                                  |
| Location:         | San Francisco, California                                      |
| Date:             | August 13-14, 2004   |
| Amount:           | \$674.35   |
| Budget Acct. No.: | 575300-11-111100-66100-10-2005-0000000                         |

## REPLACEMENT OF WARRANTS

### 5. RECOMMENDATION: ACTION – APPROVE DRAWING NEW WARRANTS

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

Warrant #77-064376, dated April 30, 2003, in the amount of \$354.86, payable to Francis Cleaver, 3122 Old Oak Tree Lane, Escondido, California 92026. Void due to stale dating.

Warrant # 76-110839, dated September 1, 2003, in the amount of \$74.00, payable to Pierre O. Briglio, P.O. Box 1801, Vista, California 92085. Void due to stale dating.

## FISCAL SERVICES

### 6. RECOMMENDATION: ACTION – APPROVE BANK SIGNATURE AUTHORIZATIONS FOR PERIOD JULY 1, 2004, THROUGH JUNE 30, 2005

The Governing Board authorizes two of the following to **deposit/withdraw funds** currently deposited to the **Palomar College Payroll Account** (automatic payroll deposit account) in California Bank & Trust, San Marcos, California:

Esperanza Flores, Manager, Payroll Services, or  
Janien A. Lau-Thompson, Payroll Assistant, and  
Martin Good, Director, Fiscal Services  
Joseph Newmyer, Interim Assistant Superintendent/Vice President,  
Finance and Administrative Services

The Governing Board authorizes the following to **deposit/withdraw funds** deposited to the **Palomar Community College, State of California--Cal Grant Account in California Bank & Trust**, San Marcos, California:

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

The Governing Board authorizes the following to **deposit/withdraw funds deposited to the Palomar Community College, Payroll Electronic Funds Transfer Account for State Taxes** in California Bank & Trust, San Marcos, California:

Esperanza Flores, Manager, Payroll Services, or  
Janien A. Lau-Thompson, Payroll Assistant, and  
Martin Good, Director, Fiscal Services  
Joseph Newmyer, Interim Assistant Superintendent/Vice President,  
Finance and Administrative Services

The Governing Board authorizes the following to **deposit/withdraw funds** deposited to the **Palomar College/Tenancies**, Escondido Center 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 College Payroll Electronic Funds Transfer-Federal Taxes** account in California Bank & Trust, San Marcos, California:

Esperanza Flores, Manager, Payroll Services, or  
Janien Lau-Thompson, Payroll Assistant  
Martin Good, Director, Fiscal Services  
Joseph Newmyer, Interim Assistant Superintendent/Vice President, Finance and  
Administrative Services

#### **Exhibit H-6**

### **PERSONNEL**

#### **7. 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 **June, 2004, and short-term employees** for the month of **July, 2004. Exhibit H-7**

#### **8. 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. **ADRIAN RAMIREZ**  
For: Gas and food  
To Attend: Second interview for Assistant Professor, Business  
Location: Fresno, California, to San Diego, California  
Date: May 26, 2004  
Amount: \$94.47  
Budget Account No. 575400-12-611200-67600-10-2005-1612080/100%





**11. RECOMMENDATION: ACTION - RATIFY ACADEMIC CONTRACT**

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

a. Name: **MARI C. STEFFENSMEIER**  
Position: WIA Counselor/Contract Administrator  
Department: Career Center  
Position #: 5809 New: Yes  
Remarks: Funded – ACS State & Local Solutions, Inc.  
Sal Grade/Step: **C/9** Salary: **\$2,808.75**  
% of Position: 50% # Mos.: 11  
Effective: July 1, 2004  
Account #: K-122100-462100-63100-1812105/100%

Note: This is a specially funded position. See Education Code §87470. Continued employment is dependent upon project funding. Service shall not be included in computing service required as a prerequisite to attainment of, or eligibility to classification as a regular employee.

