



**GOVERNING BOARD AGENDA**  
**REGULAR MEETING, GOVERNING BOARD**  
**PALOMAR COMMUNITY COLLEGE DISTRICT**  
**GOVERNING BOARD ROOM, STUDENT SERVICES CENTER**  
**COLLEGE CAMPUS**  
**SAN MARCOS, CALIFORNIA**  
**TUESDAY, DECEMBER 14, 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 .....	2
AA	Roll Call .....	2
AAA.	Closed Session.....	2
AAAA.	Reconvene to Open Session and Organizational Meeting.....	2
B.	Election of Officers.....	2
BB.	Appointment of Secretary to the Board.....	2
BBB.	Establishment of Date, Time, and Place of Meetings .....	2
C.	Approval of Minutes .....	2
D.	Call for Removal of Items from or Changes to Agenda.....	2
E.	Report of the Board President .....	3
F.	Reports of the Governing Board Members .....	3
G.	Report of the Superintendent/President.....	3
H.	Consent Calendar .....	4
I.	Action on Items Removed from Consent Calendar.....	11
J.	Reports from College Groups .....	11
K.	Comments from Other Individuals or Groups.....	12
L.	Unfinished Business .....	12
M.	New Business .....	12
N.	Closed Session.....	13
O.	Reconvene to Open Session .....	14
P.	Adjournment .....	14

**A. CALL MEETING TO ORDER**

**AA. ROLL CALL**

Establishment of a Quorum

**AAA. CLOSED SESSION**

1. Public Employee Discipline/Dismissal/Release, pursuant to Government Code 54957.6.
2. Conference regarding negotiations with CCE/AFT, pursuant to Government Code Section 54957.6.
3. Conference regarding negotiations with PFF/AFT, pursuant to Government Code 54957.6.
4. Conference regarding discussion with Other Unrepresented Employees, pursuant to Government Code 54957.6.
5. Public Employment, pursuant to Government Code 54957 and 54957.B(4): Public Employee Employment Release
6. 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.
7. Review of tort claim, pursuant to Government Code 54956.95.
8. Conference with Legal Counsel - Anticipated Litigation, pursuant to Government Code 54956.9.

**AAAA. RECONVENE TO OPEN SESSION AND ORGANIZATIONAL MEETING**

Pledge of Allegiance

**B. ELECTION OF OFFICERS**

**1. RECOMMENDATION: ACTION – ELECTION OF PRESIDENT**

**BE IT RESOLVED, That** \_\_\_\_\_ **be elected** **President** of the Governing Board of the Palomar Community College District, effective December 14, 2004.

**2. RECOMMENDATION: ACTION – ELECTION OF VICE PRESIDENT**

**BE IT RESOLVED, That** \_\_\_\_\_ **be elected** **Vice President** of the Governing Board of the Palomar Community College District, effective December 14, 2004.

**3. RECOMMENDATION: ACTION – ELECTION OF SECRETARY**

**BE IT RESOLVED, That** \_\_\_\_\_ **be elected** **Secretary** of the Governing Board of the Palomar Community College District, effective December 14, 2004.

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

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

The Governing Board hereby appoints **Dr. Richard Jones, Interim Superintendent/President**, to serve as **Interim Secretary to the Governing Board** of the Palomar Community College District, effective December 14, 2004, through January 14, 2005.

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

**1. RECOMMENDATION: ACTION – ESTABLISH DATE, TIME, AND PLACE OF MEETINGS**

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

**ADJOURNMENT OF ORGANIZATIONAL MEETING**

**CONVENE REGULAR MEETING**

**C. RECOMMENDATION: ACTION - APPROVAL OF MINUTES**

The Governing Board hereby approves the Minutes of the Regular Meeting of November 9, 2004, and the Minutes of the Special Meeting of December 6, 2004.

