



**GOVERNING BOARD AGENDA**  
**REGULAR MEETING, GOVERNING BOARD**  
**PALOMAR COMMUNITY COLLEGE DISTRICT**  
**GOVERNING BOARD ROOM, STUDENT SERVICES CENTER**  
**COLLEGE CAMPUS**  
**SAN MARCOS, CALIFORNIA**  
**TUESDAY, FEBRUARY 8, 2005**  
**6:00 P.M. (CLOSED SESSION) - 7:00 P.M. (OPEN SESSION)**

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

*The Open Session of the Board meets the second Tuesday of every month starting at 7:00 p.m. in the Governing Board Room of the Student Services Building on the Palomar College Campus in San Marcos, California, unless changed in advance by Board action. Anyone having an interest in documents on file should call the Governing Board's Executive Assistant in the President's Office on extension 2104.*

- A. Call to Order (6 p.m.) .....2
- B. Roll Call .....2
- BB. Closed Session.....2
- BBB. Open Session (7 p.m.).....2
- C. Approval of Minutes .....2
- D. Call for Removal of Items from or Changes to Agenda.....2
- E. Report of the Board President .....2
- F. Reports of the Governing Board Members .....2
- G. Report of the Superintendent/President.....2
- H. Consent Calendar .....3
- I. Action on Items Removed from Consent Calendar .....15
- J. Reports from College Groups .....15
- K. Comments from Other Individuals or Groups.....16
- L. Unfinished Business .....16
- M. New Business .....16
- N. Closed Session.....21
- O. Reconvene to Open Session .....22
- P. Adjournment .....22

**A. CALL MEETING TO ORDER**

**B. ROLL CALL**

Establishment of a Quorum

**BB. CLOSED SESSION**

1. Public Employee Discipline/Dismissal/Release, pursuant to Government Code 54957.6.
2. Conference regarding negotiations with PFF/AFT, pursuant to Government Code 54957.6.
3. 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.
4. Conference with Legal Counsel - Pending Litigation, pursuant to Government Code 54956.9. Name of Case: Voth vs. Palomar Community College District; Superior Court, North County Judicial District

**BBB. RECONVENE TO OPEN SESSION**

Pledge of Allegiance

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

The Governing Board hereby approves the Minutes of the Regular Meeting of January 11, 2005.

**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**

Student Engagement – Michelle Barton

1. Report of Vice President for Instruction
2. Report of Vice President for Student Services
3. Report of Vice President for Finance and Administrative Services
  - a. Emergency Procedures – Kelley Hudson-Maclsaac
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	0500021	through	0500024	\$ 19,255.32
Purchase Orders	0540279	through	0540421	\$ 875,450.73
Travel	0550040	through	0550054	\$ 7,748.83
Advertising/Increases	0560029	through	0560048	\$ 43,164.87
Agreement/Services	0570455	through	0570594	\$ 2,223,711.53
Repairs	0575065	through	0575078	\$ 9,002.87
Agreement/Annual	0580145	through	0580158	\$ 25,347.60
Utilities	0595051	through	0595052	\$ 240.00
Library Orders	0525004	through	0525005	\$ 33,000.00
Procurement Card	Time Period: 11/23-04 – 12/22/04			\$ 140,994.12
	Time Period: 12/23/04 – 01/22/05			\$ 81,424.83
				<u>\$ 3,459,340.70</u>

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

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. **EXHIBIT H-2**

**GIFTS**

**3. RECOMMENDATION: ACTION – ACCEPT GIFT**

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

- a. Various costume clothing articles donated by Monica Shelhoup, 452 Ocean View Drive, Vista, CA 92084, to be used by students in Performing Arts. Total cash value as estimated by donor is \$350.00

**FISCAL SERVICES**

**4. RECOMMENDATION: ACTION – APPROVE THE QUARTERLY REPORT OF CHIEF FINANCIAL OFFICER REGARDING DISCLOSURE OF DISTRICT INVESTMENTS**

The Governing Board hereby approves the **Quarterly Report of Chief Financial Officer Regarding Disclosure of District Investments** as of December 31, 2004. **EXHIBIT H-4**

5. **RECOMMENDATION: ACTION – APPROVE CALIFORNIA COMMUNITY COLLEGES QUARTERLY FINANCIAL STATUS REPORT (CCFS-311Q)**

The Governing Board hereby approves the California Community Colleges Quarterly Financial Status Report (CCFS-311Q) for quarter ending December 31, 2004. **EXHIBIT H-5**

**REPLACEMENT OF WARRANTS**

6. **RECOMMENDATION: ACTION – APPROVE DRAWING NEW WARRANTS**

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

- a. Warrant #77070409, dated December 20, 2003, in the amount of \$1,842.75 to Karmi Catalina Flores, 36 Kahana Ridge Drive, Lahaina, HI 76761-8300. Void due to stale date.
- b. Warrant #77070782, dated December 23, 2003, in the amount of \$4,632.00 to Joseph P. Schaeffer, 1424 Leland Way, Escondido, CA 92026. Void due to stale date.