**12. 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 discipline listed:

James Miller-Graphic Communications

**13. RECOMMENDATION: ACTION – RATIFY PART-TIME FACULTY EMPLOYMENT**

The Governing Board hereby ratifies the recommendation of the Interim Superintendent/President regarding the employment of the following part-time faculty, at the hourly 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**

**AMERICAN INDIAN STUDIES**

Ortiz, Diana	American Indian Studies	\$38.24
	A.A., Liberal Arts	
	B.A., History	
	M.A., American Indian Studies	

**CHEMISTRY**

Zabzdyr, Jennifer	Chemistry	\$40.71
	A.A., General Studies	
	B.S., Chemistry	
	Ph.D., Chemistry	

**COMMUNICATIONS**

Massey, Erin	Journalism	\$38.24
	B.S., Journalism	
	M.S., Journalism	



**OCCUPATIONAL & NONCREDIT PROGRAMS**

Cannon, Daniel	Parks & Recreation Management B.S., Biological Sciences M.B.A., Business Administration	\$38.24
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**PUBLIC SAFETY**

Hall, Darren	Fire Technology A.S., Fire Science A.A., Public Administration B.A., Public Administration 2+ Years Experience	\$37.01
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Lofthouse, Carl	Fire Technology A.A., General Education 6+ Years Experience	\$37.01
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**14. RECOMMENDATION: ACTION – APPROVE CHILD DEVELOPMENT CENTER TEACHER EMPLOYMENT**

The Governing Board hereby ratifies the recommendation of the Interim Superintendent/President regarding the employment of the following Child Development Center Teachers, at the rate indicated for Summer 2004:

Dayag, Veronica	Teacher 24 Units Child Development Coursework 16 Units General Education Coursework Child Development Center Permit (pending)	\$12.26
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Tarnovsky, Sylvie	Teacher 24 Units Child Development Coursework 16 Units General Education Coursework Child Development Center Permit (pending)	\$12.26
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**15. RECOMMENDATION: ACTION - RATIFY RESIGNATIONS**

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

- a. **FARHANA KARIM**, Teacher II, Child Development Instruction & Services Center, effective June 12, 2004 (last day of employment June 11, 2004).
- b. **FREDDY N. RAMIREZ**, EOPS/CARE Counselor, Extended Opportunity Program & Services, effective August 1, 2004 (last day of employment July 31, 2004).
- c. **CLIFFORD G. MEYER**, Assistant Professor, Trades and Industry, effective July 1, 2004 (last day of employment May 21, 2004).

**16. RECOMMENDATION: ACTION - RATIFY STIPEND FOR DESIGNATED BILINGUAL INTERPRETER**

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

**ABELARDO S. MARTINEZ**, Maintenance Technician, Custodial Services, effective July 1, 2004. Since Mr. Martinez is employed at the Escondido Education Center, payment of this stipend will be made from an Escondido salary account: B-212200-354200-60910-0000000/100%.

**17. RECOMMENDATION: ACTION – RATIFY RECLASSIFICATION OF CLASSIFIED POSITIONS**

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

- a. Position: **INSTRUCTIONAL SUPPORT ASSISTANT III**  
Department: Performing Arts  
Name: **James E. Cooper**  
Position #: 5160 New?: No  
Remarks: Position was Instructional Support Assistant II, grade 22  
Effective: July 1, 2004  
% of position: 100% # of Mos: 12  
Sal Grade/Stp: 25/14 Salary: \$4,026.68/month  
Accounts: A-212200-327400-69670-0000000/50%  
A-222000-327400-10060-0000000/50%
- b. Position: **CONTRACT SPECIALIST**  
Department: Business Services  
Name: **Eileen S. Poole**  
Position #: 5688 New?: No  
Remarks: Position was Staff Legal Assistant, grade 25  
Effective: July 1, 2004  
% of position: 100% # of Mos: 12  
Sal Grade/Stp: 30/11 Salary: \$4,415.49/month  
Accounts: A-212200-513100-66510-0000000/100%
- c. Position: **TELEVISION TECHNICIAN**  
Department: Educational Television  
Name: **Michael E. Janak**  
Position #: 6048 New?: No  
Remarks: Position was Assistant Television Technician, grade 19  
Effective: May 1, 2003  
% of position: 100% # of Mos: 12  
Sal Grade/Stp: 23/6 Salary: \$3,754.10/month  
Accounts: A-212200-318100-61320-0000000/100%