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

**E. REPORT OF THE GOVERNING BOARD PRESIDENT**

**F. REPORTS OF THE GOVERNING BOARD MEMBERS**

**G. REPORT OF THE SUPERINTENDENT/PRESIDENT**

**1. Report of Vice President for Instruction**

- a. Enrollment Trends in Vocational Education Programs – Wilma Owens

**2. Report of Vice President for Student Services**

- a. Update on Cheerleading Program  
b. Athletic Department Presentation on Persistence and Performance

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

**4. Report of Vice President for Human Resource Services**

**CONSENT CALENDAR**

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

**H. CONSENT CALENDAR**

**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 2004-2005 fiscal year budget:

Re-Encumbered					
FY 2004 PO's	0500015	through	0500020	\$	46,678.85
Purchase Orders	0540205	through	0540278	\$	317,967.39
Travel	0550035	through	0550039	\$	1,067.16
Advertising/Increases	0560018	through	0560028	\$	61,756.00
Employment Ads	0565009	through	0565010	\$	687.60
Agreement/Services	0570394	through	0570454	\$	821,525.97
Repairs	0575056	through	0575064	\$	15,795.81
Agreement/Annual	0580143	through	0580144	\$	846.93
Utilities	0595050	through	0595050	\$	999.99
Procurement Card	Time Period: 10/23-04 – 11/22/04			\$	133,038.62
					<u>\$ 1,400,364.32</u>

**GIFTS**

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

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

- a. Assorted H-D Diesel Tools for instructional use, donated by **Richard Genger**, 2253 Elevado Road, Vista, California. Total cash value as estimated by donor is \$750.00.
- b. Custom Built Work Trailer for use by the Facilities Department, donated by **Savino, Inc.**, 1401 Industrial Avenue, Escondido, California. Total cash value as estimated by donor is \$3,000.00.

## REPLACEMENT OF WARRANTS

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

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

Warrant #77047359, dated December 20, 2001, in the amount of \$526.00 to Joseph E. Andrews, Jr., 1165 Avenida Azul, San Marcos, CA 92069. Void due to stale dating.

Warrant #76-127319, dated April 8, 2004, in the amount of \$100.00 to Lizabeth Hodges, 3442 Thunder Drive, Oceanside, CA 92056. Void due to stale dating.

Warrant #76-105308, dated June 24, 2003, in the amount of \$483.00 to Marina Sugita, 1260 Avocado Avenue, Escondido, CA 92026. Void due to stale dating.

Warrant #76-128312, dated May 5, 2004, in the amount of \$546.00 to Michael P. Stodden, 2227 Turner Street, Lansing, MI 48906. Void due to stale dating.

Warrant #76-107354, dated July 17, 2003, in the amount of \$57.00 to Jessica M. Matteson, 4044 Valle del Sol, Bonsall, CA 92003. Void due to stale dating.

Warrant #76-123930, dated February 5, 2004, in the amount of \$19.00 to Andrew B. Craker, 524 Golf Glen Drive, San Marcos, CA 92069. Void due to stale dating.

## COMMUNITY DEVELOPMENT

### 4. RECOMMENDATION: ACTION – APPROVE NEW COMMUNITY DEVELOPMENT CLASSES, AGREEMENTS, AND PERSONNEL

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

#### Spring 2005

- |    |                         |  |
|----|-------------------------|--|
| a. | <b>Presenter:</b>       | Irv Erdos                                  |
|    | <b>Name of Class:</b>   | Getty Museum                               |
|    | <b>Effective:</b>       | April 23, 2005                             |
|    | <b>Instructor Rate:</b> | Flat fee \$225                             |
|    | <b>Fee to Student:</b>  | \$60                                       |
|    | <b>Terms:</b>           | Minimum/maximum 25/45                      |
| b. | <b>Presenter:</b>       | Rich Wegner                                |
|    | <b>Name of Class:</b>   | Small Business Marketing in the Real World |
|    | <b>Effective:</b>       | March 28, 2005                             |
|    | <b>Instructor Rate:</b> | 30% of fees collected                      |
|    | <b>Fee to Student:</b>  | \$90                                       |
|    | <b>Terms:</b>           | Minimum/maximum 8/30                       |
| c. | <b>Presenter:</b>       | Kathy Handelsman                           |
|    | <b>Name of Class:</b>   | Cake Decorating for Fun and Profit         |
|    | <b>Effective:</b>       | Feb. 8, 2005                               |
|    | <b>Instructor Rate:</b> | 30% of fees collected                      |
|    | <b>Fee to Student:</b>  | \$60                                       |
|    | <b>Terms:</b>           | Minimum/maximum 10/20                      |

