



**GOVERNING BOARD MINUTES
REGULAR MEETING, GOVERNING BOARD
PALOMAR COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD ROOM, STUDENT SERVICES CENTER
COLLEGE CAMPUS
SAN MARCOS, CALIFORNIA
TUESDAY, AUGUST 10, 2004**

A. CALL TO ORDER

Ralph G. Jensen, President, called the regular meeting of the Palomar Community College District Governing Board to order at 6:00 p.m.

B. ROLL CALL

TRUSTEES PRESENT:

RALPH G. JENSEN, B.A., PRESIDENT
MICHELE T. NELSON, PH.D., VICE PRESIDENT
NANCY C. CHADWICK, M.S.W., M.P.A., SECRETARY
MARK R. EVILSIZER, M.A., TRUSTEE
DARRELL L. McMULLEN, M.B.A., TRUSTEE
PAUL CHARAS, STUDENT TRUSTEE

EXECUTIVE ADMINISTRATORS PRESENT:

Richard A. Jones, Ed.D., Interim Superintendent/President
Berta Cuaron, M.A., Assistant Superintendent/Vice President, Instruction
Joseph Madrigal, M.A., Assistant Superintendent/Vice President, Student Services
Jack Miyamoto, Ed.D., Assistant Superintendent/Vice President, Human Resource Services
Joe Newmyer, M.A., Interim Assistant Superintendent/Vice President, Finance and Administrative Services

BB. CLOSED SESSION

The Board went into Closed Session at 6:04 p.m., to discuss:

6. Conference with Legal Counsel - Pending Litigation, pursuant to Government Code §54956.9: Brooks #GIN030374; PERB Case #LA-CE-4454-E.
3. Conference regarding negotiations with PFF/AFT, pursuant to Government Code §54957.6.
2. Conference regarding negotiations with CCE/AFT, pursuant to Government Code §54957.6.

Closed session adjourned at 6:47 p.m.

BBB. RECONVENE TO OPEN SESSION

The meeting reconvened to Open Session at 7:00 p.m. There was no reportable action taken during Closed Session.

STAFF PRESENT:

Jenny Akins, President, Confidential and Supervisory Team; Supervisor, Purchasing Services
Norma Bean, Vice President, Administrative Association, Director, Education Centers
Reno Frigo, Part-time Faculty

Barbara Kelber, President, The Faculty; Associate Professor, English
Becky McCluskey, President, CCE/AFT; Accounting Technician, Fiscal Services, Escondido Center

Josie Silva, Executive Assistant to Superintendent/Governing Board
Sara Thompson, Interim Dean, Mathematics and the Natural & Health Sciences
Katie Townsend-Merino, President, Faculty Senate; Associate Professor, Behavioral Sciences
Rocco Versaci, Co-President, PFF/AFT; Associate Professor, English

Others present are listed on the sign-in sheets.

Pledge of Allegiance

QUORUM ESTABLISHED

Following the pledge of allegiance to the flag, Mr. Jensen declared a quorum present, and the meeting proceeded with the order of business.

A TAPED RECORD OF THE PROCEEDINGS OF THIS MEETING IS ON FILE IN THE PRESIDENT'S OFFICE FOR THIRTY DAYS OR UNTIL THE MINUTES OF THE MEETING HAVE BEEN APPROVED BY THE GOVERNING BOARD, WHICHEVER IS LONGER.

C. APPROVAL OF MINUTES

MSC Chadwick, Nelson

The Governing Board hereby approves the Minutes of the Regular Meeting of July 13, 2004.

The Vote was unanimous.
Student Advisory Vote: Aye

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

Item H.4. removed from Consent Calendar.

E. REPORT OF THE GOVERNING BOARD PRESIDENT

Mr. Jensen gave no report at this time.

F. REPORTS OF THE GOVERNING BOARD MEMBERS

Dr. Nelson gave the following report:

I took part in a half day workshop with the Poway Business Park Association. It is turning into a very interesting affiliation. I represent the Palomar Community College District in that organization, which is a subset of the Chamber of Commerce. Many changes are underway in the area and it has been very exciting to see Palomar's inclusion. They are very excited about us being part of that community.

That's been the major activity other than four days with my grandchildren, which was a change. I was really glad to see them go home. It was wonderful, but I am worn out.

Mr. Evilsizer gave the following report:

On a similar note I just got back from two weeks visiting my grandchildren up in the Pacific Northwest. It reminded me of how important it is to get away and I hope that everybody here had an opportunity in the last few months to take some time and reinvigorate yourselves; to get away from the routine and mundane. I had breakfast with Dr. Jones and welcomed the opportunity to discuss things with him. Thank you, Dr. Jones, for offering to meet with me. For the record, I want to note that at the last meeting I had mistakenly used some data from a middle management survey chart which showed the Tier I positions and what the pay salaries were for those positions; I mistakenly thought that our Director of Business Services was at Tier I and he was not. He was at a different step altogether, so he was making considerably more than the Step I numbers that I was referencing here. I made a mistake.

Ms. Chadwick gave the following report:

This has been a slow season for some of us, not all of us. I think the one thing I want to comment on is how well everyone participated in the budget lobby. As you know, it could have been a lot worse. As a matter of fact, it turned out much better than we thought. If you have good news and bad news, the good news is a little better than the bad news, although the bad is there. We don't need to worry about that tonight, but I want to compliment everyone who took part in the lobby effort, what a difference it made. Thank you so much, and I look forward to the new year.

We heard earlier that all of the cultural kind of barometer on campus and the dynamics seem to be much more positive and hopeful. I think people are really comfortable with that and I'm feeling the same. Again, I think we're going to have a wonderful year and I look forward to it. Thank you.