- e. Position: **BUSINESS SERVICES TECHNICIAN - CONTRACTS**  
Department: Business Services  
Name: **Debra J. Claypool**  
Position #: 5774 New?: No  
Remarks: Position was Sr. Office Specialist, grade 14  
Effective: July 1, 2004  
% of position: 100% # of Mos: 12  
Sal Grade/Stp: 20/4 Salary: \$3,092.06/month  
Accounts: A-212200-531100-67760-0000000/100%
- f. Position: **STOREKEEPER**  
Department: Warehouse  
Name: **Lentonio D. Payton**  
Position #: 5681 New?: No  
Remarks: Position was Delivery Worker, grade 10  
Effective: July 1, 2004  
% of position: 100% # of Mos: 12  
Sal Grade/Stp: 16/13 Salary: \$3,200.00/month  
Accounts: A-212200-532200-67730-0000000/100%
- d. Position: **SUPERVISOR BUSINESS, MAIL SERVICES, AND WAREHOUSE**  
Department: Business Services  
Name: **Diane K. Cummins**  
Position #: 5582 New?: No  
Remarks: Position was Supervisor, Business and Mail Services, grade 39  
on the Administrative Salary Schedule.  
Effective: July 1, 2004  
% of position: 100% # of Mos: 12  
Sal Grade/Stp: 42/9 Salary: \$4,139.68/month  
Accounts: A-212100-531100-67760-0000000/100%

**18. RECOMMENDATION: ACTION - RATIFY CLASSIFIED EMPLOYMENT**

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

- a. Name: **JOHNNIE L. FORTUNE, JR.**  
Position: Accountant  
Department: Fiscal Services  
Position #: 6200 New: No  
Remarks: Replacement for Tricia Frady; promotion for Mr. Fortune.  
Sal Grade/Stp: **32/1** Salary: **\$3,579.00/month**  
% of Position: 100% # of Mos: 12  
Effective: June 18, 2004  
Account #: A-212200-551100-67200-0811202/100%
- b. Name: **LIA I. PELE**  
Position: Upward Bound Guidance Services Advisor  
Department: Grant Funded Support Programs/Escondido Center  
Position #: 6275 New: No  
Remarks: Replacement for Veronica Delgado  
Sal Grade/Stp: **16/1** Salary: **\$2,421.16/month**  
% of Position: 100% # of Mos: 12  
Effective: June 29, 2004  
Account #: K-212200-471400-64300-1112310/100%

c. Name: **JOSEPHINE SILVA**  
 Position: Executive Assistant to the Superintendent/Governing Board  
 Department: President's Office  
 Position #: 5012 New: No  
 Remarks: Replacement for Barbara Baldrige; promotion for Ms. Silva.  
 Sal Grade/Stp: **52/5** Salary: **\$5,088.85/month**  
 % of Position: 100% # of Mos: 12  
 Effective: July 1, 2004  
 Account #: A-212100-211100-66200-0000000/100%

**19. RECOMMENDATION: ACTION - RATIFY NEW CLASSIFIED POSITIONS**

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

a. Position: **Financial Aid Specialist**  
 Name: Vacant  
 Department: Financial Aid & Scholarships  
 Position #: 6290 New: Yes  
 Remarks: Funded - BFAP-SFAA  
 Sal Grade/Stp: **20/1** Salary: **\$2,670.14**  
 % of Position: 100% # Mos.: 12  
 Effective: July 13, 2004  
 Account #: K-212200-475100-64600-1612002/100%

b. Position: **Financial Aid Specialist**  
 Name: Vacant  
 Department: Financial Aid & Scholarships  
 Position #: 6291 New: Yes  
 Remarks: Funded - BFAP-SFAA  
 Sal Grade/Stp: **20/1** Salary: **\$2,670.14**  
 % of Position: 100% # Mos.: 12  
 Effective: July 13, 2004  
 Account #: K-212200-475100-64600-1612002/100%

c. Position: **Financial Aid Specialist**  
 Name: Vacant  
 Department: Financial Aid & Scholarships  
 Position #: 6292 New: Yes  
 Remarks: Funded - BFAP-SFAA  
 Sal Grade/Stp: **20/1** Salary: **\$2,670.14**  
 % of Position: 100% # Mos.: 12  
 Effective: July 13, 2004  
 Account #: K-212200-475100-64600-1612002/100%

d. Position: **Noncredit Matriculation Assistant**  
 Name: Vacant  
 Department: English As A Second Language  
 Position #: 6296 New: Yes  
 Remarks: Funded – Non Credit Matriculation  
 Sal Grade/Stp: **23/1** Salary: **\$2,871.29**  
 % of Position: 100% # Mos.: 12  
 Effective: July 13, 2004  
 Account #: K-212200-235100-63210-1612122/100%