- d. **Presenter:** Carrie Christiansen  
**Name of Class:** Certified Child Visitation Monitor Training  
**Effective:** Feb. 27, 2005  
**Instructor Rate:** 40% of fees collected  
**Fee to Student:** \$100  
**Terms:** Minimum/maximum 5/100
  
- e. **Presenter:** Willeen Hasler  
**Name of Class:** Minutes for Business and Association Meetings  
**Effective:** May 7, 2005  
**Instructor Rate:** 30% of fees collected  
**Fee to Student:** \$40  
**Terms:** Minimum/maximum 15/40
  
- f. **Presenter:** Collette Travel  
**Name of Class:** Ireland Trip  
**Instructor Rate:** none  
**Fees to Student:** \$2,649  
**Effective:** May 16, 2005  
**Terms:** We receive \$260 per participant
  
- g. **Presenter:** Nancy Galli  
**Name of Class:** Trip to L.A. Garment and Wholesale District  
**Instructor Rate:** \$250  
**Fees to Student:** \$60  
**Effective:** April 22, 2005  
**Terms:** Minimum/maximum 20/55

**PERSONNEL**

**5. RECOMMENDATION: ACTION - RATIFY ACADEMIC EMPLOYMENT**

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

- a. **Name:** **VERONICA AGUILERA**  
**Position:** Counselor/Assistant Professor  
**Degrees:** B.A., Sociology  
M.S., Counseling  
**Department:** Extended Opportunity Programs & Services (EOP&S)/  
Cooperative Agencies Resources for Education (CARE)  
**Position #:** 5548                      **New:** No  
**Remarks:** Replacement for Freddy Ramirez; funded – 75% EOP&S, 25%  
CARE.  
**Sal Rng/Stp:** **C/1**                      **Salary:**                      **\$4,134.94/month**  
**% of Position:** 100%                      **# of Mos:**                      11  
**Effective:** January 11, 2005  
**Account #s:** K-122100-473100-64300-1612060/75%  
K-122100-473100-64300-1612050/25%

**6. RECOMMENDATION: ACTION - RATIFY ASSIGNED TIME TO ACADEMIC CONTRACT**

The Governing Board hereby ratifies the recommendation of the Interim Superintendent/President regarding the **assigned time and monthly stipend** for faculty for the Spring 2005 semester:

**Name:** WENDY L. NELSON  
**Assignment:** Chair  
**Department:** Communications Department  
**Assigned Time:** 40%  
**Monthly Stipend:** \$424.50

**7. RECOMMENDATION: ACTION – GRANT EQUIVALENCY FOR DISCIPLINE**

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

Barbara Mintz – Dance  
 Sonia Gutierrez – English  
 Mary Cortmyer – Upholstery

**8. 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 Spring 2005 (day and/or evening); said part-time faculty are not scheduled to teach more than a 60 percent load in a single semester:

**SPRING 2005**

**BEHAVIORAL SCIENCES**

Johnson-Kozlow, Marilyn	Psychology A.B., Psychology M.A., Psychology Ph D., Public Health (Epidemiology)	\$46.90
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Rettele, Brad	Anthropology B.A., Anthropology M.A., Anthropology	\$44.13
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**BUSINESS EDUCATION**

Buisine, Caty	Business Education B.B.A., Finance M.B.A., Finance	\$44.13
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**CHEMISTRY**

Chang, Allison	Chemistry B.S., Chemical Engineering M.S., Chemical Engineering Ph.D., Chemical Engineering	\$46.90
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**COUNSELING**

Tican, Felicia	Counseling B.A., Communications M.A., Counseling	\$44.13
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**ECONOMICS/HISTORY/POLITICAL SCIENCE**

Timmons, Marcus	Economics B.A., Economics (International Economics) M.A., Economics	\$44.13
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**ENGLISH**

Gutierrez, Sonia	English B.A., Literature & Writing Studies Coursework and Experience	\$43.06
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Joseph, Nathalie	English B.A., English M.A., English	\$44.13
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**REGIONAL OCCUPATIONAL PROGRAMS**

