



GOVERNING BOARD MINUTES
REGULAR MEETING, GOVERNING BOARD
PALOMAR COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD ROOM, STUDENT SERVICES CENTER
COLLEGE CAMPUS
SAN MARCOS, CALIFORNIA
TUESDAY, JANUARY 11, 2005
6:00 P.M. (CLOSED SESSION) 7 P.M. (OPEN SESSION)

A. CALL TO ORDER

Nancy Chadwick, 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:

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

TRUSTEES ABSENT:

RUTH LARSON, M.D., 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 6:00 p.m., to discuss:

BB. CLOSED SESSION

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.
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.
6. Review of tort claim, pursuant to Government Code 54956.95.

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:

Teresa Luaghlin, President, The Faculty; Associate Professor, English
Becky McCluskey, President, CCE/AFT; Accounting Technician, Fiscal Services, Escondido Center
Julie Ivey, Co-President, PFF/AFT; Part-Time Faculty, English
Josie Silva, Executive Assistant, Superintendent/Governing Board
Katie Townsend-Merino, President, Faculty Senate; Associate Professor, Behavioral Sciences
Rocco Versaci, Co-President, PFF/AFT; Associate Professor, English

GUESTS:

Others present are listed on the sign-in sheets.

QUORUM ESTABLISHED

Following the pledge of allegiance to the flag, Ms. Chadwick 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 ONE YEAR.

C. APPROVAL OF MINUTES

MSC Nelson, Evilsizer

The Governing Board hereby approves the Minutes of the Regular Meeting of December 14, 2004, with the following corrections: **(IN BOLD)**

G. REPORT OF THE SUPERINTENDENT/PRESIDENT

Dr. Jones introduced Katheryn Gannett, **Manager of the Library.**

H. CONSENT CALENDAR

15. RATIFY RESIGNATION

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

- c. Cindy M. Sabato, Director of Communications, Advancement, effective **January 1, 2005** (last day of employment **December 31, 2004**).

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

D. CALL FOR REMOVAL OF ITEMS FROM OR CHANGES TO AGENDA – There were none.

E. REPORT OF THE GOVERNING BOARD PRESIDENT

Nancy Chadwick gave the following report:

I am very happy to see all of you here tonight. I am very optimistic and look forward to the tenure of our new president who is in the audience tonight; welcome again, Mr. Deegan. He will be joining us full-time officially on Friday and at the same time the interim president will be leaving us on Friday. I personally want to express my appreciation because I think that Richard Jones has been such a wonderful part of our change on campus. We really appreciate all you did for us. We value you highly. We wish you well. We know that you have some things going on. We know your wife is recovering from surgery and apparently is doing well. We are happy for that. We're looking forward to a very busy agenda as we proceed under our new Superintendent. I know that most of us can't get there fast enough, so we have to be a little patient. I'm sure that we will get to all of the items that we want to do as we launch this new era in this outstanding history of this College. I feel we are going to have some wonderful things happening and it's good to be part of it. I'm happy that all of you are here, and that everyone on this campus and in this community are going to be part of this. We have a wonderful team and I know we can move mountains now and we will.

One of the things I would like to report on is that during the holidays we had two important graduations. We had a police academy graduation, which is always rousing and inspiring. We had a nursing graduation, also rousing and inspiring in very different ways, but important and profound likewise. I always like to go to these graduations, because as I always say and you all know, "A graduating student is our most important product," that's my motto.

One of the events I will be attending, as well as the rest of the Trustees, is the League Conference at the end of this month. This is probably one of the most important conferences we can go to because we have an opportunity to lobby. First of all, we hear about the budget. We listen to all the various politicians and their staff. And as you know sometimes their staff has a lot more information and can be much more important to us in terms of trying to do business than any of the politicians. We will have a good opportunity to lobby. As you know, this year's budget is a little tricky. We just heard about it yesterday and had a few surprises, some good and some bad. I think the worst surprise I had was that the equalization money of \$80,000 that they had talked about has not appeared. It's not in the budget, so we will have to deal with that. There are other things that are distressing at this point. Some of you know about the STRS proposal. This would be remanded to campuses and to individuals. We are very concerned about a number of issues, but at this point we don't know enough about them to do any real substantive things. However, that's part of this conference. We will all be there and we will do our best in order to make our positions known.

F. REPORTS OF THE GOVERNING BOARD MEMBERS

Mr. Darrell McMullen – no report

Mr. Mark Evilsizer gave the following report:

Happy new year to everybody -- we're kicking off 2005, I can't believe that classes start next week. The adjunct faculty is having their plenary session this Thursday night, I plan to attend that event. During the holidays or just before the holidays, I attended the police academy graduation, Nancy was there as well. The registered nurse pinning ceremony was very nice to see. Talk about two different groups of people, we have this very rigid and polished police force, they are very upright and straight forward and snappy; and the nurses have the leis, the kisses, and the hugs, they really have the kind culture exhibit at their graduation. They refer to themselves as Team Clorox, I thought that was kind of funny because they were all wearing their white nursing uniforms. Berta was there as well from administration, so thank you, Berta.