**20. RECOMMENDATION: ACTION - RATIFY RECLASSIFICATION OF ADMINISTRATIVE POSITIONS**

The Governing Board hereby ratifies the recommendation of the Interim Superintendent/President regarding the **reclassification** of the following **administrative positions**:

- a.     Position:       **Chief of Police**  
       Name:         Vacant  
       Department:   Police Department  
       Position #:   6274                   New?:            No  
       Remarks:     Position was grade 56  
       Sal Grade/Stp: **66/1**                   Salary:           **\$5,902.77/month**  
       % of Position: 100%                   # Mos:           12  
       Effective:     July 13, 2004  
       Account #:    K-212100-543100-69500-1812070/100%
- b.     Position:       **Director, Business Services**  
       Name:         Kenneth P. Jay  
       Department:   Business Services  
       Position #:   5577                   New?:            No  
       Remarks:     Position was grade 68  
       Sal Grade/Stp: **70/7**                   Salary:           **\$8,093.74/month**  
       % of Position: 100%                   # Mos:           12  
       Effective:     July 13, 2004  
       Account #:    A-212100-531100-67760-0000000/100%

**21. RECOMMENDATION: ACTION - RATIFY LEAVES OF ABSENCE**

- a.     The Governing Board hereby ratifies the recommendation of the Interim Superintendent/President granting a **100% Family Leave of Absence without pay and no effect on benefits**, effective July 1, 2004, through July 28, 2004, to **Christopher F. Miller**, Supervisor of Construction Activities and Facilities Support Functions, Facilities.
- b.     The Governing Board hereby ratifies the recommendation of the Interim Superintendent/President granting a **100% Family Leave of Absence without pay and no effect on benefits**, effective July 7, 2004, through August 17, 2004, and **40% Family Leave of Absence without pay and no effect on benefits**, effective August 18, 2004, through November 30, 2004, to **Mirla Garcia**, Database Technician, Educational Television/CCCSAT.
- c.     The Governing Board hereby ratifies the recommendation of the Interim Superintendent/President granting a **40% Personal Leave of Absence without pay and no effect on benefits**, effective July 14, 2004, through December 31, 2004, to **Dorothy Farrell**, Staff Assistant, Counseling & Matriculation.
- d.     The Governing Board hereby ratifies the recommendation of the Interim Superintendent/President granting a **100% Family Leave of Absence without pay and no effect on benefits**, effective May 10, 2004, through August 2, 2004, to **Angie N. Martinez-Heffner**, Admissions Assistant, Admissions & Records.

**22. RECOMMENDATION: ACTION - RATIFY CHANGE TO ADMINISTRATIVE POSITION**

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

a.      Position:               **Fiscal Administrator**  
          Name:                 Angela M. Cerda  
          Department:        Educational Television/CCCSAT  
          Position #:         6223                New?:            No  
          Remarks:         Position was 100%  
          Sal Grade/Stp:     **52/4**             Salary:         **\$2,179.88**  
          % of Position:     45%               # Mos:         12  
          Effective:         August 1, 2004  
          Account #:         K-212100-318100-61320-1612190/100%

**23. RECOMMENDATION: ACTION - RATIFY CHANGE TO CLASSIFIED POSITIONS**

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

a.      Position:               **Administrative Secretary**  
          Name:                 Susan E. Martin  
          Department:        Marketing Communications  
          Position #:         5730                New?:            No  
          Remarks:         Position was 45%; permanent increase of position to 75%.  
          Sal Grade/Stp:     **19/3**             Salary:         **\$2,153.37**  
          % of Position:     75%               # Mos:         12  
          Effective:         July 1, 2004  
          Account #:         A-212200-212200-67120-0000000/100%

b.      Position:               **Staff Assistant**  
          Name:                 Barbara C. Anaya  
          Department:        Marketing Communications  
          Position #:         5849                New?:            No  
          Remarks:         Position was 75%; permanent decrease of position to 37.5%.  
          Sal Grade/Stp:     **23/7**             Salary:         **\$1,350.87**  
          % of Position:     37.5%            # Mos:         12  
          Effective:         July 1, 2004  
          Account #:         A-212200-212200-67120-0000000/100%

**24. INFORMATION: CLASSIFIED PROFESSIONAL GROWTH AWARDS**

In accordance with the Professional Growth Program for Classified Employees, the following employee is granted a **one-time** lump sum **stipend** of \$2,000 effective July 1, 2004, with the understanding that there is a waiting period of three years before beginning another Professional Growth Program:

Employee Name:        Debra Claypool  
Position:              Senior Office Specialist  
Department:          Business Services  
Course of Study:      B.A. Degree

**25. INFORMATION: CLASSIFIED PROFESSIONAL GROWTH AWARDS**

In accordance with the Professional Growth Program for Classified Employees, the following employees are granted a \$500 **annual stipend**, prorated on a monthly basis, effective July 1, 2004:

Employee Name: Phyllis Berry  
Position: Buyer I  
Department: Purchasing Services  
Course of Study: A.A. Degree

Employee Name: Shelly Comfort  
Position: American Sign Language/English Interpreter  
Department: DRC  
Course of Study: B.A. Degree

Employee Name: David Gray  
Position: Academic Technology Support Specialist  
Department: Academic Technology  
Course of Study: Job Related Courses

Employee Name: Cynthia Hamada  
Position: Administrative Secretary  
Department: Occupational & Noncredit Programs  
Course of Study: Job Related Courses

Employee Name: Lisa Hornsby  
Position: Sr. Administrative Secretary  
Department: Languages & Literature  
Course of Study: B.A. Degree

Employee Name: Maria Francisca Limon de Gonzalez  
Position: Senior Accounting Assistant  
Department: Fiscal Services  
Course of Study: B.A. Degree

Employee Name: Michelle LaVigueur  
Position: Staff Assistant  
Department: Workforce & Community Development  
Course of Study: B.A. Degree

Employee Name: Brenda Morris  
Position: Academic Department Assistant  
Department: Earth Sciences  
Course of Study: CSU Transfer Courses

Employee Name: Shay Phillips  
Position: Academic Support Specialist  
Department: Academic Technology  
Course of Study: Job Related Courses

Employee Name: Pollyanna Shafer  
Position: Records Assistant  
Department: Evaluation & Records  
Course of Study: B.A. Degree

Employee Name: Glenda Valenzuela  
Position: Business Services Technician  
Department: Mail Services  
Course of Study: B.A. Degree

**26. RECOMMENDATION: ACTION – APPROVE PARTICIPATION IN STRS REDUCED WORKLOAD PROGRAM**

The Governing Board hereby approves the participation of **Steven W. Miller**, Associate Professor, Art, in the **STRS Reduced Workload** program per Board Policy 170. Associate Professor Miller will teach on a reduced workload of sixty-six percent (66%) of his full-time teaching load for academic years 2004-2005, 2005-2006, and 2006-2007.

<b>Resumption of REGULAR AGENDA</b>
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**I. ACTION ON ITEMS REMOVED FROM CONSENT CALENDAR**

**J. REPORTS FROM COLLEGE GROUPS**

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

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

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

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

**L. UNFINISHED BUSINESS**

**M. NEW BUSINESS**

**1. RESOLUTION PRESENTED AT THE REQUEST OF THE PALOMAR FACULTY FEDERATION**

In recognition of Contingent, Part-time, Adjunct, and Non-tenured Faculty in the State of California Public Institutions of Higher Education and In Support of the Ongoing Efforts to Raise Public Awareness and to Achieve Fair and Equitable Treatment;

**Whereas** the California system of public higher education, being widely recognized as one of the finest in the nation and attracting students from all over the world, has traditionally depended upon a core of tenured faculty and faculty who seek to attain full-time tenured positions based on achievement in teaching, research, and ancillary professional services; and

**Whereas** in the last decade, instruction in California Community Colleges, California State University and University of California has become dependent on a growing number of part-time, adjunct, full-time non-tenure-track faculty, and graduate student employees who together represent nearly two-thirds of the faculty, resulting in an erosion of the tenure system and a reduction in academic and support services available to college and university students; and

**Whereas** these contingent faculty members teach with distinction and make major contributions to the institutions they serve despite inadequate compensation and benefits, lack of professional support, and little or no opportunity to advance to full-time tenured positions, which has resulted in low morale, high turnover, and, ultimately, damage to the profession:

**Be It Now Resolved** that the Palomar College Governing Board urge the California legislature to:

**(1) recognize** the contributions of part-time, adjunct faculty, full-time non-tenure-track faculty, and graduate student employees who teach in California colleges and universities.

**(2) support** efforts to raise public awareness of deteriorating working and learning conditions in the State's higher education system.