Cortmyer, Mary	Upholstery Eminence in the field of Upholstery	\$43.06
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**PERFORMING ARTS**

Mintz, Barbara	Dance Eminence in the field of World Dance	\$43.06
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**SPEECH COMMUNICATIONS/FORENSICS/AMERICAN SIGN LANGUAGE**

Gershwind, Reed	American Sign Language B.S., Business Administration M.B.A., Business Administration	\$44.13
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**9. RECOMMENDATION: ACTION - RATIFY NEW CLASSIFIED POSITION**

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

<b>a.</b>	<b>Position:</b>	<b>Web Technician</b>	
	Name:	Vacant	
	Department:	CCCSAT	
	Position #:	6318	New: Yes
	Remarks:	Funded - CCCSAT	
	Sal Grade/Stp:	27/1	Salary: \$1,459.44/month
	% of Position:	45%	# Mos.: 12
	Effective:	December 15, 2004	
	Account #:	K-212200-318100-61320-1612190/100%	

**10. RECOMMENDATION: ACTION - RATIFY CHANGE TO CLASSIFIED POSITION**

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

<b>a.</b>	<b>Position:</b>	<b>VTEA Budget Technician</b>	
	Name:	Julie A. Vera-Miller	
	Department:	Career, Technical & Extended Education	
	Position #:	6084	New?: No
	Remarks:	Position was 12 months; funded – 80% VTEA and 20% Tech Prep	
	Sal Grade/Stp:	<b>22/4</b>	Salary: <b>\$1,496.18/month</b>
	% of Position:	45%	# Mos: 11
	Effective:	July 1, 2005	
	Account #:	K-212200-331300-60910-1112600/80%	
		K-212200-331300-60910-1112640/20%	

**b. Position: Academic Department Assistant**  
Name: Martha E. Collins  
Department: American Indian Studies Department  
Position #: 6066 New?: No  
Remarks: Increase from 40%/11 months; funded 17% PFE.  
Sal Grade/Stp: **19/5** Salary: **\$1,945.92/month**  
% of Position: 60% # Mos: 12  
Effective: December 1, 2004  
Account #: A-212200-362100-60910-0000000/83%  
A-212200-362100-60910-0611400/17%

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

- a. The Governing Board hereby ratifies the recommendation of the Interim Superintendent/President granting a **40% Personal Leave of Absence without pay and with no effect on benefits**, effective January 1, 2005, through June 30, 2005, to **Dorothy Farrell**, Staff Assistant, Counseling & Matriculation.
- b. The Governing Board hereby ratifies the recommendation of the Interim Superintendent/President granting a **40% Personal Leave of Absence without pay and with no effect on benefits**, effective January 1, 2005, through May 31, 2005, to **Melissa Kloz**, Financial Aid Advisor, Financial Aid & Scholarships.
- c. The Governing Board hereby ratifies the recommendation of the Interim Superintendent/President granting a **26.6% Family Leave of Absence without pay and with no effect on benefits**, effective January 18, 2005, through May 20, 2005, to **Wendy Metzger**, Professor, Mathematics.

**12. RECOMMENDATION: ACTION – APPROVE PERSONNEL ACTIONS/ HISTORY**

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

**13. 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: SHANON L. DREYER**  
Position: Law Enforcement Training Supervisor  
Department: Public Safety Programs  
Position #: 5742 New?: No  
Remarks: Replacement for Christian Lang; position is in the Confidential and Supervisory Team.  
Sal Grade/Stp: 50/1 Salary: \$4,073.25/month  
% of Position: 100% # of Mos: 12  
Effective: December 1, 2004  
Account #: A-123400-336100-60100-0000000/100%