The Governor sort of put his budget out there for 2005-06. On Monday, the Chancellor's Office issued a response with observations based on what they were getting from the financial folks in the Department of Finance. On the top side, there is actually an increase in the Prop 98 resources of 7.4% of 373 million dollars; looks like COLA is going to be at 3.93%; there's 3% for enrollment growth; there's statutory enrollment growth of 1.89% for basic skills, EOP&S, DSPS, and Matriculation; there are no additional funds for equalization, which is very concerning to us and I know SDICCCA is going to be lobbying heavily for getting equalization put back in. There are also no funds for an increase of non-credit rate; Trustee Chadwick also mentioned the STRS proposal to basically shift responsibility back to the districts for funding, both the K-12 and the community college districts. The community colleges estimate this would impose close to 40 million dollars onto the community colleges statewide, so it will be interesting to see how that shapes out. In addition, this Prop 98 funding is really under attack, the Governor's budget adopts a recommendation made by the Legislative Analyst's Office that the legislature should refrain from appropriating additional funds to the tune of 1.1 billion dollars due to the K-14, which includes us under the rules of Prop 98. That's something we really have to lobby against and try to see if we can get our fair share of what the legislature and the people ultimately passed. He wants to cap the current amount of Prop 98 due to prior actions by the State. This would be an estimated 3.6 billion dollars annual spending and we have to learn how to cope with the amount that is owed should this get restored, but it is going to be spread over 15 years. It is going to be a lengthy slow amortization repayment plan that they are proposing.

Also, I guess there is a provision here with the Governor trying to eliminate the provision that allows the legislature to suspend the minimum funding guarantee with the requirement of the State Controller, and comes across the board spending cuts in all State programs, including K-14 education whenever the legislation fails to pass a balanced state budget by a specified deadline. The Governor is asking the legislature to make these changes, though the adoption and a special session of the constitutional amendment would then require ratification by the State's voters. There is a lot in this budget that is going to cause discussion and lobbying, and hopefully we are going to have more ammunition to take to Sacramento at the end of the month.

Dr. Michele Nelson gave the following report:

I would like to thank Dr. Jones for the wonderful leadership and for the change of plan you brought to us, we wish you well, have a wonderful trip in March. We wish your wife a speedy recovery so that you can really enjoy these next few months. Congratulations on the appointment of Sara Thompson, and also to Teresa Laughlin, thank you for taking the short-term position, but we appreciate it.

Mr. Paul Charas – no report.

G. REPORT OF THE SUPERINTENDENT/PRESIDENT

Dr. Richard A. Jones gave the following report:

Thank you for all of your kind words, I want to point out that the Palomar College Foundation has a Tsunami Victims Assistance Fund set up and 100% of the money is going directly to the Red Cross designated for Tsunami Victims Assistance. So far they are at the \$3,000 level, and I'm sure it goes up from there. You already mentioned the budget a couple of times and Joe Newmyer may have some comments to make on it. I know you expect me to say something about the State budget, so I'll say that the Governor has a very ambitious plan to continue the state budget and there are parts that indicate some good points and some surprises. You will be working very hard on this and I think that because the primary issues therein have to do with the issue of equalization among a few others. I want to also follow-up on the comments about the Faculty Plenary Session which will be held this Thursday. The evening will begin at 5:30 p.m. with refreshments by the theatre, and the Plenary Session will begin at 6:00 p.m. Of course you are invited and some trustees will be there, our new President, Bob Deegan, will also be there and I will introduce him, and instead of my speaking, he can speak. He is there as a volunteer that night, he doesn't officially start to work until the next day. You mentioned the League

meeting and I'm glad most of you are attending that event. Dr. Ruth Larson will be there earlier because there is an orientation for new trustees that starts the day before you all get there.

There were some comments on reports at the last Board meeting and one of them had to do with a Student Engagement Data survey that Trustee Evilsizer had run into at our conference, that report will be on the next agenda in February. Likewise, there was another request having to do with emergency procedure that we might take; we had this problem in November with the closure of the campus and the length of time it takes to drive off the campus. We have to set up a whole new set of procedures; for example, when we evacuate the campus all employees will remain on campus, only students will leave. The Safety Committee is working on steps, such as standardizing emergency management system; there will be training on that. The report will come forward on the agenda next month.

I want to mention the nominations for the California Community College Trustees Board. The California Community College Trustees are asking you to nominate candidates for their Board and that deadline is February 15. There is a form to be filled out, so you need to be considering nominating a candidate; we have the material in the President's Office, Josie can get it to you. I am recommending that you participate in the CCCT Board nominations.