**PERSONNEL**

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:

Michael Asuncion – Welding Technology  
Katherine Buffington – English  
Terrence Colbert – Electrical Technology  
Joshua Ferri – Welding Technology  
Scott Hayhurst – Wastewater Technology  
Robert Hollyday – Music  
Donald Leavitt – Electrical Technology  
Gerald Loudon, Sr., – Welding Technology  
Monet Ludlow – Dance  
Barbara Marks - Drawing  
Doyle Morrison – Electrical Technology  
Zebedee Navarro – Radio and Television  
Michael Oleson – Art  
Fatim-Zahra Samir – Arabic

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

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

**AMERICAN INDIAN STUDIES**

Bigfeather, Joanna	American Indian Studies	\$44.13
	M.F.A., Art Studio	



**ENGLISH AS A SECOND LANGUAGE**

Harootian, Donald	English as a Second Language A.A., Business Administration B.S., Business Administration M.A., TESOL	\$44.13
Helvig, Diane	English as a Second Language (NonCredit) B.S.E., Rehabilitation M.S., Rehabilitation Professional Certificate in TESOL	\$44.13

**FOREIGN LANGUAGE**

Moya, Gabriela	Spanish B.A., Spanish M.A., Spanish	\$44.13
Samir, Fatim-Zahra	Arabic B.A., Linguistics M.A., Linguistics	\$44.13

**GRAPHIC COMMUNICATIONS**

Lasley, Anthony	Graphic Communications B.A., Applied Science Music 2+ Years Experience	\$43.09
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**LIFE SCIENCE**

Clark, Raymond	Biology B.A., Biology M.S., Biology Ph.D., Biology	\$46.90
Martin, Donald	Physiology B.A., Liberal Studies (Education) M.S., Biology (Molecular Biology)	\$44.13

**MATHEMATICS**

Penelope Nichols	Mathematics A.B., Mathematics M.S., Mathematics M.S., Management	\$46.90
Sadler, Bivin	Mathematics B.S., Mathematics M.S., Applied Mathematics	\$44.13
Terbell, Lawrence	Mathematics B.S., Mathematics M.S., Mathematics	\$44.13

**NURSING EDUCATION**

Olson, Linda	Nursing (Clinical Practice) B.S.N., Nursing 2+ Years Experience	\$43.06
Puleo, Diana	Nursing A.D.N., Nursing B.S., Biological Sciences M.S.N., Nursing	\$44.13

**OCCUPATIONAL & NONCREDIT PROGRAMS**

Austin, Phillip	Apprenticeship – Electrical Technology Journeyman’s Certificate (Wireman) Coursework and 6+ Years Experience	Paid by sponsor: San Diego Electrical Training Trust
Colbert, Terrence	Apprenticeship – Electrical Technology Eminence in Field of Electrical Technology	Paid by sponsor: San Diego Electrical Training Trust
Hayhurst, Scott	Wastewater Technology Eminence in Field of Wastewater Technology	\$43.06
Leavitt, Donald	Apprenticeship – Electrical Technology Eminence in Field of Electrical Technology	Paid by sponsor: San Diego Electrical Training Trust
McGrew, Fay	Community Education M.A., Media Studies	\$44.13
Mifflin, Robert	Community Education B.S., Engineering 2+ Years	\$43.06
Morrison, Doyle	Apprenticeship – Electrical Technology Eminence in Field of Electrical Technology	Paid by sponsor: San Diego Electrical Training Trust

**PERFORMING ARTS**

Hollyday, Robert	Music B.A., Music Coursework and Experience	\$43.06
Ludlow, Monet	Dance Eminence in the Field of Dance	\$43.06

**PUBLIC SAFETY**

Galindo, Chris	Fire Technology A.S., Fire Protection Technology 6+ Years Experience	\$43.06
Magoon, Kevin	Fire Technology A.A., Fire Technology 6+ Years Experience	\$43.06
Meers, Randy	Fire Technology B.S., Fire Science 2+ Years Experience	\$43.06

**REGIONAL OCCUPATIONAL PROGRAM**

Turney, T. Michael	Computer Technology B.A., Computer Science 2+ Years Experience	\$43.06
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**SPEECH COMMUNICATIONS/FORENSICS/AMERICAN SIGN LANGUAGE**

Mu, Geri American Sign Language \$44.13  
 A.A., Interpreter for the Deaf  
 B.A., Deaf Studies  
 M.A., Linguistics

Sheneman, Naomi American Sign Language \$46.90  
 M.A., Teach & Learn Bilingual Education:  
 (ASL – English)  
 M.S., Administration