**(3) promote** solutions which provide fair and equitable treatment for contingent faculty in higher education including but not limited to creating fair hiring practices, equity in pay and benefits, and ensuring the right to a stable career path for all who enter the three systems of public higher education desiring permanent tenured positions;

**(4) reaffirm** the State's promise to California students by opposing further cuts and re-establishing a stable academic workforce.

**2. RECOMMENDATION: ACTION – REAFFIRM ADOPTION OF FAIR POLITICAL PRACTICES COMMISSION STANDARD CONFLICT OF INTEREST CODE; AMEND LIST OF DESIGNATED EMPLOYEES**

The Governing Board hereby reaffirms its adoption of the Fair Political Practices Commission Standard Conflict of Interest Code. **Exhibit M-2**

**CONFLICT OF INTEREST CODE FOR THE  
PALOMAR COMMUNITY COLLEGE DISTRICT**

The Political Reform Act, Government Code Section 81000, *et seq.*, requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation, 2 Cal. Code of Regulations, Section 18730, which contains the terms of a standard conflict of interest code. It can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments in the Political Reform Act. Therefore, the terms of 2 Cal. Code of Regulations, Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, along with the attached Appendix in which members and employees are designated and disclosure categories are set forth, constitute the conflict of interest code of the Palomar Community College District.

Designated employees shall file statements of economic interests with the agency who will make the statements available for public inspection and reproduction. (Gov. Code Section 81008). Upon receipt of the statements of the Palomar Community College District's Board and Interim Superintendent/President, the agency shall make and retain a copy and forward the original of these statements to the County Clerk, San Diego. Statements for all other designated employees will be retained by the agency.

The Governing Board hereby amends the list of designated employees by deleting the employee designated as "Counsel, Contracts, Special Projects" as that position has been eliminated. Others remain as follows:

**PALOMAR COMMUNITY COLLEGE DISTRICT  
APPENDIX OF DESIGNATED EMPLOYEES**

**Designated Positions and Disclosure Requirements**

1. The persons occupying the following positions manage public investments. They shall file a **full statement** of economic interests pursuant to Government Code Sections 87200 *et seq.*:

**Governing Board Members  
Superintendent/President  
Assistant Superintendent/Vice President for Finance and  
Administrative Services**

2. Disclosure Categories: The disclosure categories listed below identify the types of investments, business entities, sources of income, or real property which the designated employees must disclose for each disclosure category to which he or she is assigned.

**Category 1:** All investments and business positions and sources of income from, business entities that do business with the District or own real property within the boundaries of the District, plan to do business or own real property within the boundaries of the District within the next year, or have done business with or owned real property within the boundaries of the District within the past two (2) years.

- Category 2:** All interests in real property which is located in whole or in part within, or not more than two (2) miles outside, the boundaries of the District.
- Category 3:** All investments and business positions in, and sources of income from, business entities that are engaged in land development, construction or the acquisition or sale of real property within the jurisdiction of the District, plan to engage in such activities within the jurisdiction of the District within the next year, or have engaged in such activities within the jurisdiction of the District within the past two (2) years.
- Category 4:** All investments and business positions in, and sources of income from, business entities that are banking, savings and loan, or other financial institutions.
- Category 5:** All investments and business positions in, and sources of income from, business entities that provide services, supplies, materials, machinery, vehicles, or equipment of a type purchased or leased by the District.
- Category 6:** All investments and business positions in, and sources of income from, business entities that provide services, supplies, materials, machinery, vehicles, or equipment of a type purchased or leased by the Designated Employee's Department.

**Designated Positions, and the Disclosure Categories to be assigned to them, are as follows:**

Assistant Superintendent/Vice President for Human Resource Services	Category 6
Assistant Superintendent/Vice President for Instruction	Categories 5,6
Assistant Superintendent/Vice President for Student Services	Categories 5,6
Director, Fiscal Services	Categories 4,5
Deans	Category 6
Director, Business Services	Categories 1,4,5
Director, Facilities	Categories 1,2,3,4
Chief of Police	Categories 5,6
Consultant	Categories 1,2,3,4,5,6

Consultants must be included in the list of designated employees and must disclose pursuant to the broadest disclosure category in this Code subject to the following limitation: The **Superintendent/President or designee** may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that are limited in scope and thus is not required to comply fully with the disclosure requirements described in this Section. Such written determination shall include a description of the consultant's duties and, based on that description, a statement of the extent of disclosure requirements. The Superintendent/ President's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