This is a my final Board meeting and as you know this is my tenth interim and my fiftieth year in the enterprise of education, primarily at community colleges. Each time I conclude an interim position, I say to myself, "Is this it, is this my last time, is this my last Board meeting?" I don't want to become maudlin, so I'll stop now and turn it over to the Vice President of Instruction.

1. Report of Vice President for Instruction

Ms. Cuaron gave the following report:

Ms. Cuaron congratulated and introduced Sara Thompson as the new Dean of Mathematics and the Natural and Health Sciences. She also recognized three new faculty positions that were filled in EME, Fire Technology, and Business Education. Ms. Cuaron has invited the newly hired instructors to attend the Board meeting in February.

Ms. Cuaron announced that Palomar will be hosting a kick off event which is called Cal-Pass, California Partnership for Achieving Student Success, which is funded by the State Chancellor's Office. English and Mathematics faculty from Cal State San Marcos, Mira Costa College, Palomar College, and K-12 systems surrounding the community will be working together and discussing strategies for continuing to provide a seamless curriculum for our students from kindergarten moving all the way through the four year institution, and onto graduate school. Ms. Cuaron mentioned they are expecting about 100 participants. The event will be held at the Escondido Center on February 4.

Dean Wilma Owens distributed information on a Virtual Summit that Palomar will be hosting on April 4, at the request of the U.S. Department of Education. More information will be available at the next Board meeting.

Ms. Cuaron gave an update on the University Studies degree. She said the committee has been formed and had its first meeting in December. The committee consists of the Curriculum Committee chair, a number of Curriculum Committee members, some of our division deans, our articulation officer, counseling, and we recognize that we really need to get three key department chairs to that meeting as well from social sciences, multi-cultural studies, and health and physical education; there will be another meeting in January. Ms. Cuaron stated that the CSU's have been aggressively moving forward with developing a Transfer Studies pattern, and Cal State San Marcos is taking part. She further stated that she spoke to Provost Robert Sheath last week and he is going to host a large meeting to invite all faculty in those perfected areas and disciplines from Palomar and Mira Costa to meet with the San Marcos faculty to look at that transfer pattern because it could really have a serious implication for what our Transfer Studies Degree will look like. She feels that we will at least have an opportunity to provide input to that

pattern because the CSU's are moving forward, their goal is get this implemented by Fall 2006, so if we don't have input now, it is basically going to be something we will be obliged to put into place here.

Ms. Cuaron introduced Dean Sara Thompson who gave a brief update with what has transpired with the health related programs. In that update, Ms. Thompson addressed a question previously posed from Trustee Evilsizer. The question was, "What will it take to increase our Nursing Program?"

Ms. Thompson stated that the problem is not in funding, but the biggest impairment to increasing the size of the nursing program is not having enough clinical sites for their students to do their clinical work. Palomar works with the San Diego Nursing Service Education Consortium, which coordinates the placement of students by the different schools. However, it still comes down to sometimes fighting for a place. There are fourteen different schools in San Diego County that have to place nursing students and they all have the same needs. For the first three semesters they need to be in a hospital setting, they need to be in a day time shift because that's where they need to learn patient care. Once students get to their fourth semester, they are into mental health facilities, convalescent homes, and then they can go on any shift, including weekends. Palomar has lost a unit at two different hospitals due to competition from other schools that are growing their nursing programs, and Palomar has grown its nursing program in the last couple of years. Hospitals, of course want those candidates with a B.S.N. Degree, Bachelor of Science in Nursing, because they want them to come work for them when they get done and they offer a different kind of skill that is very desirable. Furthermore, Ms. Thompson said that we have students at a number of places, such as Palomar Hospital, Pomerado Hospital, Tri-City Hospital, Scripps in Encinitas, Scripps in La Jolla, Veterans Administration, Kaiser Hospital in San Diego, and then also Aurora Behavioral Healthcare in Villa Pomerado. She said one of her goals this semester is to meet with the Nursing Service Education Consortium, and find out more about how decisions are made to place our students. Ms. Thompson again stated that the problem the Nursing Program faces is not funding, but rather clinical sites.