**TRADE & INDUSTRY**

Asuncion, Michael Welding Technology \$43.06  
 Eminence in the Field of Welding

Ferri, Joshua Welding Technology \$43.06  
 Eminence in the Field of Welding

Loudon Sr., Gerald Welding Technology \$43.06  
 Eminence in the Field of Welding

**9. RECOMMENDATION: ACTION - RATIFY CORRECTION OF ASSIGNED TIME TO ACADEMIC CONTRACTS**

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

Name	Assignment	Department/Position	Assigned Time	Monthly Stipend
Laughlin, Teresa	President	The Faculty	20%	
Carpenter, Carey	Co-Chair	Life Sciences	40%	\$270.54
Gilardi, James	Co-Chair	Life Sciences	20%	\$180.36

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

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

- a. Name: **BRENDA WRIGHT**
- Position: CalWORKs Counselor/Assistant Professor
- Degrees: B.A.B.S., Behavioral Science  
 M.A., Human Behavior  
 Minimum qualifications satisfied through equivalency
- Department: Extended Opportunity Programs and Services (EOP&S)
- Position #: 6312 New: Yes
- Remarks: Position approved 10/12/04; funded – CalWORKs. This is a specially funded position; pursuant to California Education Code Section 87470, service is not included in computing the service required for the attainment of, or eligibility to, classification as a regular employee. Ms. Wright is a former full time faculty member who was laid off in June, 2002.
- Sal Rng/Stp: **C/11** Salary: **\$6,157.36/month**
- % of Position: 100% # Mos.: 11
- Effective: February 1, 2005
- Account #: K-122100-331200-63100-1612020/100%



**13. RECOMMENDATION: ACTION - RATIFY ADMINISTRATIVE EMPLOYMENT**

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

a. Name:  
Position: Director of Development and Governmental Relations/  
Executive Director for the Foundation  
Department: Palomar College Foundation  
Position #: 5685 New: No  
Remarks: Replacement for Dale Wallenius; change to position title approved  
2/8/05.  
Sal Grade/Stp: **72/1** Salary: **\$6,843.34/month**  
% of Position: 100% # Mos.: 12  
Effective:  
Account #: A-212100-212100-67110-0000000/100%

**14. 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 **January, 2005, and short-term employees** for the month of **February, 2005. EXHIBIT H-14**

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

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

a. Position: **Foundation Accountant**  
Name: Vacant  
Department: Advancement/Foundation Office  
Position #: 6325 New: Yes  
Remarks: Transfer of Advancement/Foundation Position to  
Palomar College  
Sal Grade/Stp: **32/1** Salary: **\$3,665.25/month**  
% of Position: 100% # Mos.: 12  
Effective: February 9, 2005  
Account #: A-212200-212100-67110-0000000/100%

b. Position: **Foundation Scholarship Assistant**  
Name: Vacant  
Department: Advancement/Foundation Office  
Position #: 6326 New: Yes  
Remarks: Transfer of Advancement/Foundation Position to  
Palomar College  
Sal Grade/Stp: **20/1** Salary: **\$2,050.87/month**  
% of Position: 75% # Mos.: 12  
Effective: February 9, 2005  
Account #: A-212200-212100-67110-0000000/100%

c. Position: **Senior Office Specialist**  
Name: Vacant  
Department: English as a Second Language  
Position #: 6294 New?: Yes  
Sal Grade/Stp: 14/1 Salary: **\$1,062.65/month**  
% of Position: 45% # Mos.: 12  
Effective: February 9, 2005  
Account #: A-212200-325100-60910-0000000/100%

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

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

- a.      Position:               **Accountant**  
          Name:                Gordana M. High  
          Department:        Fiscal Services  
          Position #:         5823                    New?: No  
          Remarks:         Position was 75%  
          Sal Grade/Stp:     **32/4**                   Salary: **\$2,121.53/month**  
          % of Position:     50%                       # Mos.: 12  
          Effective:         January 1, 2005  
          Account #:         A-212200-551100-67200-0000000/100%
- b.      Position:               **Senior Office Specialist**  
          Name:                Vacant  
          Department:        English as a Second Language  
          Position #:         5128                    New?: No  
          Remarks:         Replacement for Alison Beckett; position was 75%; 27%  
                                  funded – Noncredit Matriculation  
          Sal Grade/Stp:     14/1                    Salary: **\$2,361.44/month**  
          % of Position:     100%                   # Mos.: 12  
          Effective:         February 9, 2005  
          Account #:         A-212200-325100-60910-0000000/73%  
                                  K-212200-325100-63210-1612122/27%
- c.      Position:               **Senior Office Specialist**  
          Name:                Vacant  
          Department:        English as a Second Language  
          Position #:         5130                    New?: No  
          Remarks:         Replacement for Jeannette Martinez; position was  
                                  100%; balance of funds to new position 6294  
          Sal Grade/Stp:     14/1                    Salary: **\$1,062.65/month**  
          % of Position:     45%                       # Mos.: 12  
          Effective:         February 9, 2005  
          Account #:         A-212200-325100-60910-0000000/100%