3. **RECOMMENDATION: ACTION – APPROVE SDICCCA DATA SHARING AGREEMENTS WITH CALIFORNIA PARTNERSHIP FOR ACHIEVING STUDENT SUCCESS**

The Governing Board hereby approves the participation of Palomar College with the California Partnership for Achieving Student Success (Cal-PASS) in data sharing activities among secondary and post-secondary institutions. The District hereby agrees to enter into the Memorandum of Understanding (MOU) and be bound by all of its terms and conditions, effective July 13, 2004. **Exhibit M-3**

4. **RECOMMENDATION: ACTION – APPROVE ACADEMIC CALENDAR FOR 2005-06**

The Governing Board hereby approves the Academic Calendar for 2005-06 as shown on **Exhibit M-4**.

5. **RECOMMENDATION: ACTION - APPROVE MEMORANDUM OF UNDERSTANDING WITH THE SAN DIEGO WORKFORCE INVESTMENT BOARD FOR A “ONE STOP” CAREER CENTER NETWORK**

The Palomar Community College District hereby approves a Memorandum of Understanding (“MOU”) with the San Diego Workforce Investment Board effective July 1, 2004, and ending June 30, 2005, for the purpose of maintaining a One Stop partnership under the Workforce Investment Act (WIA) of 1998. The Interim Superintendent/ President of the District is hereby authorized to execute the agreement on behalf of the District. **Exhibit M-5**

6. **RECOMMENDATION: ACTION - APPROVE 2004/05 CHILD DEVELOPMENT AGREEMENT CONTRACT NUMBER: GCAM-4010, CAMPUS CHILD CARE, ACCEPT FUNDING FROM THE CALIFORNIA DEPARTMENT OF EDUCATION AND AUTHORIZE DESIGNATED PERSONNEL TO SIGN CONTRACT**

The Governing Board hereby **approves** the Child Development Services agreement, Contract Number: GCAM-4010, Campus Child Care, between California Department of Education and Palomar Community College District, effective July 1, 2004, through June 30, 2005; and **accepts** funding in the amount of \$159,636 to subsidized child care for income qualifying Palomar College students at the San Marcos and Escondido Child Development Centers.

The Governing Board hereby **authorizes**, Joe Newmyer, Interim Vice President, Finance & Administrative Services, and Ken Jay, Director of Business Services, to sign contract documents of the California Department of Education – Child Development Services. **Exhibit M-6**

7. **RECOMMENDATION: ACTION - APPROVE 2004/05 CHILD DEVELOPMENT AGREEMENT CONTRACT NUMBER: GPKR-3471, PRE-KINDERGARTEN RESOURCE, ACCEPT FUNDING FROM THE CALIFORNIA DEPARTMENT OF EDUCATION AND AUTHORIZE DESIGNATED PERSONNEL TO SIGN CONTRACT**

The Governing Board hereby **approves** Child Development Services agreement, Contract Number: GPKR-3471, Pre-kindergarten Resource, between California Department of Education and Palomar Community College District, effective July 1, 2004, through June 30, 2005; and accepts funding in the amount of \$2402 for instructional materials to enhance the quality of the pre-school program.

The Governing Board hereby **authorizes**, Joe Newmyer, Interim Vice President, Finance & Administrative Services, and Ken Jay, Director of Business Services, to **sign** contract documents of the California Department of Education – Child Development Services. **Exhibit M-7**

**8. RECOMMENDATION: APPROVE RENEWAL OF MAINTENANCE AGREEMENT WITH BITCENTRAL FOR CCCSAT NETWORK**

The Governing Board hereby approves the renewal of a maintenance agreement with BitCentral to provide all labor, materials, tools, and utility services, including warranty and maintenance work for the California Community Colleges Satellite Network. (A joint project of the Palomar Community College District and the California Community College Chancellor's Office). The term of the agreement shall be for one year, effective July 1, 2004, through June 30, 2005, in the amount of \$82,237.00. Funds will be provided through the CCCSAT Maintenance Agreement account. **Exhibit M-8**

**9. RECOMMENDATION: ACTION - APPROVE RESOLUTION TO AUTHORIZE APPLICATION TO THE DIRECTOR OF INDUSTRIAL RELATIONS, STATE OF CALIFORNIA, FOR A CERTIFICATE OF CONSENT TO SELF INSURE WORKERS' COMPENSATION LIABILITIES**

**BE IT RESOLVED**, that the Director, Business Services, and the Manager, Human Resources, are hereby severally authorized and empowered to make application to the Director of Industrial Relations, State of California, for a **Certificate of Consent to Self Insure** workers' compensation liabilities on behalf of the Palomar Community College District and to execute any and all documents required for such application.