Mr. McMullan gave the following report:

I found that Dr. Jones knows the way to my heart, he took me to lunch. I appreciated that, it was good to have a very frank discussion with him and get to know him personally and hopefully vice versa.

Two years ago, as Palomar's representative on the SDICCCA Board, we started the process on educating the rest of the state about equalization. The diligent effort for a year and a half paid off. It also helped that Governor Schwarzenegger attended Santa Monica Community College, which was the lowest of all of the community colleges in terms of funding. The disparity in FTE funding at the bottom was \$3,100 and at the top was over \$8,000. That shows an incredible inequity in funding to the community colleges and we will see some definite funding come in. There are some negatives in the budget, things we lost; but overall we are still on the plus side. We are very grateful for that. It shows that a ground swell can work, as seven or eight community colleges we just kept hammering away, meeting in Sacramento with various groups, knocking on doors, doing whatever it took, and it helped

Mr. Charas gave no report.

At this time Mr. Jensen stated, "I'm enjoying my second day of summer vacation today. One thing that is not really related to the college, but I'm really proud of my tenth graders at the All Tribes American Indian Charter School. They took the CAHSEE as tenth graders and they got the results back. They far exceeded the state average. I'm very proud of them. You'll probably be seeing them here in a couple of years."

G. REPORT OF THE INTERIM SUPERINTENDENT/PRESIDENT

Dr. Jones gave the following report:

Thank you each and every trustee. I did have a chance to have breakfast or dinner with each of you and it was very helpful to me. I hope I was able to communicate things of interest and value.

There is something new on the agenda that you may not have noticed and I wanted to refer to it. That is item H-23. It's about the retirement of Toni Griffith, the Staff Aide in Emergency Medical Education. This states that this individual has been with us for twenty-three years. In the past this hasn't been done. What we decided to do is, if any employee has been with us ten years or more when they are retiring, we will tell you how many years they have worked here. I think it's a nice touch to do that. In terms of intrepidity, I want to commend Trustees Chadwick, Jensen, and McMullen for their willingness to make the personal sacrifice necessary to make an effort to come back to this Board by signing up for reelection. Thank you for that.

I want to mention a couple of invitations. First, we have the opening of the full-time faculty meeting on the morning of Friday, August 20th. The meeting starts at 8:30 a.m., but at 8:00 a.m. in the patio outside the theatre, there is to be a continental breakfast. Of course, the Trustees are invited. It would be my first chance and may be my last chance to speak to the faculty. The President's Associates is putting on its annual Gala fund raiser, which will be held October 2nd. It is a major fund raiser which is very supportive of the College.

I would like to segue into a different thing, you talk about inequities in California, I want to talk about inequities in the USA. If you look at tax support, we are not a tax supported institution; we are a tax assisted institution. The first has to do with an article that appeared in the July 19th issue of Community College Week. It looks as if California is third from the bottom in terms of State funding support per full time equivalent student in 1,157 community colleges of the USA. That's phenomenal. Look at some of the states that are way above us, like \$7,700 per student in Louisiana; Georgia is up there too. Then you get to the big timers like Massachusetts and Michigan at \$9,000 to \$10,000 per student; Maine is at \$14,000 per student. That's phenomenal. Look at the quality product that Palomar and other community colleges are producing in terms of education. We're doing a whale of a job and you all need to be commended for that. We are really scraping the bottom in terms of the whole nation in dollars, and yet doing an excellent job.

Moving to the other side of this coin, I mentioned that we were tax assisted and we need financial support from all directions. We have a void in the absence of the person, Dale Wallenius, who just left us and we need to fill that position. I want to get that position advertised, but I recommend changing that position a little. It needs to be a position that would be the development director, the director of plan giving, the executive vice president of the foundation, and the new element which connects what we were talking about a few minutes ago, and that is governmental relations. We need to take away some of the other items that were in that job description where we had Cindy Sabato and Michelle Barton reporting to this position, and have them report of the Office of the President. Give him or her, the governmental relations instead. That position then becomes focused totally on fund raising within the Foundation. I asked Pam Grasso to see what she can find in terms of head hunting firms. She came up with a list of 37 head hunting firms who specialize in executives for non profit corporations across the country; one in Pasadena, another in Los Angeles, San Francisco, among other places. I talked with the President of the Foundation, Dr. Liggins, and he seemed interested. I would like the Foundation to fund us the help of those agencies, not to run a search, but to beat the bushes to get applicants; we'll run our own search. We will send Request for Proposals to these firms, but we want to contact the ones that are close enough to deal with. That concludes my report.

1. Report of Vice President for Instruction

a. Status of Health Related Programs Meeting

Ms. Cuaron gave a brief update on the status of the health related programs. She stated that the first meeting with the program directors and division deans is scheduled for next Thursday. The main focus of this meeting will be to discuss how these programs can collaborate and work together, as well as look at future directions that the programs may want to go in addressing our local workforce and community needs. Ms. Cuaron will keep the Board updated on the progress of the meetings.

b. Status of English 100 Sections

English 100 Status Report:

Ms. Cuaron gave a follow-up report regarding English 100 sections. She stated that Dr. Katheryn Garlow, Division Dean, has been working very closely with the Department chair. Dr. Garlow is looking at possible options that can assist the Department in addressing the student demand for English 100. As a starting point in the spring, the Department did start replacing canceled sections with English 100. Anne Hohman, Department Chair, has scheduled a special meeting to discuss the situation with Department faculty. This meeting is scheduled next week. The whole Department will discuss and address needs for fall as well as looking forward to needs in the spring semester. The Department is willing to look at the need and to begin to address the needs that will help our students into the English 100 sections.