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

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

- a.      Name:                   **ANGELINA E. ARZATE**  
          Position:            Systems Module Functional Assistant  
          Department:        Financial Aid & Scholarships  
          Position #:         6285                    New?: Yes  
          Remarks:         Position approved December 9, 2003; promotion for Ms.  
                                  Arzate. Funded – BFAP categorical funds.  
          Sal Grade/Stp:     **30/1**                   Salary: **\$3,491.93/month**  
          % of Position:     100%                   # Mos.: 12  
          Effective:         January 13, 2005  
          Account #:         K-212200-475100-64600-1612002/100%

- b. Name: **GLENN L. WILLIAMS**  
Position: Storekeeper  
Department: Facilities  
Position #: 5680 New?: No  
Remarks: Replacement for Ray Tafejian; voluntary demotion for Mr. Williams.  
Sal Grade/Stp: **16/5** Salary: **\$3,013.34/month**  
% of Position: 100% # Mos.: 12  
Effective: January 24, 2005  
Account #: A-212200-532200-67730-0000000/100%
- c. Name: **PAULETTE M. SEELY**  
Position: Enrollment Services Specialist  
Department: Enrollment Services  
Position #: 5479 New?: No  
Remarks: Replacement for Diane Pierce. Position was Admissions Assistant, Grade 16; reclassification of position approved 11/9/04.  
Sal Grade/Stp: **20/1** Salary: **\$2,734.49/month**  
% of Position: 100% # Mos.: 12  
Effective: January 24, 2005  
Account #: A-212200-421100-62100-0000000/100%
- d. Name: Eric B. Ramirez  
Position: Custodian I  
Department: Facilities/Custodial Services  
Position #: 6306 New?: No  
Remarks: Replacement for José Zepeda  
Sal Grade/Stp: **8/1** Salary: **\$2,041.15/month**  
% of Position: 100% # Mos.: 12  
Effective: February 7, 2005  
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.

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

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

- a. **Maria E. Spears**, Tutorial Assistant, Tutorial Services, effective January 12, 2005 (last day of employment January 11, 2005).

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

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 January 18, 2005, through May 20, 2005, to **Shelli Douglass**, Senior Office Specialist, Educational Television, to teach.

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 January 18, 2005, through May 20, 2005, to **Kelly Patrick**, Library Media Tech II, Library Media Center, to teach.

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 January 18, 2005, through May 20, 2005, to **Dennis Casey**, Academic Department Assistant, Computer Science & Information Services, to teach.

The Governing Board hereby ratifies the recommendation of the Superintendent/President granting a **45% Family Leave of Absence without pay and with no effect on benefits**, effective February 1, 2005, through April 30, 2005, to **Larissa Baumann**, Senior Telephone Operator, Telephone Services.

The Governing Board hereby ratifies the recommendation of the Superintendent/President granting a **100% Family Leave of Absence without pay and with no effect on benefits**, effective January 31, 2005, through April 22, 2005, to **Cynthia A. Kaptein**, Educational Center Assistant, Fallbrook Education Center.

**TRAVEL**

**20. RECOMMENDATION: ACTION – APPROVE TRAVEL EXPENSES**

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

- |    |  |   |
|----|--|---|
| a. | <b>Board Member</b><br>Advanced Funds?<br>For:<br>To attend:<br>Location:<br>Date:<br>Amount:<br>Budget Acct. No.: | <b>Nancy C. Chadwick</b><br>Yes<br>Registration, mileage<br>Annual SDICCCA Board Dinner and Workshop<br>Del Mar, CA<br>February 10, 2005<br>\$65.53<br>575200-11-111100-66100-10-2005-0000000 |
| b. | <b>Board Member</b><br>Advanced Funds?<br>For:<br>To attend:<br>Location:<br>Date:<br>Amount:<br>Budget Acct. No.: | <b>Michele T. Nelson</b><br>Yes<br>Registration, mileage<br>Annual SDICCCA Board Dinner and Workshop<br>Del Mar, CA<br>February 10, 2005<br>\$58.57<br>575200-11-111100-66100-10-2005-0000000 |