- b. Name: JENNIFER L. BURTON**  
Position: Business Services Technician  
Department: Print Services  
Position #: 6160            New?:            No  
Remarks: Replacement for Tina Riley; funded – 76% PFE and  
24% Comet Copy Revenue  
Sal Grade/Stp: 20/1            Salary:            \$2,734.49/month  
% of Position: 100%            # of Mos:            12  
Effective: December 13, 2004  
Account #: A-212200-534200-67750-0611400/76%  
A-212200-534200-67750-0811432/24%
- c. Name: MELANIE K. TOTH**  
Position: Administrative Secretary  
Department: Public Safety Programs  
Position #: 5203            New?:            No  
Remarks: Replacement for Lisa Johnson  
Sal Grade/Stp: 19/1            Salary:            \$2,677.92/month  
% of Position: 100%            # of Mos:            12  
Effective: December 13, 2004  
Account #: A-212200-336100-60910-0000000/100%
- d. Name: JOSE A. ZEPEDA, SR.**  
Position: Custodian I  
Department: Facilities/Custodial Services  
Position #: 6306            New?:            Yes  
Remarks: Position approved August 10, 2004  
Sal Grade/Stp: 8/1            Salary:            \$2,041.15/month  
% of Position: 100%            # of Mos:            12  
Effective: December 7, 2004  
Account #: A-212200-542200-65300-0000000/100%  
Normal work schedule: Monday–Thursday, 10:00 p.m.–6:30 a.m.; Sunday, 4:00  
p.m.–12:30 a.m. A 3% night differential will be paid for hours worked between  
6:00 p.m. and 10:00 p.m., and a 5% night differential will be paid for hours  
worked between 10:00 p.m. and 6:00 a.m.
- e. Name: AARON D. MANSKER**  
Position: Community Service Officer  
Department: Police Department  
Position #: 6193            New?:            No  
Remarks: Replacement for Grant Brown; funded – Parking Lot Fees.  
Sal Grade/Stp: 11/1            Salary:            \$2,194.37/month  
% of Position: 100%            # of Mos:            12  
Effective: December 15, 2004  
Account #: K-212200-543100-69500-1812070/100%

**14. 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. RICHARD S. JARVIS**  
For: Airfare, car rental, hotel, food  
To Attend: Second interview for Superintendent/President  
Location: Portland, OR, to San Diego, CA  
Date: October 18, 2004  
Amount: \$295.50  
Account #: 575400-12-611200-67600-10-2005-1612080/100%

**15. RECOMMENDATION: ACTION - RATIFY RESIGNATION**

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

- a. **Grant Brown**, Community Service Officer, Campus Police, effective November 17, 2004 (last day of employment November 16, 2004).
- b. **Richard A. Jones**, Interim Superintendent/President, President's Office, effective January 15, 2005 (last day of employment January 14, 2005).
- c. **Cindy M. Sabato**, Director of Communications, Advancement, effective December 31, 2004 (last day of employment December 30, 2004).

**16. INFORMATION - RETIREMENT**

On Behalf of the Governing Board of the Palomar Community College District, the following **retirements** have 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:

- a. **LaVern S. Brack**, Maintenance Ventilating Mechanic/Welder, Building Services, effective December 31, 2004. He has served Palomar College for 38 years from June 1, 1966, to December 30, 2004.
- b. **Diane Dellner**, Supervisor, Library Fiscal Services, Library Media Center, effective December 31, 2004. She has served Palomar College for 24 years from February 4, 1980, to December 30, 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 II** (receive the employer-paid health benefits as provided to active employees and eligible dependents until the retiree has reached the age of 65, dental for life) of the Retirement Health and Dental Plan approved by the Governing Board December 8, 1987:

- a. **Raymond J. Tafejian**, Storekeeper, Warehouse, effective December 31, 2004.

<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. **RECOMMENDATION: ACTION - APPROVE EMPLOYMENT AGREEMENT BETWEEN PALOMAR COMMUNITY COLLEGE DISTRICT AND SUPERINTENDENT/PRESIDENT**

**BE IT RESOLVED**, That the Governing Board hereby approves the employment agreement between the Palomar Community College District and \_\_\_\_\_.

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

The Governing Board hereby appoints \_\_\_\_\_, **Superintendent/President**, to serve as **Secretary to the Governing Board** of the Palomar Community College District, effective January 15, 2005.