Dr. Nelson asked about intersession classes. Ms. Cuaron said that there are short term sessions scheduled, but in some areas compacted instruction does not really make sense and English may be one of those. She explained that they are experimenting with some twelve week sessions this fall semester and it may be something the Department may look at as a possibility to start some late classes. These classes would start at a 12 week increment four weeks into the semester but still finish when the semester ends in December.

Ms. Chadwick inquired as to how many students are not going to be able to get into English 100 this fall semester. Michelle Barton gave a brief explanation as to how the data is put together. She said that when comparing last fall semester to this fall semester the data is very similar. Ms. Chadwick expressed her concern and is interested in hearing more on this subject.

2. Report of Vice President for Student Services

Mr. Madrigal gave a status report on the enrollment for the fall semester. He said that as of today, our credit headcount is down 3.5% from last fall. Our total headcount is down 10.8% from last fall. Mr. Madrigal stated that historically we see an increase in registration activity as we get closer to the start of the semester.

Ms. Cuaron pointed out that Cindy Sabato, Marketing Director, has been conducting more aggressive marketing for the fall semester. At this point Ms. Sabato addressed the Board with the marketing efforts.

Mr. Madrigal explained that we are moving towards providing all students with email addresses. On August 16th, the District will move towards creating a www.palomar.edu address for each student. Postcards will be sent to approximately 43,000 current and prospective students to inform them of this new service. There will be a campus-wide campaign to introduce this new service. This will allow students to access information on Financial Aid, academic records, events, etc.

Mr. Evilsizer asked how the student fee increase will affect our enrollment. Mr. Lee explained that in the past, when fees increased from \$11 per unit to \$18 per unit, which is the approximate increase we are looking at from \$18 per unit to \$26 per unit, we lost about 1.5% to 2% FTES that one year. Mr. Madrigal stated that Financial Aid has received a substantial increase of funds and students have been taking advantage of these funds.

3. Report of Interim Vice President for Finance and Administrative Services

Mr. Newmyer stated that the construction company responsible for erecting the Police Department building on Lot 1 has filed for Chapter 11. He is making arrangements with County Counsel to pay the sub-contractors directly so that the project can continue.

Mr. Newmyer gave a brief update on the budget and explained that because of the delay by the State in approving the budget the State Chancellor's Office has notified us that we can delay our approval by a month as well. This budget item will be placed on the agenda in September delaying the budget until October.

Mr. Newmyer explained that the District will receive from equalization funds \$1,000,000 more than was included in the tentative budget. However, because of the decline in enrollment, he will be making a recommendation to remove growth funds of approximately \$1,000,000 from the 2004-05 budget. He mentioned that the District did receive a block grant for instructional equipment that will be \$500,000 more than was anticipated, but lost half million dollars on the partnership for excellence, which the District will have to absorb.

The Task Force has been working and at this point they have approved proposals that would reduce the budget by \$800,000. They will meet again on Thursday to discuss other proposals.

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

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. REVIEW AND APPROVE PURCHASES MADE FOR PRIOR SIXTY DAYS

MSC McMullen, Chadwick

The Governing Board hereby reviews and approves the following **purchase transactions and contracts** entered into on behalf of the Palomar Community College District. All of the following purchases are made against the 2004-2005 fiscal year budget:

Purchase Orders	0540000	through	0540023	\$	102,070.66
Travel	0550000	through	0550009	\$	2,691.52
Advertising/Increases	0560000	through	0560000	\$	162.18
Agreement/Services	0570000	through	0570100	\$	2,016,121.29
Repairs	0575000	through	0575015	\$	17,190.11
Agreement/Annual	0580000	through	0580068	\$	246,964.62
Utilities	0595000	through	0595027	\$	1,529,371.00
Procurement Card Time Period: 06/23-04 – 07/22/04				\$	87,021.48
				\$	<u>4,001,592.86</u>

The Vote was unanimous.
 Student Trustee Advisory Vote: Aye

GIFTS

2. ACCEPT GIFTS

MSC McMullen, Chadwick

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

- a. Minerals, rocks, and geology books to be used in the geology labs and geology library, donated by **George McCammon**, 1090 Ridge Heights Drive, Fallbrook, California 92028. Cash value as estimated by donor is \$600.00.
- b. Various glassware and chemistry items to be used in the organic chemistry labs donated by **Dale Bird**, 38477 Clearbrook Drive, Murietta, California 92563. Cash value as estimated by donor is \$3,100.00.

The Vote was unanimous.
 Student Advisory Vote: Aye

REPLACEMENT OF WARRANTS

3. APPROVE DRAWING NEW WARRANTS

MSC McMullen, Chadwick

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

Warrant #77070528, dated December 29, 2003, in the amount of \$2,009.63, payable to Gonzalo Meneses, 1094 Fulton Road, San Marcos, California 92069. Void due to stale dating.

Warrant # 76-112181, dated September 12, 2003, in the amount of \$57.00 to Shannon L. Barker, PO Box 462354, Escondido, California 92046. Void due to stale dating.

The Vote was unanimous.
Student Advisory Vote: Aye

FISCAL SERVICES

4. Pulled at the request of Trustee Evilsizer.

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

MSC McMullen, Chadwick

The Governing Board hereby approves the **California Community Colleges Quarterly Financial Status Report (CCFS-311Q)** for quarter ending June 30, 2004. **EXHIBIT H-5**

The Vote was unanimous.
Student Advisory Vote: Aye

6. APPROVE REVOLVING CASH EXPENDITURES FOR MONTH OF JUNE, 2004

MSC McMullen, Chadwick

The Governing Board hereby approves the **Revolving Cash Expenditures** for the month of June, 2004. **EXHIBIT H-6**

The Vote was unanimous.
Student Advisory Vote: Aye

DESTRUCTION OF RECORDS

7. **CONFIRM THE CLASSIFICATION OF RECORDS TO CLASS 3 – DISPOSABLE, AND AUTHORIZE DESTRUCTION THEREOF**

MSC McMullen, Chadwick

The Governing Board hereby approves the records identified below, have been certified by the Assistant Superintendent/Vice President for Instruction, 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, Section 59021 et seq. of the California Code of Regulations.