- c.     **Board Member**           **Mark Evilsizer**  
Advanced Funds?           Yes  
For:                           Registration, mileage  
To attend:                 Annual SDICCCA Board Dinner and Workshop  
Location:                 Del Mar, CA  
Date:                       February 10, 2005  
Amount:                    \$66.55  
Budget Acct. No.:         575200-11-111100-66100-10-2005-0000000
- d.     **Board Member**           **Darrell L. McMullen**  
Advanced Funds?           Yes  
For:                           Registration, mileage  
To attend:                 Annual SDICCCA Board Dinner and Workshop  
Location:                 Del Mar, CA  
Date:                       February 10, 2005  
Amount:                    \$61.00  
Budget Acct. No.:         575200-11-111100-66100-10-2005-0000000
- e.     **Board Member**           **Ruth Larson**  
Advanced Funds?           Yes  
For:                           Registration, mileage  
To attend:                 Annual SDICCCA Board Dinner and Workshop  
Location:                 Del Mar, CA  
Date:                       February 10, 2005  
Amount:                    \$60.94  
Budget Acct. No.:         575200-11-111100-66100-10-2005-0000000

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

In accordance with the Professional Growth Program for Classified Employees, the following employees are granted a one-time lump sum stipend of \$2,000.00 effective February 1, 2005, with the understanding that there is a waiting period of three years before beginning another Professional Growth Program:

Employee Name:           Gregory Baker  
Position:                 Instructional Support Assistant IV  
Department:             Communications/RTV  
Course of Study:         M.A. Degree

Employee Name:           LaVern S. Brack  
Position:                 Welder  
Department:             Building Services/Facilities  
Course of Study:         Certificate Program

Employee Name:           Angelica Guzman  
Position:                 Curricular Schedules Technician  
Department:             Instruction Office  
Course of Study:         A.A. Degree

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

In accordance with the Professional Growth Program for Classified Employees, the following employees are granted a \$500.00 annual stipend, prorated on a monthly basis, effective February 1, 2005:

Employee Name: Genevieve R. Al-Shafie  
Position: Academic Department Assistant  
Department: Business Education  
Course of Study: Job Related

Employee Name: Eleanor M. Masiello  
Position: Admissions & Enrollment Coordinator  
Department: Enrollment Services  
Course of Study: Job Related

Employee Name: Devonay I. Olson  
Position: ASL/English Interpreter  
Department: Disability Resource Center  
Course of Study: A.A. Degree

Employee Name: Eddie J. Tubbs  
Position: Instructional Support Assistant II  
Department: Career Center/Counseling  
Course of Study: B.A. Degree

Employee Name: Mary G. Vorhis  
Position: Senior Accounting Assistant  
Department: Fiscal Services  
Course of Study: A.A. Degree

**23. INFORMATION - RETIREMENT**

On Behalf of the Governing Board of the Palomar Community College District, the following **retirement** has been accepted by Robert P. Deegan, 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. **Louise K. Boehm**, Professor, Art, effective February 1, 2005. She served Palomar College for more than 23 years from March 23, 1981, to January 31, 2005.

<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 – DECLARE STARS ELECTRIC THE LOWEST RESPONSIVE BIDDER AND AWARD CONTRACT FOR JOB NO. B-5005, A-6 COMPUTER ROOM ELECTRICAL UPGRADE**

The Governing Board hereby declares Stars Electric, San Diego, CA, as the lowest responsive bidder in response to Job No. B-5005, A-6 Computer Room Electrical Upgrade project and awards a contract to Stars Electric in the amount of \$23,430.00, subject to receipt of all required bonding and insurance certificates. **EXHIBIT M-1**

2. **RECOMMENDATION: ACTION – DECLARE AMERICAN INDUSTRIAL SERVICES AS LOWEST RESPONSIVE BIDDER AND AWARD CONTRACT FOR JOB NO. B-5006, DESIGN & INSTALLATION OF SAWDUST COLLECTION SYSTEM**

The Governing Board hereby declares American Industrial Services, Escondido, CA, as the lowest responsive bidder in response to Job No. B-5006, Design and Installation of Sawdust Collection System and awards a contract to American Industrial Services in the amount of \$37,680.00, subject to receipt of all required bonding and insurance certificates. **EXHIBIT M-2**

3. **RECOMMENDATION; ACTION – APPROVE AGREEMENT WITH POWAY ACADEMY OF HAIR DESIGN FOR COSMETOLOGY PROGRAM OFFERED THROUGH REGIONAL OCCUPATIONAL PROGRAM (ROP)**

The Governing Board hereby approves an agreement between the District and Poway Academy of Hair Design to provide vocational education/skill training in all phases of a Cosmetology Program for ROP students. The term of this agreement shall be from February 1, 2005, through June 30, 2005. **EXHIBIT M-3**

4. **RECOMMENDATION: ACTION – APPROVE CHANGE ORDER NO. 1; ACCEPT AS FINAL & COMPLETE, JOB NO. B-5004 SEWER LINE REPLACEMENT PROJECT/ STUDENT SERVICES CENTER & D-BUILDING; AUTHORIZE RELEASE OF BID SECURITY IN THIRTY-FIVE DAYS; RELEASE THE BONDS AND RECORD NOTICE OF COMPLETION**