I, Dr. Richard A. Jones, the undersigned Secretary to the Board of the said Palomar Community College District, a public educational institution, hereby certify that I am the Interim Superintendent/President of said public educational institution, that the foregoing is a full, true, and correct copy of the resolution passed by the Board at the meeting of said Board held on the day and at the place therein specified and that said resolution has never been revoked, rescinded, or set aside and is now in full force and effect.

**IN WITNESS WHEREOF:** I HAVE SIGNED MY NAME AND AFFIXED THE SEAL OF THIS public educational institution, this thirteenth day of July, 2004.

\_\_\_\_\_  
Dr. Richard A. Jones  
Secretary to the Board

**Exhibit M-9**

**10. RECOMMENDATION: ACTION - APPROVE AGREEMENT WITH CONSTRUCTION INSPECTION SERVICES, AS DSA INSPECTOR OF RECORD ON THE HIGH-TECHNOLOGY LABORATORY/CLASSROOM BUILDING AND OTHER CONSTRUCTION PROJECT ON AN "AS NEEDED" BASIS**

The Governing Board hereby approves an **agreement** with Construction Inspection Services, Cardiff-by-the Sea, CA, as the District's appointed DSA (Division of State Architect) Inspector of Record on the construction of the High-Technology Laboratory/Classroom Building and on an "as needed" basis on other District projects. The agreement will be effective for an initial period of two (2) years, with an option to renew for an additional three (3) years, at a current hourly rate of \$75.00 per hour (prevailing wage) for inspection services. **Exhibit M-10**

**11. RECOMMENDATION: ACTION - DECLARE COMPUTER EQUIPMENT SURPLUS AND AUTHORIZE LOCAL SALE**

The Governing Board hereby declares the computer equipment, identified in the attached memorandum as Exhibit M-11, and incorporated herein by this reference, surplus, and no longer needed for District use. The Governing Board hereby approves the computer equipment to be sold at a private sale, conducted by the Supervisor, Business, Mail Services, & Warehouse, in accordance with District Procedure 552 and CA Education Code, §81452. **Exhibit M-11**

**12. RECOMMENDATION: ACTION - APPROVE AND ACCEPT PLANS AND SPECIFICATIONS FOR THE CONSTRUCTION OF THE HIGH TECHNOLOGY LABORATORY/CLASSROOM BUILDING**

The plans and specifications dated April 1, 2003, and prepared by the Design Team of Marlene Imirzian & Associates, Burkett & Wong Engineers, Inc., Wallace, Roberts & Todd, Inc., Research Facilities Design, Inc., GEM Engineering, Inc., Syska Hennessy Group, Inc., and ARUP Acoustics for the design and construction of the High Technology Laboratory/Classroom Building (hereinafter called the "Project"), located on the San Marcos campus of the Palomar Community College District, are hereby approved and accepted by the Palomar Community College District, and the work of construction as detailed thereon shall be completed in accordance therewith.

The Governing Board hereby authorizes Dr. Richard A. Jones, Interim Superintendent/President of the Palomar Community College District, to execute the approval of plans and specifications for the Project on behalf of the Palomar Community College District as evidence of the approval and acceptance thereof by the Governing Board of the District. **Exhibit M-12**

**13. RECOMMENDATION: ACTION – REJECT CLAIMS**

The Governing Board of the Palomar Community College District hereby **rejects the claim** for damages filed by **Ms. Ann Voth** 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 **Mr. and Mrs. William Nichols**, and refers it to the District's Claim Administrator for handling.

**14. 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 with Real Property Negotiator, pursuant to Government Code §54956.8. Property APNs as follows: 108-121 Parcel 11; 108-120 Parcels 62, 63, 64; 126-061 Parcel 06; 126-121 Parcel 14; 323-100 Parcels 04, 10, 11, 12; 323-482 Parcel 12; 323-500 Parcels 01, 05, 06, 07, 08, 09, 14; 323-501 Parcel 02.
  6. Review of tort claim, pursuant to Government Code §54956.95.
  7. Conference with Legal Counsel - Anticipated Litigation, pursuant to Government Code §54956.9.
- O. **RECONVENE TO OPEN SESSION**
- P. **ADJOURNMENT**