Adjunct Load Annualization
Contract Load Averaging
Contract Overloads
Contract Overload Waivers
Employee of the Month
Instructor Loads
Professional Growth Committee
Summer Load Exceptions

The Vote was unanimous.
Student Advisory Vote: Aye

COMMUNITY DEVELOPMENT

8. **APPROVE NEW COMMUNITY DEVELOPMENT CLASSES, AGREEMENTS, AND PERSONNEL**

MSC McMullen, Chadwick

The Governing Board hereby approves the following **new classes, agreements, and personnel** for providing **Community Development classes**.

Fall, 2004

- a. **Presenter:** Adney, Curtis
 Name of Class: Natural "A's" in All Your Classes!
 Effective: October 23, 2004
 Instructor Rate: 30% of fees collected
 Fee to Student: \$30.00
 Terms: Minimum of 10 students
- b. **Presenter:** Adney, Curtis
 Name of Class: What Were You Born to Do?
 Effective: October 23, 2004
 Instructor Rate: 30% of fees collected
 Fee to Student: \$30.00
 Terms: Minimum of 10 students

- c. Presenter:** Allen, Lewis
Name of Class: Uniform Standards of Professional Appraisal Practice
Effective: December 18-19, 2004
Instructor Rate: 40% of fees collected
Fee to Student: \$199.00
Terms: Minimum of 10 students
- d. Presenter:** Evans, Jennifer
Name of Class: Keiki Hula Dance Class
Effective: September 21 – October 6, 2004
Instructor Rate: 30% of fees collected
Fee to Student: \$59.00
Terms: Minimum of 10 students
- e. Presenter:** Gavin, Paul
Name of Class: Divorce Workshop
Effective: October 9, 2004
Instructor Rate: \$162.84
Fee to Student: \$25.00
Terms: Minimum of 10 students
- f. Presenter:** Lawn, Jessie
Name of Class: Weapons Defense and Safety
Effective: October 23, 2004
Instructor Rate: 30% of fees collected
Fee to Student: \$50.00
Terms: Minimum of 10 students
- g. Presenter:** Mansfield, William
Name of Class: Real Estate Appraisal Basics & Principles
Effective: October 2 – December 5, 2004
Instructor Rate: 40% of fees collected
Fee to Student: \$799.00
Terms: Minimum of 10 students
- h. Presenter:** Mumby, Tracey
Name of Class: The Truth About Cats/Dogs Level 2
Effective: October 23, 2004
Instructor Rate: \$150.00
Fee to Student: \$49.00
Terms: Minimum of 10 students
- i. Presenter:** Padiyar, Joy
Name of Class: Pulsed Holography Classes
Effective: September 25 & October 2, 2004
Instructor Rate: No fee to instructor
Fee to Student: \$129.00
Terms: Minimum of 10 students

The Vote was unanimous.
Student Advisory Vote: Aye

PERSONNEL

9. APPROVE PERSONNEL ACTIONS/ HISTORY

MSC McMullen, Chadwick

The Governing Board hereby approves the **Personnel Actions/History** report, which includes hires and pay rate changes for **student employees** for the month of **July, 2004**, and **short-term employees** for the month of **August, 2004**. **EXHIBIT H-9**

The Vote was unanimous.
Student Advisory Vote: Aye

10. RATIFY NEW ACADEMIC POSITIONS

MSC McMullen, Chadwick

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

- | | | | | |
|----|-------------------|---|---------|-----|
| a. | Position: | Assistant Professor, Chemistry | | |
| | Name: | Vacant | | |
| | Department: | Chemistry | | |
| | Position #: | 6309 | New: | Yes |
| | % of Position: | 100% | # Mos.: | 10 |
| | Effective: | August 11, 2004 | | |
| | Account #: | A-111000-342200-19050-0000000/100% | | |
| b. | Position: | Assistant Professor, Photography | | |
| | Name: | Vacant | | |
| | Department: | Communications | | |
| | Position #: | 6310 | New: | Yes |
| | % of Position: | 100% | # Mos.: | 10 |
| | Effective: | August 11, 2004 | | |
| | Account #: | A-111000-359100-10120-0000000/100% | | |

The Vote was unanimous.
Student Advisory Vote: Aye

11. RATIFY NEW TEMPORARY ACADEMIC POSITION

MSC McMullen, Chadwick

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

- | | | | | |
|----|-------------------|---|---------|-----|
| a. | Position: | Assistant Professor, Librarian | | |
| | Name: | Vacant | | |
| | Department: | Library Media Center | | |
| | Position #: | 6308 | New: | Yes |
| | Remarks: | One-year temporary replacement for Alexis K. Ciurczak while on Fulbright Scholarship. | | |
| | % of Position: | 100% | # Mos.: | 10 |
| | Effective: | August 11, 2004 | | |
| | Account #: | A-125000-317100-61200-0000000/100% | | |

The Vote was unanimous.
Student Advisory Vote: Aye

12. RATIFY CORRECTION TO ACADEMIC CONTRACT

MSC McMullen, Chadwick

The Governing Board ratifies the recommendation of the Interim Superintendent/President regarding the **correction** to the following **academic contract**:

- a. Name: **JENNIFER ZABZYDR**
Position: Assistant Professor, Chemistry
Department: Chemistry
Remarks: Increased range and step placement due to verification of previous related work experience and verification of Ph.D.
Sal Rng/Stp: **G/4** Salary: **\$5,419.90/month**
% of Position: 100% # of Mos: 10
Effective: August 20, 2004
Account #: **A-111000-342200-19050-0000000/100%**
- b. Name: **KATHLEEN N. YOUNG**
Position: Assistant Professor, Psychology
Department: Behavioral Sciences
Remarks: Increased step placement due to verification of previous related work experience.
Sal Rng/Stp: **G/8** Salary: **\$6,209.83/month**
% of Position: 100% # of Mos: 10
Effective: August 20, 2004
Account #: **A-111000-363500-20010-0000000/100%**

The Vote was unanimous.
Student Advisory Vote: Aye

13. RATIFY ACADEMIC EMPLOYMENT

MSC McMullen, Chadwick

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

- a. Name: **JENNIFER FERERRO**
Position: Assistant Professor, Child Development
Degree: B.A., Communication Disorders & Speech Science
M.S., Child Development
Department: Child Development
Position #: 5177 New: No
Remarks: Replacement for Patrick Schwerdtfeger
Sal Rng/Stp: **C/1** Salary: **\$4,037.64/month**
% of Position: 100% # of Mos: 10
Effective: August 20, 2004
Account #: **A-111000-364200-13051-0000000/100%**

- b. Name: **DONNA D. COSENTINO**
 Position: Assistant Professor, Photography
 Degree: A.A., General Education
 6+ Years Experience
 Department: Communications
 Position #: 6310 New: Yes
 Remarks: Position approved on August 10, 2004
 Sal Rng/Stp: **B/1** Salary: **\$3,839.93/month**
 % of Position: 100% # of Mos: 10
 Effective: August 20, 2004
 Account #: **A-111000-359100-10120-0000000/100%**
- c. Name: **PATRICIA A. BRANDON**
 Position: Assistant Professor, Chemistry
 Degree: B.A., Chemistry
 M.A., Analytical Chemistry
 Department: Chemistry
 Position #: 6309 New: Yes
 Remarks: Position approved August 10, 2004
 Sal Rng/Stp: **C/1** Salary: **\$4,037.64/month**
 % of Position: 100% # of Mos: 10
 Effective: August 20, 2004
 Account #: **A-111000-342200-19050-0000000/100%**
- d. Name: **NANCY J. PINCE**
 Position: Assistant Professor, Nursing (Medical-Surgical Content)
 Degree: B.S.N., Nursing
 M.S.N., Nursing (pending)
 Department: Nursing Education
 Position #: 5994 New: No
 Remarks: Replacement for Deborah Bennett
 Sal Rng/Stp: **B/1** Salary: **\$3,839.93/month**
 % of Position: 100% # of Mos: 10
 Effective: August 20, 2004
 Account #: **A-111000-348200-12030-0611400/100%**

The Vote was unanimous.
Student Advisory Vote: Aye

14. RATIFY ONE-YEAR TEMPORARY REPLACEMENT ACADEMIC EMPLOYMENT

MSC McMullen, Chadwick

The Governing Board ratifies the recommendation of the Interim Superintendent/President regarding the **employment** of the following **one-year temporary replacement academic employee**:

a. Name: **APRIL D. CUNNINGHAM**
Position: Assistant Professor/Librarian
Degree: B.A., Literature/Writing
M.L.I.S., Library and Information Science
Department: Library
Position #: 6308 New: No
Remarks: Temporary one-year replacement for Alexis Ciurczak while on Fulbright Scholarship.
Sal Rng/Stp: **C/1** Salary: **\$4,037.64/month**
% of Position: 100% # of Mos: 10
Effective: August 20, 2004
Account #: **A-125000-317100-61200-0000000/100%**

The Vote was unanimous.
Student Advisory Vote: Aye

15. GRANT EQUIVALENCY FOR DISCIPLINE

MSC McMullen, Chadwick

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

Jamila Camel - Counseling
Pamela Spinner - Dance

The Vote was unanimous.
Student Advisory Vote: Aye

16. RATIFY PART-TIME FACULTY EMPLOYMENT

MSC

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

EXTENDED OPPORTUNITY PROGRAMS & SERVICES

Camel, Jamila	Counseling	\$37.01
	B.A., Sociology	
	Coursework and 2 years experience	

OCCUPATIONAL & NONCREDIT PROGRAMS

Salinsky, Judy	Community Education B.A., Dance 2 + Years Experience	\$37.01
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PERFORMING ARTS

Spinner, Pamela	Dance A.B., English M.A., Education Eminence in the field	\$38.24
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FALL, 2004

BEHAVIORAL SCIENCES

Chafin, Sky	Psychology B.S., Psychology M.A., Psychology	\$39.47
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BUSINESS EDUCATION

Casey, Dennis	Business B.A., Social Science M.B.A., Business Administration	\$38.24
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Cushing, Brian	Business A.S., Marketing Management B.S., Marketing M.S., Business Administration	\$38.24
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Payan, Carlos	Business B.A., History M.B.A., Business Administration	\$38.24
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Steitz, Kenneth	Business B.S., Vocational Education Studies B.B.A., Business Administration M.B.A., Business Administration	\$39.47
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CHEMISTRY

Dickinson, Ann	Chemistry A.B., Chemistry Ph.D., Chemistry	\$40.71
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CHILD DEVELOPMENT

Burgess, Dawn	Child Development B.S., Elementary Education/Early Childhood M.A., Elementary Education	\$38.24
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COMMUNICATIONS