The Governing Board hereby approves **Change Order #1**; pertaining to Job No. B-5004 Sewer Line Replacement Project/Student Services Center and D-Building, San Marcos campus, original contract approved by the Governing Board on January 11, 2005, as detailed in **EXHIBIT M-4**. Total amount of **additive items** on change order #1 is \$9756.65; total amount of deductive item on change order #1 is **\$885.00**; total net cost of change order #1 is \$8,871.65 and;

The Governing Board hereby accepts the Job No. B-5004 Sewer Lines Replacement Project/Student Services Center and D-Building, on the San Marcos campus (hereinafter "Project") in accordance with the bid awarded by the District, on January 11, 2005, to CCL Contracting, Inc., (the "Contractor"), San Marcos, CA, as complete and final; and the Superintendent/President is authorized to execute and file the Notice of Completion including execution of the verification as Secretary of the Governing Board. The total amount of this contract is \$137,871.65 and all money due and owing to the Contractor, with the exception of the ten (10%) retention, shall be paid, and following the expiration of thirty-five (35) calendar days from the date this resolution is recorded, the Retention shall be paid to the Contractor, provided no liens are filed within this period. The bid security posted by CCL Contracting, Inc., shall be returned to this Contractor and all bonds shall be released within the time and in the manner as provided by law.

The Governing Board would like to express their appreciation and thank CCL Contracting, Inc., for getting the job completed on time given the rainy weather and acknowledges all of the extra efforts they put into the project. **EXHIBIT M-4**

**5. RECOMMENDATION: ACTION – APPROVE RESOLUTION IN SUPPORT OF THE DISTRICT RESPONSE TO THE PROPOSED AB 1417 PERFORMANCE REVIEW MODEL**

**WHEREAS**, AB 1417 charged the Board of Governors "to provide recommendations, based on information to be developed in a study to be conducted by the Chancellor of California Community Colleges, to the Legislature and the Governor regarding the design of a workable structure for the annual evaluation of district-level performance in meeting statewide educational outcome priorities."

**WHEREAS**, AB 1417 also specified the System Office complete this work by March 25, 2005, and "afford community college organizations, and interested parties and individuals, the opportunity to review and comment on the proposed recommendations before their consideration and adoption by the Board of Governors of the California Community Colleges by February 4, 2005."

**WHEREAS**, the Palomar Community College District provides the following joint faculty and administrative response to the proposed AB 1427 Performance Review Model.

**WHEREAS**, the Palomar Community College District considers the current budget crisis, and aims for a fiscally responsible option for performance reporting. The District urges the Chancellor's Office to partner with the Accreditation Commission in order to avoid duplication of efforts, to guard against reductive measures that will not support the general mission of community colleges, and to continue to develop within the system.

**WHEREAS**, the District is strongly opposed to any "rank ordering" which might result from the state's interpretation of the data requirements outlined in the current model. Using the District's own region as an example, we see a more constructive approach in collaboration rather than competition. The North County Higher Education Alliance (NCHEA) offers a good example in the District's area. Rank ordering works against the value of collaboration, and the District suggests that the Chancellor's Office take a strong position against it.

**WHEREAS**, if, in fact, the legislature imposes an "accountability system," the District believes the best approach would consider a combination of performance assessment options.

**WHEREAS**, the District commends the RP/CSS and the oversight committee for acknowledging the need to take “a fair and equitable view of a district’s performance to the degree possible.” The metrics seem to reflect this interest in equity among districts with different levels of funding and/or fewer resources. Efforts to equalize funding among community colleges would further serve this purpose.

**WHEREAS**, the District considers the role of community colleges in the state, the nation, and the world, and suggest that legislators seize the opportunity to move toward forward-looking models for performance review. Numbers alone are too easily translated into a punitive response, and questions of “consequences” that might follow from “poor performance” remain unanswered. For instance, the Department of Finance recommendations refer to “technical assistance” that might be offered to poorly performing districts. What, precisely, is meant by “technical assistance” in this context?

**WHEREAS**, Community colleges provide significant benefits for the state of California, and they do so at least partially by maintaining an open-access system. This system requires that we serve a wide variety of students whose level of skills and preparedness we cannot control. The criteria for performance review should recognize and value this fact, and should be addressed within any accountability model.

**WHEREAS**, as an open-access system, community colleges are more likely to perform and improve significantly if given the opportunity to focus evaluative criteria on their local student populations and specific mission statements. Therefore, we support the inclusion of Tier 2 district-specific optional measures, and we urge the accommodation of qualitative evaluation in the forms of narrative and description.