2. Report of Vice President for Student Services

a. Bookstore Textbook Buybacks Report

Mr. Bruce Bishop introduced Steve Pribyl, Suzanne Stegeman, and David Frazier, from the Follett Higher Education Group, and Walter Della Santina, Palomar College Bookstore Manager. The Follett Group gave a report on student textbook buybacks and also **presented the District with a donation of \$100,000.00.**

3. Report of Vice President for Finance and Administrative Services

Mr. Joe Newmyer gave a brief update on the Governor's proposed 2005-06 budget. He said the Governor is proposing Prop 98 for next year, COLA, and growth. Mr. Newmyer also mentioned that there is a probability of the State restoring the PFE funds that were taken away last year. The Governor also proposed a reduction of about 80 million in STRS, which the Governor is proposing to shift from the state to the locals; it is estimated to be about 2% of our salaries that are paid under STRS. Furthermore, Mr. Newmyer stated that the State is estimating an increase of 3.1% from property taxes. He will keep us updated on the budget issue.

a. Audit Report

Mr. Joe Newmyer introduced Renee S. Graves and Claudette Dain, of Vicenti, Lloyd, Stutzman, LLP, who presented the Audit Report (Exhibit M-1). The audit report will be available to view on the Fiscal Services web page.

b. Fiscal Stability Task Force Mid-Year Report

Dr. Bonnie Dowd gave a mid-year report on the status of the Fiscal Stability Task Force. She reported on the actions the Task Force has taken to address the FY 04-05 deficits, the recommended process for future budgets, and the Guiding Principles the Task Force has adopted. Dr. Dowd also stated that the Task Force must continue to work beyond the January 2005 date originally identified to address the FY 05-06 budget.

4. Report of Vice President for Human Resource Services – No report

C O N S E N T C A L E N D A R

H. CONSENT CALENDAR

1. Removed from Consent Calendar.

2. ACCEPT GIFTS

MSC McMullen, Evilsizer

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

- a. Four large boxes of **hand-painted fabrics** donated by Adam & Moira Dewar, Island Batik, Inc., 1341 Distribution Way #12, Vista, CA 92083, to be used by students. Total cash value as estimated by donor is \$1,000.00

At this time it was requested by Dr. Richard Jones that the donation from the Follett Higher Education Group be placed under this category as item #b.

- b. A donation of **\$100,000.00** from the Follett Higher Education Group, 1818 Swift Drive, Oak Brook, IL 60523-1576, to be used as follows: \$50,000 for bookstore marquee and \$50,000 for general District use.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

3. APPROVE TRAVEL EXPENSES

MSC Evilsizer, McMullen

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

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|----|---------------------|--|
| a. | Board Member | NANCY C. CHADWICK |
| | Advanced Funds? | Yes |
| | For: | Transportation, lodging, registration, etc. |
| | To attend: | CA Community College League Workshop/Annual Legislative Conference |
| | Location: | Sacramento, CA |
| | Date: | January 29-31, 2005 |
| | Amount: | \$1,809.42 |
| | Budget Acct. No.: | 575200-11-111100-66100-10-2005-0000000 |

- b. **Board Member** **MARK EVILSIZER**
Advanced Funds? Yes
For: Transportation, lodging, registration, etc.
To attend: CA Community College League Workshop/Annual
 Legislative Conference
Location: Sacramento, CA
Date: January 29-31, 2005
Amount: \$1,455.41
Budget Acct. No.: 575200-11-111100-66100-10-2005-0000000
- c. **Board Member** **RUTH LARSON**
Advanced Funds? Yes
For: Transportation, lodging, registration, etc.
To attend: CA Community College League Workshop/Annual
 Legislative Conference
Location: Sacramento, CA
Date: January 29-31, 2005
Amount: \$1,443.99
Budget Acct. No.: 575200-11-111100-66100-10-2005-0000000
- d. **Board Member** **DARRELL L. MC MULLEN**
Advanced Funds? Yes
For: Transportation, lodging, registration, etc.
To attend: CA Community College League Workshop/Annual
 Legislative Conference
Location: Sacramento, CA
Date: January 29-31, 2005
Amount: \$1,451.06
Budget Acct. No.: 575200-11-111100-66100-10-2005-0000000
- e. **Board Member** **MICHELE T. NELSON**
Advanced Funds? Yes
For: Transportation, lodging, registration, etc.
To attend: CA Community College League Workshop/Annual
 Legislative Conference
Location: Sacramento, CA
Date: January 29-31, 2005
Amount: \$1,268.93
Budget Acct. No.: 575200-11-111100-66100-10-2005-0000000

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

4. APPROVE REVOLVING CASH EXPENDITURES

MSC Evilsizer, McMullen

The Governing Board hereby approves the **Revolving Cash Expenditures** for the month of November 2004, as indicated on **Exhibit H-4**.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

5. APPROVE DRAWING NEW WARRANTS

MSC Evilsizer, McMullen

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

Warrant #76-121826, dated February 5, 2004, in the amount of \$72.00 to Josh Brody, 371 Brake Bay, Oceanside, CA 92057. Void due to stale date.