Cheslesnik, Jon	Communications B.S., Radio/Television 2+ Years Experience	\$37.01
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COMPUTER SCIENCE

Arana, Philip	Computer Science B.S., Chemistry 2 + Years Experience Ph.D., Chemistry	\$40.71
Han, James	Computer Science B.S., Math & Computer Science M.S., Computer Science & Engineering	\$38.24
Natale, Alessandro	Computer Science B.S., Computer Science 2 + Years Experience	\$37.01
White, Quentin	Computer Science B.S., Liberal Arts & Sciences 2 + Years Experience	\$37.01

ENGLISH

Baringer, Sandra	English M.A., English J.D., Law	\$40.71
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ENGLISH AS A SECOND LANGUAGE

Baildon, Sherri	English as a Second Language B.A., Spanish M.A., TESOL	\$38.24
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LIFE SCIENCE

Stewart, Alison	Biology B.S., Conservation Biology M.S., Biological Science Education	\$38.24
Vanderschaegen, Phillip	Biology B.S., Biology M.S., Wildlife California Community College Lifetime Credential: Biological Sciences	\$41.94
Veazey, Greg	Biology B.A., Biology-Chemistry M.S., Biological Sciences	\$38.24

NURSING

Nicoletti, Tamara	Nursing B.S.N., Nursing M.S.N., Family Nurse Practitioner	\$38.24
Steen, Carl	Nursing B.S.N., Nursing 2 + Years Experience M.B.A., Healthcare Administration	\$38.24

OCCUPATIONAL & NONCREDIT PROGRAMS

De la Pena, Santiago Community Education \$37.01
B.A., Psychology
2 + Years Experience

PUBLIC SAFETY

Lofthouse, Carl Fire Technology \$37.01
A.A., General Education
6+ Years Experience

The Vote was unanimous.
Student Advisory Vote: Aye

17. RATIFY ADMINISTRATIVE EMPLOYMENT

MSC McMullen, Chadwick

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

a. Name: **SARA L. THOMPSON**
 Position: Interim Instructional Dean
 Department: Mathematics and the Natural and Health Sciences
 Position #: 5232 New: No
 Remarks: Interim replacement for Dr. Michael Rourke
 Sal Grade/Step: **75/1** Salary: **\$7,368.33/month**
 % of Position: 100% # of Mos: 12
 Effective: August 9, 2004
 Account #: A-123100-341100-60110-0000000/100%

The Vote was unanimous.
Student Advisory Vote: Aye

18. RECOMMENDATION: ACTION - RATIFY NEW CLASSIFIED POSITIONS

MSC McMullen, Chadwick

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

b. Position: **Custodian I**
 Name: Vacant
 Department: Facilities
 Position #: 6305 New: Yes
 Remarks: Funded – Follett Bookstore revenue.
 Sal Grade/Step: **8/1** Salary: **\$1,993.12**
 % of Position: 100% # Mos.: 12
 Effective: August 11, 2004
 Account #: A-212200-542200-65300-0811209/100%

c. **Position:** **Custodian I**
 Name: Vacant
 Department: Facilities
 Position #: 6306 **New:** Yes
 Remarks: Funded - Follett Bookstore revenue.
 Sal Grade/Stp: **8/1** **Salary:** **\$1,993.12**
 % of Position: 100% **# Mos.:** 12
 Effective: August 11, 2004
 Account #: A-212200-542200-65300-0811209/100%

The Vote was unanimous.
 Student Advisory Vote: Aye

19. RATIFY CLASSIFIED EMPLOYMENT

MSC McMullen, Chadwick

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

a. **Name:** **PAUL F. GROOM**
 Position: Student Activities Coordinator
 Department: Office of Student Affairs
 Position #: 5704 **New:** No
 Remarks: Replacement for Chris Nguyen; funded – 80% Palomar Identification Card fees and 20% Student Activity fees.
 Sal Grade/Stp: **25/1** **Salary:** **\$3,016.01/month**
 % of Position: 100% **# of Mos:** 12
 Effective: August 2, 2004
 Account #s: A-212200-451100-64910-0811520/80%
 A-212200-451100-64910-1812600/20%

b. **Name:** **TINA M. ANDREWS**
 Position: Fiscal Specialist
 Department: Educational Television/CCCConfer
 Position #: 6235 **New:** Yes
 Remarks: Position approved June 11, 2004; funded – e-Conferencing; promotion for Ms. Andrews.
 Sal Grade/Stp: **30/2** **Salary:** **\$3,579.00/month**
 % of Position: 100% **# of Mos:** 12
 Effective: August 2, 2004
 Account #: K-212200-318100-61320-1612191/100%

c. **Name:** **MARIA F. LIMON DE GONZALEZ**
 Position: Financial Aid Specialist
 Department: Financial Aid & Scholarships
 Position #: 6292 **New:** Yes
 Remarks: Position approved July 13, 2004; funded – BFAP-SFAA; transfer for Ms. Limon de Gonzalez.
 Sal Grade/Stp: **20/5** **Salary:** **\$3,246.60/month**
 % of Position: 100% **# of Mos:** 12
 Effective: August 16, 2004
 Account #: K-212200-475100-64600-1612002/100%

The Vote was unanimous.
 Student Advisory Vote: Aye

20. APPROVE REIMBURSEMENT OF TRAVEL EXPENSES FOR SECOND-LEVEL INTERVIEWS

MSC McMullen, Chadwick

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

- a. **TIM ABERLE**
For: Airfare, car rental, hotel, food
To Attend: Second interview for Assistant Professor, Physical Education/Assistant Football Coach
Location: Selah, WA to San Diego, CA
Date: June 22, 2004
Amount: \$583.75
Account #: 575400-12-611200-67600-10-2005-1612080/100%