**WHEREAS**, all community colleges are subject to the fluctuations of the job market and other anomalies of the local environment. Here at Palomar, for instance, where Camp Pendleton Marines and their families are among our district’s population, we feel the effects of the present massive deployment in dramatic ways, and our mission demands that we consider ways to serve the educational needs of that group. Any accountability system should allow for description and evaluation relating to local context.

**WHEREAS**, although representatives of the Statewide Academic Senate have been included in the oversight committee, the role of community college faculty in the actual development of this model has apparently been non-existent, and this regrettable fact is clearly reflected in the model itself. For instance, reasonable ratios of full-time to part-time faculty and adequate support of professional development are essential elements of a successful college, and they should be part of the evaluative picture.

**WHEREAS**, the District is critical of the brief window of opportunity we’ve been given to react to this legislative requirement and to respond with meaningful feedback. We are not afraid of accountability, and we are open to change, but this timeline engenders skepticism rather than collegial participation.

**BE IT RESOLVED**, That the Palomar Community College Governing Board endorses the joint faculty and administrative response to the proposed AB1417 Performance Review Model which was respectfully submitted to both the CCLC and Statewide Academic Senate offices on February 4, 2005.

**6. RECOMMENDATION: ACTION- DECLARE EQUIPMENT FROM THE CABINET & FURNITURE TECHNOLOGY PROGRAM SURPLUS AND AUTHORIZE LOCAL SALE**

The Governing Board hereby declares equipment identified as **surplus** in the attached memorandum as Exhibit M-6, and no longer needed for District use by the Cabinet and Furniture Technology Program. The Governing Board hereby approves the **equipment to be sold at a private sale** conducted by Jon Stone, Associate Professor of the Cabinet & Technology Program, in accordance with District Procedure 552 and CA Ed Code Section 81452. All proceeds from the equipment shall be deposited to the Cabinet & Furniture Technology account. **EXHIBIT M-6**

7. **RECOMMENDATION: ACTION - APPROVE FIELD COURSE TO NEW YORK CITY, NEW YORK, FOR FASHION MERCHANDISING & DESIGN DEPARTMENT**

The Governing Board hereby **approves** a field study course for Fashion Merchandising and Design Department to travel to New York City, New York, during spring break (March 19, 2005 – March 26, 2005). Students who **participate in the field course** will enroll in **FASH 155** and receive 2 units of college credit for the field studies cost. Total cost for field course program is \$1,400.00, which covers airfare, hotel accommodations, transportation to and from the airport, and other scheduled events as described in Exhibit M-7. Student must pay a deposit of \$500.00 by February 11, 2005, to the Palomar College Cashier's Office and remaining balance is due by February 25, 2005.  
**EXHIBIT M-7**

8. **RECOMMENDATION: ACTION - APPROVE COURSE TO MEET MULTICULTURAL COURSE REQUIREMENT**

The Governing Board hereby **approves the following course**, which has been reviewed by Subcommittee C of the Curriculum Committee, to **meet the Multicultural Course Requirement**, effective Fall 2005:

**IBUS 110 Cultural Environment of International Business - All Sections**

9. **RECOMMENDATION: ACTION – APPROVE COURSES FOR INCLUSION IN CURRICULUM**

The Governing Board hereby approves the **courses** listed on **EXHIBIT M-9**, which have been examined by the Curriculum Committee and are being recommended for **inclusion in the Palomar College curriculum**.

10. **RECOMMENDATION: ACTION – APPROVE PROGRAMS FOR INCLUSION IN CURRICULUM**

The Governing Board hereby approves the **programs** listed on **EXHIBIT M-10**, which have been examined by the Curriculum Committee and are being recommended for **inclusion in the Palomar College curriculum**.

11. **RECOMMENDATION: ACTION – APPROVE REMOVAL OF COURSES FROM CURRICULUM**

The Governing Board hereby approves the removal of the **courses** listed on **EXHIBIT M-11**, which have been examined by the Curriculum Committee and are being recommended for **removal from the Palomar College Curriculum**.

12. **RECOMMENDATION: ACTION – APPROVE REMOVAL OF PROGRAMS FROM CURRICULUM**

The Governing Board hereby approves the **removal of the following programs**, which have been examined by the Curriculum Committee and are being recommended for **removal from the Palomar College curriculum**:

- |    |                      |   |
|----|----------------------|---|
| a. | <b>Discipline:</b>   | <b>Apprenticeship Training (AP)</b>           |
|    | Program Title:       | Electrical Lineperson (AP EL)                 |
|    | Catalog Pages:       | 80-81   |
|    | Reason for Deletion: | Program sponsor has moved to another college. |
|    | Effective Term:      | Fall 2005                                     |

- b.     **Discipline:**                     **Music**  
Program Title:                     Arts Management  
Catalog Page:                     183  
Reason for Deletion:             Inactive  
Effective Term:                    Fall 2005
  