3. **RECOMMENDATION: ACTION - APPROVE AGREEMENT WITH SAN FRANCISCO COMMUNITY COLLEGE DISTRICT FOR 2004-2005 CALIFORNIA EARLY CHILDHOOD MENTOR PROGRAM**

The Governing Board hereby approves an agreement between the Palomar Community College District and San Francisco Community College District for implementation of the 2004-2005, California Early Childhood Mentor Program. Funding to Palomar comes from the California Department of Education through the San Francisco Community College District. The term of the agreement will be September 1, 2004, through June 30, 2005. **(EXHIBIT M-3)**

4. **RECOMMENDATION: ACTION – APPROVE ACCEPTANCE OF PROFESSIONAL DEVELOPMENT FUNDS**

The Governing Board hereby approves and accepts funding from the Region Ten Consortium located at Cuyamaca Community College in the amount of one thousand eight hundred twelve dollars (\$1,812.00). The funds will be used for travel and conference expenses for faculty and administrators at Palomar College to attend a Program Improvement Planning Workshop on February 24-25, 2005. The funds should be posted to a Professional Development – Travel Account. **(EXHIBIT M-4)**

5. **RECOMMENDATION: ACTION – APPROVE TRANSFER OF FOUNDATION POSITIONS TO PALOMAR COLLEGE PAYROLL**

The Governing Board hereby approves the transfer of the following two employees from Foundation payroll to Palomar College payroll, effective December 15, 2004. The Foundation will cover base benefits costs for all Foundation employees, creating a District savings of approximately \$25,000.00.

**PAULINE D. RILEY, Foundation Accountant**  
**KIMBERLEY KRESS-HARTWELL, Foundation Scholarship Assistant**

**6. RECOMMENDATION: ACTION – APPROVE CHANGE OF NAME ON TAX SHELTERED ANNUITY PROVIDER**

The Governing Board hereby approves a tax sheltered annuity agreement changing the name of the annuity provider from USG Annuity & Life to ING USA Annuity and Life Insurance Company. The Governing Board authorizes either the Director, Business Services, or Interim Vice President, Finance & Administrative Services, to execute all documents required to carry out this action, effective January 1, 2004.

**7. RECOMMENDATION: ACTION – APPROVE ACCEPTANCE OF VTEA AND ECONOMIC DEVELOPMENT MINI-GRANT**

The Governing Board hereby approves and accepts funding from the Regional Consortium of Community Colleges – San Diego and Imperial Counties located at Cuyamaca Community College in the amount of five thousand dollars (\$5,000.00). The funds will be used for a workshop held at Palomar College for television broadcasting faculty, staff, and administrators from area community colleges in Spring 2005. Pat Schwerdtfeger, Dean of Arts, Media, Business & Computing Systems, will be the administrator of the funds and will submit all required reports to the regional consortium. **(EXHIBIT M-7)**

**8. RECOMMENDATION: ACTION - EXCUSE ABSENCE OF TRUSTEE**

In accordance with Section 72425(c) of the California Education Code, the Governing Board hereby finds that the absence of **Dr. Michele Nelson** from the Governing Board meeting held **November 9, 2004**, is **excused** due to a previous commitment.

**9. RECOMMENDATION: ACTION - APPROVE THE EXTENSION OF THE AGREEMENT BETWEEN THE PROFESSIONAL PERSONNEL LEASING, INC., AND THE DISTRICT TO PROVIDE PROFESSIONAL AND ADMINISTRATIVE SERVICES TO THE DISTRICT**

Effective January 1, 2005, the Governing Board hereby approves the extension of the consulting service agreement with **Professional Personnel Leasing, Inc.**, to provide consulting services to the District's Human Resource Services Department in the person of Dr. Jack Miyamoto on a month-to-month basis until the position is filled for a monthly consideration of Thirteen Thousand One Hundred Twenty Six Dollars (\$13,126.00).

**10. 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 Section 54957.6.
3. Conference regarding negotiations with PFF/AFT, pursuant to Government Code 54957.6.
4. Conference regarding discussion with Other Unrepresented Employees, pursuant to Government Code 54957.6.

5. Public Employment, pursuant to Government Code 54957 and 54957.B(4): Public Employee Employment Release
  6. 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.
  7. Review of tort claim, pursuant to Government Code 54956.95.
  8. Conference with Legal Counsel - Anticipated Litigation, pursuant to Government Code 54956.9.
- O. RECONVENE TO OPEN SESSION**
- P. ADJOURNMENT**