Warrant #76-128307, dated May 5, 2004, in the amount of \$54.00 to Benjamin Hopkins, 1345 Morning View Dr. #156, Escondido, CA 92026. Void due to stale date.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

6. GRANT EQUIVALENCY FOR DISCIPLINE

MSC Evilsizer, McMullen

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:

Stephen Hook – Dance
Zachary Pugh – English

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

7. RATIFY PART-TIME FACULTY EMPLOYMENT

MSC Evilsizer, McMullen

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

DESIGN AND CONSUMER EDUCATION

Yusim, Lynn	Interior Design B.S.J., Journalism 2 + Years Experience	\$43.06
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ECONOMICS/HISTORY/POLITICAL SCIENCE

Jones, Juli	History B.A., Political Science M.A., History	\$44.13
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ENGLISH

Carter, Jennifer	English B.A., English M.A., Literature and Writing Studies	\$44.13
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Martin, Susan	English B.A., English and Psychology M.A., English	\$44.13
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Pugh, Zachary	English B.A., Literature and Writing Studies	\$43.06
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Coursework and Experience

Woiwode, Erica	English B.A., English M.A., Literature and Writing Studies	\$44.13
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ENGLISH AS A SECOND LANGUAGE

Davison, Patricia	English as a Second Language B.A., Philosophy M.A.T.L., Teaching of Language (TESOL)	\$44.13
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LIFE SCIENCES

Jensen, Thomas	Biology B.S., Zoology Ph.D., Biological Sciences	\$46.90
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Langlois, Ronald	Biology B.A., Biology M.A., Biology	\$44.13
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NURSING EDUCATION

Minor, Geneva	Nursing B.S.N., Nursing M.S.N., Nursing	\$44.13
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Shoukry, Christina	Nursing B.S.N., Nursing M.S.N., Nursing	\$44.13
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OCCUPATIONAL & NONCREDIT PROGRAMS

Bell, Sandra	Community Education B.S., Education M.A., Education	\$45.62
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Lanoue, Raymond	Community Education B.Ed., Education M.Ed., Education	\$44.13
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MATHEMATICS

Blamey, Thomas	Mathematics B.S., Mathematics M.A., Statistics	\$44.13
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Bunch, Henry	Mathematics B.S., Mathematics M.S., Mathematics Ph.D., Mathematics	\$46.90
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PERFORMING ARTS

Hook, Steven	Dance Eminence in the field of Ballet and Dance	\$43.06
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PUBLIC SAFETY PROGRAMS

Bird, James	Administration of Justice B.A., Latin American Studies M.A., Latin American Studies	\$44.13
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Kogler, Gregory	Administration of Justice B.A., Psychology M.P.A., Public Administration	\$44.13
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- b. Name: **HENRY P. ORDILLE**
Position: Assistant Professor, Emergency Medical Education
Degrees: B.A., Psychology
A.A., Liberal Arts
2+ Years Experience
Department: Emergency Medical Education
Position #: 5186 New: Yes
Remarks: Position approved January 11, 2005
Sal Rng/Stp: **B/1** Salary: **\$3,932.47/month**
% of Position: 100% # of Mos: 10
Effective: August 19, 2005
Account #: A-111000-334200-12500-0000000/100%
- c. Name: **CARL J. LOFTHOUSE**
Position: Assistant Professor, Fire Technology
Degrees: B.A., Psychology
A.A., Liberal Arts
2+ Years Experience
Department: Public Safety Programs
Position #: 6315 New: Yes
Remarks: Position approved January 11, 2005
Sal Rng/Stp: **B/1** Salary: **\$3,932.47/month**
% of Position: 100% # of Mos: 10
Effective: January 18, 2005
Account #: A-111000-336300-21330-0000000/100%

10. RATIFY CORRECTION TO ACADEMIC CONTRACT

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

- a. Name: **APRIL CUNNINGHAM**
Position: Assistant Professor/Librarian (one year temporary assignment)
Department: Library
Remarks: Increased step placement due to verification of previous related work experience.
Sal Rng/Stp: **C/3** Salary: **\$4,539.44/month**
% of Position: 100% # of Mos: 11
Effective: August 20, 2004
Account #: A-125000-317100-61200-0000000/100%

11. RATIFY ADMINISTRATIVE EMPLOYMENT

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: Instructional Dean
Department: Mathematics and the Natural and Health Sciences
Position #: 5232 New: No
Remarks: Replacement for Michael Rourke; promotion for Ms. Thompson.
Sal Grade/Stp: **75/1** Salary: **\$7,545.90/month**
% of Position: 100% # of Mos: 12
Effective: January 1, 2005
Account #: A-123100-341100-60110-0000000/100%

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

12. RATIFY CHANGE TO CLASSIFIED POSITION

MSC Evilsizer, McMullen

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

- a. Position: **Assessment Assistant**
Name: Susan M. Rogers
Department: Counseling Services
Position #: 5762 New?: No
Remarks: Position was 45%; funded – Matriculation funds
Sal Grade/Stp: 16/7 Salary: **\$3,108.82/month**
% of Position: 100% # Mos: 12
Effective: January 1, 2005
Account #: K-212200-441100-63200-1612120/100%