The Vote was unanimous.
Student Advisory Vote: Aye

21. RATIFY LEAVES OF ABSENCE

MSC McMullen, Chadwick

- a. The Governing Board hereby ratifies the recommendation of the Interim Superintendent/President granting a **7.5% Personal Leave of Absence without pay and with no effect on benefits**, effective August 23, 2004, through December 18, 2004, to **Dennis Casey**, Academic Department Assistant, Computer Science and Information Systems (to teach)
- b. The Governing Board hereby ratifies the recommendation of the Interim Superintendent/President granting a **22.5% Personal Leave of Absence without pay and with no effect on benefits**, effective August 23, 2004, through December 17, 2004, to **Shelli Douglass**, Senior Office Specialist, Educational Television/CCCConfer (to teach.)
- c. The Governing Board hereby ratifies the recommendation of the Superintendent/President granting a **7.5% Personal Leave of Absence without pay and with no effect on benefits**, effective August 21, 2004, through December 18, 2004 to **Kelly Patrick**, Library Media Technician II, Library Media Center (to teach).

The Vote was unanimous.
Student Advisory Vote: Aye

22. RATIFY RESIGNATION

MSC McMullen, Chadwick

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

- a. **JOHNNIE L. FORTUNE, JR.**, Accountant, Fiscal Services, effective July 31, 2004 (last day of employment July 30, 2004).

The Vote was unanimous.
Student Advisory Vote: Aye

23. INFORMATION - RETIREMENT

MSC McMullen, Chadwick

On behalf of the Governing Board of the Palomar Community College District, the following **retirement** has been accepted by Dr. Richard A. Jones, Interim Superintendent/President, as authorized by the Governing Board, under Group I (receive the employer-paid health benefits as provided to active employees and eligible dependents for life of the retiree) of the Retirement Health and Dental Plan approved by the Governing Board December 8, 1987:

TONI J. GRIFFITH, Staff Aide, Emergency Medical Education, effective June 25, 2004. She has served Palomar College for over 23 years, from December 1, 1980, to June 24, 2004.

On Behalf of the Governing Board of the Palomar Community College District, the following **retirement** has been accepted by Dr. Richard A. Jones, Interim Superintendent/President, as authorized by the Governing Board, under Group III:

BARBARA C. ANAYA, Staff Assistant, Communications/Marketing, effective September 1, 2004.

The Vote was unanimous.
Student Advisory Vote: Aye

24. INFORMATION: CLASSIFIED PROFESSIONAL GROWTH AWARDS

MSC McMullen, Chadwick

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: Alonna Farrar
Position: Graphic Specialist I
Department: Print Services
Course of Study: Work Related Courses

Employee Name: Terri Hafiz-Fetter
Position: Office Specialist
Department: Mathematics
Course of Study: BA Degree

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: Kara Garavito
Position: Supervisor, District Cashiering
Department: Fiscal Services
Course of Study: BA Degree

Employee Name: Charles Mazarakes
Position: Graphic Specialist I
Department: Print Services
Course of Study: Work Related

The Vote was unanimous.
Student Advisory Vote: Aye

Resumption of REGULAR AGENDA

I. ACTION ON ITEMS REMOVED FROM CONSENT CALENDAR

4. APPROVE QUARTERLY REPORT OF CHIEF FINANCIAL OFFICER REGARDING DISCLOSURE OF DISTRICT INVESTMENTS

MSC Chadwick, McMullen

The Governing Board hereby approves the **Quarterly Report of Chief Financial Officer Regarding Disclosure of District Investments** as of June 30, 2004. **EXHIBIT H-4**

Mr. Evilsizer asked for clarification on this item, specifically regarding the energy conservation project fund in the amount of \$84,259.00. Discussion ensued regarding how this fund was developed and possible uses of these funds.

The Vote was unanimous.
Student Advisory Vote: Aye

J. REPORTS FROM COLLEGE GROUPS

1. INFORMATION: Report of the Faculty Senate

Ms. Katie Townsend-Merino thanked PFF and the District for negotiating the release time for CurricuNet and the Learning Outcomes Coordinator. She reported that she spoke with Herman Lee, Director of Enrollment Services, about how faculty can aid students who are in danger of being dropped because of non payment of enrollment fees and also ways to educate faculty as to their role in helping students so they can get credit for classes they complete.

2. INFORMATION: Report of the Palomar Faculty Federation

Dr. Rocco Versaci reported that PFF and the District have reached a tentative agreement on the assigned time for Learning Outcomes Council and CurricuNet. He stated that the PFF and the District will meet on August 17 to negotiate the issue of the parity money for the part-time faculty. Dr. Versaci mentioned that the PFF has twelve new members to its membership.

3. INFORMATION: Report of The Faculty

Dr. Barbara Kelber thanked everyone who worked this summer putting together the plenary session agenda. She especially thanked Dr. Jones for the letter that accompanied the invitation to the plenary session for faculty; Berta Cuaron; Lori Waite, Director of Professional Development; and Terri Canela, Professional Development Assistant. Dr. Kelber looks forward to a wonderful plenary session and would like to see everyone there.

4. **INFORMATION: Report of the Administrative Association**

Ms. Norma Bean thanked Trustee Evilsizer for his comments in tonight's report regarding the middle management survey and the Director of Business Services step placement.

5. **INFORMATION: Report of the Confidential and Supervisory Team**

Ms. Jenny Akins thanked Dr. Jones for meeting with the Confidential and Supervisory Team executive council.