- c.     **Discipline:**                     **Paralegal Studies**  
Program Title:                     Paralegal Studies  
Catalog Pages:                    196-197  
Reason for Deletion:             Inadequate institutional resources and support.  
Effective Term:                    Fall 2005

13.     **RECOMMENDATION: ACTION – APPROVE DRAFT OF LETTER TO COMMUNITY REGARDING PUBLIC HEARING ON THE PROPOSED INSTALLATION OF CELL TOWERS**

The Governing Board hereby approves the **letter** that will be sent to the College community regarding notification of the **public hearing** on the proposed installation of three cell towers on District property. **EXHIBIT M-13**

14.     **RECOMMENDATION: ACTION – ADOPT NONRESIDENT TUITION FEE; ADOPT FEE FOR CAPITAL OUTLAY, MAINTENANCE, AND EQUIPMENT EXPENDITURES NOT COVERED IN NONRESIDENT TUITION FEE; AUTHORIZE CHARGING NON-REFUNDABLE INTERNATIONAL STUDENT APPLICATION PROCESSING FEE; AND AUTHORIZE MAKING ALL AFOREMENTIONED FEES EFFECTIVE BEGINNING WITH SUMMER 2005, SESSION**

The Governing Board hereby adopts the rate of **\$151 per unit of credit for the 2005-2006 Nonresident Tuition Fee for all nonresident students.**

The Governing Board also authorizes the Palomar Community College District to charge nonresident students who are both citizens and residents of a foreign country **\$6 per unit of credit for the 2005-2006 Fiscal Year.** This \$6 fee is for the purposes of **capital outlay, maintenance, and equipment expenditures** which are not covered in the above-calculated Nonresident Tuition Fee and is authorized under Education Code 76141.

The Governing Board also authorizes the Palomar Community College District to charge a **non-refundable International Student Application Processing Fee of \$25.**

The Governing Board also authorizes that these fees be **effective beginning with the Summer 2005, session.** **EXHIBIT M-14**

15.     **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 **Ruth Larson** from the Governing Board Meeting held **January 11, 2005**, is **excused** due to personal necessity.

16.     **RECOMMENDATION: ACTION – GOVERNING BOARD COMMITTEE APPOINTMENTS**

The Governing Board President hereby makes the following standing committee appointments:

- Finance Committee:                1. \_\_\_\_\_ 2. \_\_\_\_\_
- Real Estate Committee:            1. \_\_\_\_\_ 2. \_\_\_\_\_

**17. RECOMMENDATION: ACTION – SCHEDULE BOARD RETREAT**

The Governing Board hereby schedules a **special meeting** as a **Board Retreat** on February 22, 2005, at 5:00 p.m., location to be determined.

**18. RECOMMENDATION: ACTION – BOARD TO NOMINATE TRUSTEE TO BE A CANDIDATE FOR THE CCCT BOARD**

The Governing Board of the Palomar Community College District nominates \_\_\_\_\_ to be a candidate for the CCCT Board.

**19. INFORMATION – AGENDA ITEMS FOR CONSIDERATION AT NEXT MEETING**

The Governing Board hereby requests the following agenda items for consideration at the next meeting: \_\_\_\_\_

**Status of Requested Reports: 10/04 – 1/05**

**Chadwick:**

- a. Textbook Report - Policies in terms of purchasing; buybacks; textbook rental program; list of adjacent discount stores; everything related to textbooks in general. – *1/11/05*
- b. The most recent report from the Chancellor's Office regarding new and used textbooks. – *1/11/05*
- c. Assessment of what would happen if Oracle buys PeopleSoft. *11/9/04*

**Nelson:**

- a. Grant application process/procedures - Is there a campus wide clearing process which reviews fiscal costs including matches required, personnel restrictions, etc., benefits to the college? Do constituent groups have an opportunity to provide input to ensure grant fits our primary mission (which is serving students); if we don't have a formal process, how are we progressing towards having one.  
*Pending*

**Evilsizer:**

- a. Mr. Evilsizer requested a report on attendance and operation of vocational programs. – *12/14/04*
- b. Student Engagement Report – *2/8/05*

**Reports Requested by Public:**

- a. Report on proposed cell phone towers – *Public hearing scheduled*

**N. CLOSED SESSION**

1. Public Employee Discipline/Dismissal/Release, pursuant to Government Code 54957.6.
2. Conference regarding negotiations with PFF/AFT, pursuant to Government Code 54957.6.
3. 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.
4. Conference with Legal Counsel - Pending Litigation, pursuant to Government Code 54956.9. Name of Case: Voith vs. Palomar Community College District; Superior Court, North County Judicial District

**O. RECONVENE TO OPEN SESSION**

**P. ADJOURNMENT**