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

13. RATIFY CLASSIFIED EMPLOYMENT

MSC Evilsizer, McMullen

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

- a. Name: **ERICA L. DAVIS**
Position: Counseling Support Specialist
Department: Counseling
Position #: 5527 New?: No
Remarks: Replacement for Megan Schwerdtfeger
Sal Grade/Stp: 16/1 Salary: **\$1,115.77/month**
% of Position: 45% # of Mos: 12
Effective: January 4, 2005
Account #: A-212200-462100-63100-0000000/100%

- b. Name: **LUCILLE P. ROWE**
Position: Accountant
Department: Fiscal Services
Position #: 6200 New?: No
Remarks: Replacement for Johnnie L. Fortune, Jr.
Sal Grade/Step: **32/1** Salary: **\$3,665.25/month**
% of Position: 100% # of Mos: 12
Effective: January 3, 2005
Account #: A-212200-551100-67200-0000000/100%
- c. Name: **SHAWNA H. HEARN**
Position: Supervisor, Employment Services
Department: Human Resource Services
Position #: 5024 New?: No
Remarks: Replacement for Eloisa Castro; promotion for Ms. Hearn. Position is in the Confidential and Supervisory Team.
Sal Grade/Step: **48/1** Salary: **\$3,876.85/month**
% of Position: 100% # of Mos: 12
Effective: January 1, 2005
Account #: A-212100-611100-66600-0000000/100%
- d. Name: **CELINA DE LA TORRE**
Position: Human Resources Assistant I
Department: Human Resource Services
Position #: 5021 New?: No
Remarks: Replacement for Teresa Villalobos
Sal Grade/Step: **16/1** Salary: **\$2,479.51/month**
% of Position: 100% # of Mos: 12
Effective: January 3, 2005
Account #: A-212200-611100-66600-0000000/100%
- e. Name: **DEVONAY I. OLSON**
Position: American Sign Language/English Interpreter
Department: Disability Resource Center
Position #: 6119 New?: No
Remarks: Replacement for Kelly Snow; transfer for Ms. Olson.
Sal Grade/Step: **31/5** Salary: **\$3,259.54/month**
% of Position: 75% # of Mos: 10
Effective: January 18, 2005
Account #: A-212200-472100-64200-0000000/100%
- f. Name: **LUCILE E. NELSON**
Position: Benefits Specialist
Department: Human Resource Services
Position #: 5733 New?: No
Remarks: Replacement for Eileen Bundoc
Sal Grade/Step: **20/1** Salary: **\$2,734.49/month**
% of Position: 100% # of Mos: 12
Effective: December 20, 2004
Account #: A-212200-611100-66600-0000000/100%

g. Name: **TSUNG LEE**
Position: Instructional Support Assistant IV
Department: Chemistry
Position #: 5242 New?: No
Remarks: Replacement for Agaton Mateo
Sal Grade/Step: **27/1** Salary: **\$3,243.20/month**
% of Position: 100% # of Mos: 12
Effective: January 10, 2005
Account #: A-221000-342200-19050-0000000/100%

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

14. RATIFY RECLASSIFICATION OF CLASSIFIED POSITION:

MSC Evilsizer, McMullen

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

a. **Position: INSTRUCTIONAL SUPPORT ASSISTANT II**
Department: Performing Arts
Name: Karen A. Warner
Position #: 5093 New?: No
Remarks: Position was Visual Media Technician, Grade 15
Effective: January 18, 2005
% of position: 100% # of Mos: 11
Sal Grade/Step: **22/19** Salary: **\$4,044.58/month**
Account #: A-221000-322200-60910-0000000/100%

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

15. AUTHORIZE BUSINESS PROCEDURES

MSC Evilsizer, McMullen

The Governing Board hereby approves that the following **business procedures** be
authorized, effective January 12, 2005:

a. Additional persons designated to ascertain and certify that each employee of the
District has taken the oath of allegiance required by Government Code Section
3100 et seq., Chapter 8 Division 4, Title 1:

Celina de la Torre
Nancy J. Horio
Lucile E. Nelson

b. Additional persons designated to ascertain and certify that each employee of the
District meets I-9 regulations:

Celina de la Torre
Nancy J. Horio
Lucile E. Nelson

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

16. APPROVE PERSONNEL ACTIONS/ HISTORY

MSC Evilsizer, McMullen

The Governing Board hereby approves the **Personnel Actions/History** report, which includes hires and pay rate changes for **student employees** for the month of **December, 2004, and short-term employees** for the month of **January, 2005. EXHIBIT H-16**

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

17. RATIFY STIPEND FOR DESIGNATED BILINGUAL INTERPRETER

MSC Evilsizer, McMullen

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:

CELINA DE LA TORRE, Human Resources Assistant I, Human Resource Services, effective January 3, 2005.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

18. RATIFY LEAVES OF ABSENCE

MSC Evilsizer, McMullen

- a. The Governing Board hereby ratifies the recommendation of the Interim Superintendent/President granting a **20% Personal Leave of Absence without pay and with no effect on benefits**, effective January 18, 2005, through May 21, 2005, to **Molly L. Copeland**, Teacher I, Child Development Instruction & Services Center, for educational purposes.
- b. 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 January 18, 2005, through May 21, 2005, to **Paul F. Groom**, Student Activities Coordinator, Student Affairs, to teach.
- c. The Governing Board hereby ratifies the recommendation of the Interim Superintendent/President granting a **10% Personal Leave of Absence without pay and with no effect on benefits**, effective January 20, 2005, through May 20, 2005, to **Glenna R. Long**, Senior Library Media Technician, Library Media Center, to teach.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

19. RATIFY RESIGNATION

MSC Evilsizer, McMullen

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

- a. **Shui-Chi J. Szitta**, Staff Aide, Extended Opportunity Programs & Services, effective January 1, 2005 (last day of employment December 31, 2004).
- b. **Pamela L. Brown**, Institutional Research Analyst, Research & Planning, effective February 1, 2005 (last day of employment January 31, 2005).
- c. **Marianne Swift Gifford**, Teacher II, Child Development Instructions & Services Center, effective January 4, 2005 (last day of employment January 3, 2005).
- d. **Jose A. Zepeda, Sr.**, Custodian I, Facilities, effective December 22, 2004 (last day of employment December 21, 2004).
- e. **Carlos Vargas**, Police Sergeant, Campus Police, effective January 18, 2005 (last day of employment January 17, 2005).
- f. **Jennifer Burton**, Business Services Technician, Print Services, effective 12/13/04 (hiring approved at the December Board meeting, but decided not to accept the position).

The Vote was unanimous.

Student Trustee Advisory Vote: Aye

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

1. REVIEW AND APPROVE CONTRACTS AND AGREEMENTS MADE FOR PRIOR SIXTY (60) DAYS

MSC McMullen, Nelson

The Governing Board hereby ratifies and approves all **contracts and agreements** for the period November 1, 2004, through December 31, 2004, and entered into on behalf of the Palomar Community College District, as detailed on **Exhibit H-1**.

After a lengthy discussion on Item 34, on Exhibit H-1, contract with Follett Higher Education Group, it was decided to wait on approval of this contract until next month.

MSC Nelson, McMullen to TABLE MOTION

MSC Nelson, McMullen

The Governing Board hereby ratifies and approves all contracts and agreements **with the exception of the contract with the Follett Higher Education Group** which will be brought forth for action in February, 2005, for the period of November 1, 2004, through December 31, 2004, and entered into on behalf of the Palomar Community College District, as detailed on **Exhibit H-1**.

The Vote was unanimous.

Student Trustee Advisory Vote: Aye

J. REPORTS FROM COLLEGE GROUPS

1. INFORMATION

Report of the Faculty Senate

Katie Townsend-Merino gave the following report:

I want to once again thank Dr. Jones for his service for the past six months on behalf of Palomar, I wish him well. I will miss your rye sense of humor and your disarming use of your folksy language. I also want to thank Bonnie Dowd and Joe Newmyer for their leadership on the Fiscal Stability Task Force. I looking forward to finishing the work we began this past year, it has been really challenging work and at times I thought my brain was ready to pop. It has not been without its own rewards as well, we have hashed out many difficult conversations with all the constituent groups in a really positive way. I think the work on the FSTF has helped provide a kind of a framework for the relationships between the constituent groups partly because we understand what we are all talking about in working for the common good.

I also wanted to thank Teresa Laughlin, who has major jet lag and has been sitting here; she's our new Faculty President. I'm sure you are aware it is a position that will be vacated at the end of the semester. Even if we ratify our contract soon, she will stay on through the semester because we will have to go through a transition period between an old contract and the new contract, so I am grateful for her help. She is the co-chair of the Curriculum Committee and also provides leadership on the Learning Outcomes Council. The Senate is really pleased and excited to be working with Teresa in her new capacity of Faculty President. We will also be seating a new Faculty Vice President short-term for a semester and another new senator next week.

One other comment that I had is just that I certainly don't object to students selling back books, but it makes me sad. I think students should keep lots of their books. I still have most of my textbooks.