6. **INFORMATION: Report of the CCE/AFT**

Ms. Becky McCluskey thanked Dr. Jones for meeting with the CCE. She appreciated the acknowledgement of retiring employees on the Board agenda and thanked Toni Griffith for twenty-three years of dedication to Palomar.

7. **INFORMATION: Report of the Associated Student Government**

Mr. Paul Charas reported that the ASC is revising its election code. Elections will be moving to December. Elections will be held for the President and Executive Vice President only. All other positions in ASG will be appointed by a committee consisting of the President, Executive Vice President, Mr. Bishop, and Paul Hearn, the Student Activities Coordinator.

Mr. Charas reported that standing committees will be eliminated in order to expedite action on urgent issues.

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.

Dr. Roy "Pat" Archer - Request to change library name to Esther Nesbin Memorial Library.

L. **UNFINISHED BUSINESS**

M. NEW BUSINESS

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

RESOLUTION 04-20793

MSC Evilsizer, Chadwick

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.

Mr. Jensen said he did a lot of soul search and disagrees with portions of this resolution. He wishes to abstain.

The Vote: 4 Ayes 1 Abstention (Jensen)
Student Advisory Vote: Aye

2. **APPROVE FIRST AMENDMENT TO AGREEMENT WITH PanAmSat FOR FULL-TIME TRANSPONDER CAPACITY FOR CCCSAT**

MSC Chadwick, McMullen

The Governing Board hereby approves the first amendment between Palomar Community College District and PanAmSat Corporation to provide full-time transponder capacity to the California Community Colleges Network (CCCSAT) operated by the District under a grant from the Chancellor's office.

This Amendment will reduce the monthly fee for transponder capacity from a "guaranteed feed" of \$28,000.00 to a "pre-emptive feed" of \$16,200.00 and extend the original contract term to June 30, 2007. The reduction in fees will assist CCCSAT in meeting its 04-05 budget. **EXHIBIT M-2**

The Vote was unanimous.
Student Advisory Vote: Aye

3. **APPROVE 2004/05 CHILD DEVELOPMENT AGREEMENT CONTRACT NUMBER: GPRE-4316, STATE PRESCHOOL, ACCEPT FUNDING FROM THE CALIFORNIA DEPARTMENT OF EDUCATION AND AUTHORIZE DESIGNATED PERSONNEL TO SIGN CONTRACT**

RESOLUTION 04-20794

MSC Chadwick, McMullen

The Governing Board hereby approves Child Development Services **agreement**, Contract Number: GPRE-4316, State Preschool, 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 \$183,544.00 to **operate the State preschool programs** at the San Marcos and Escondido Child Development Centers.

The Governing Board hereby authorizes Joe Newmyer, Interim Vice President, Finance and Administrative Services, and Ken Jay, Director of Business Services to sign contract documents of the California Department of Education – Child Development Services. **EXHIBIT M-3**

The Vote was unanimous.
Student Advisory Vote: Aye

4. **APPROVE AGREEMENT WITH ALLAN PETERSEN & ASSOCIATES FOR PREPARATION AND APPROVAL OF PROPOSED COLLEGE CENTERS**

MSC Chadwick, McMullen

The Governing Board hereby approves an **agreement** with Allan Petersen & Associates, an educational and facilities planning firm, to **prepare** the necessary **paperwork** seeking official center status for **two potential instructional operation centers** located in Poway and Fallbrook, California, and shepherd the District through the state approval process in accordance with guidelines established by the State of California to obtain the necessary approvals of the applications from the State Department of Finance Demographic Research Unit, the Board of Governors of the California Community College, and the California Postsecondary Education Commission. Total fee for services not to exceed \$38,000.00 within an 18-month period. **EXHIBIT M-4**

The Vote was unanimous.
Student Advisory Vote: Aye

5. **APPROVE AGREEMENT WITH CONSTRUCTION TESTING & ENGINEERING, INC., FOR MATERIAL TESTING AND INSPECTION SERVICES FOR THE CONSTRUCTION OF THE HIGH TECHNOLOGY LABORATORY/CLASSROOM BUILDING**

MSC Nelson, Chadwick

The Governing Board hereby approves an **agreement** with Construction Testing & Engineering, Inc., 2414 Vineyard Avenue, Suite G, Escondido, California 92029, to **provide material testing and inspection services** required through the Department of State Architect (DSA) on the construction of the High-Technology Laboratory/Classroom Building. Total cost of contract for services is \$203,745.00. Services will be provided during the construction of the High Technology Laboratory/Classroom Building.

EXHIBIT M-5

The Vote was unanimous.
Student Advisory Vote: Aye

6. **APPROVE AGENDA ITEMS FOR CONSIDERATION AT NEXT MEETING**

The Governing Board hereby approves the following agenda items for consideration at the next meeting:

Ms. Nancy Chadwick requested:

1. Would like a resolution opposing the Gregory Canyon location and revision of Prop B.

Mr. Mark Evilsizer requested:

1. Would like an agenda item approving the position of Vice President of the Foundation or whatever title is deemed proper. He would like information as to how other community colleges in the state handle this position in terms of who funds their position.
2. History and overview on the reclassification process. How often do we look at employee classifications? What processes and procedures do we employ?
3. Would like our retirees recognized by issuing a certificate acknowledging their years of service to the District.

Mr. Darrell McMullen requested:

1. If a tentative agreement is reached between the District and PFF on parity funds, he requests a special meeting of the Board to ratify the agreement.

Dr. Michelle Nelson requested:

1. Would like to have an item on the agenda to rename the library to the Esther Nesbin Library. She would also like backup materials on any policy that might exist as to what has been done in the past on naming buildings.

P. **ADJOURNMENT**

The meeting was adjourned at 8:04 p.m.