2. INFORMATION

Report of the Palomar Faculty Federation

Julie Ivey gave the following report:

PFF is glad to report that we will meet with the District on Wednesday, Thursday, and Friday to hopefully finalize the language on the contract. It is possible the contract could be up for ratification within six weeks. On the tail of ratification, I would like to ask the Board to do what it can to push for the adjunct office building. I know Mike Ellis was kind enough to give me a report of the stages of the office space, but it looks like it is going to take about a year between the contract and Board approval of the project, and approval of all of the codes. But, our adjunct instructors would really like to have a place to meet with our students and I think that is good for our college, so whatever the Board can do I would be very thankful and our students would be very thankful also.

I would like to thank Dr. Jones for making this contract process a lot more amiable and speed things along, and will miss his folksy humor.

3. **INFORMATION**

Report of The Faculty

Teresa Laughlin gave the following report:

My name is Teresa Laughlin and I am not officially Faculty President yet because the election has not been done. I am reasonably confident that I will win this election since I am the only one on the ballot. Again, I hope it is not very long, not because I don't want to serve, but because my position does disappear when the contract is signed.

4. **INFORMATION**

Report of the Administrative Association – no report

5. **INFORMATION**

Report of the Confidential and Supervisory Team – no report

6. **INFORMATION**

Report of the CCE/AFT

Becky McCluskey gave the following report:

I want to wish everyone a happy new Year. Dr. Jones, I want to thank you very much for all the time you spent talking to us and going head to head having discussions with us. I want to thank you.

7. **INFORMATION**

Report of the Associated Student Government

Paul Charas gave the following report:

I know the Diversity Day was a big success so I would like to do a Black History Month and a Women's History Month, a day we can get together and do the same sort of thing we did for the Diversity Day. This semester we are going to try to show a little bit of love to the Escondido Center, I know the Student Union there consists of a buck seat. We are going to try to pass a Student Center fee for the Escondido Center. We also have Springfest coming up, though I am a bit apprehensive about the beginning of this semester because I am taking a dance class and I'm not sure if I have to wear tights or what. I hope it works out.

K. COMMENTS FROM OTHER INDIVIDUALS OR GROUPS

David Crouch – in support of Workforce & Community Development Programs
Monica Hall – in support of Workforce & Community Development Programs
Bill Jahnel – appreciation to Board members/in support of Workforce & Community
Development Programs
Linda Kurokawa - Workforce & Community Development Funding

L. UNFINISHED BUSINESS – There was none.

M. NEW BUSINESS

1. ACCEPT AUDIT REPORT

MSC McMullen, Evilsizer

The Governing Board hereby accepts the **Audit Report** of the Palomar Community College District, Year Ended June 30, 2004, as prepared by Vicenti, Lloyd, & Stutzman LLP, 2210 E. Route 66, Glendora, CA 91740. **EXHIBIT M-1**

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

2. AUTHORIZE THE SELECTION OF CCL CONTRACTING INC., AND RATIFY CONTRACT FOR SERVICES

MSC Nelson, Evilsizer

The Governing Board hereby authorizes the selection of **CCL Contracting, Inc.**, Post Office Box 1624, San Marcos, CA (hereinafter "CCL"), as the lowest responsive bidder in the amount of **\$129,000.00** and hereby ratifies the contract dated December 10, 2004, between the District and CCL, in the said amount.

The above contractor responded to a request for bids on the replacement of sewer lines at the Student Services Center and D-Building on the San Marcos campus. **EXHIBIT M-2**

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

3. ACCEPT RESCISSION OF LOWEST BID BASED ON CLERICAL ERROR FROM SYNERGY ELECTRIC COMPANY; AUTHORIZE THE SELECTION OF STARS ELECTRIC, INC., AS LOWEST RESPONSIVE BIDDER AND RATIFY CONTRACT FOR SERVICES

MSC Evilsizer, McMullen

The Governing Board received the seven (7) **bids** as detailed on the attached exhibit, following the bid opening of the Electrical Upgrade/Escondido Education Center, Job No. B-5003, (the "Project") on November 4, 2004; and acknowledges receipt of timely communication of a clerical mistake in its bid by the apparent lowest bidder, Synergy Electric Company, Santee, CA ("Synergy"), in the amount of \$174,977.00. Based upon the provisions of Public Contract Code, Section 5105 et seq., the Board **accepts rescission** of the bid by Synergy based upon its clerical error in transposing the numbers of a quotation amount. **EXHIBIT M-3**

The Governing Board hereby authorizes the selection of **Stars Electric, Inc.**, Post Office Box 261103, San Diego, CA (hereinafter "Stars"), as the lowest responsive bidder in the amount of **\$198,440.00** and hereby ratifies the contract dated November 10, 2004, between the District and Stars, in the said amount. **EXHIBIT M-3**

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

4. **AGENDA ITEMS FOR CONSIDERATION AT NEXT MEETING**

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

Ms. Chadwick requested the following reports:

- Workforce & Community Development Program
- Renewal of Follett Higher Education Group Contract

P. **ADJOURNMENT**

The meeting was adjourned at 10:11 p.m.