



APPROVED JULY 12, 2005

GOVERNING BOARD MINUTES

SPECIAL MEETING, GOVERNING BOARD

DATE: TUESDAY, JUNE 28, 2005

TIME: 5:00 P.M. – ROOM: SSC-1

PALOMAR COMMUNITY COLLEGE DISTRICT

1140 WEST MISSION ROAD

SAN MARCOS, CALIFORNIA

A. CALL TO ORDER

Nancy Chadwick, President, called the special meeting of the Palomar Community College District Governing Board to order at 5:00 p.m.

B. ROLL CALL

TRUSTEES PRESENT:

NANCY C. CHADWICK, M.S.W., M.P.A., PRESIDENT

MARK EVILSIZER, M.A., SECRETARY

RUTH LARSON, M.D., TRUSTEE

TRUSTEES ABSENT:

DARRELL L. McMULLEN, M.B.A., TRUSTEE

MICHELE T. NELSON, PH.D., VICE PRESIDENT

EXECUTIVE ADMINISTRATORS PRESENT:

Robert P. Deegan, Superintendent/President

Berta Cuaron, Assistant Superintendent/Vice President, Instruction

Joseph Madrigal, Assistant Superintendent/Vice President, Student Services

Jack Miyamoto, Ed.D., Assistant Superintendent/Vice President, Human Resource Services

Joe Newmyer, Interim Assistant Superintendent/Vice President, Finance and Administrative Services

QUORUM ESTABLISHED

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.

BB. RECESS TO CLOSED SESSION FOR DISCUSSION OF THE FOLLOWING:

1. Public Employee Discipline/Dismissal/Release, pursuant to Government Code, §54957.6.

C. RECONVENE TO OPEN SESSION:

The Board reconvened to open session at 5:30 p.m. No reportable action taken.

STAFF PRESENT:

Jayne Conway, Director, College Health Services
Mark Oggel, Director of Communications
Josie Silva, Executive Assistant to the Superintendent/Governing Board

Pledge of Allegiance

D. NEW BUSINESS

1. APPROVE BUDGET ADJUSTMENTS FOR FISCAL YEAR 2004-2005 FOR PERIOD OCTOBER 2, 2004, THROUGH JUNE 17, 2005

MSC Evilsizer/Larson

The Governing Board of Palomar Community College District hereby approves Budget Adjustments of Fiscal Year 2004-2005 from October 2, 2004, through June 17, 2005. This report shows adjustments made to the Budget as of June 17, 2005. **(EXHIBIT D-1)**

The Vote: 3 Ayes; 2 Absent

2. APPROVE REVISED BUDGETS AS OF JUNE 17, 2005

MSC Evilsizer/Larson

The Governing Board of Palomar Community College District hereby approves the following Revised Budgets as of June 17, 2005:

General Fund Palomar Unrestricted (11); General Fund State Unrestricted (11); General Fund Restricted (12); Special Debt Service Fund (29); Child Development Fund (33); Capital Outlay Projects Fund (41); Energy Conservation Fund (43); Escondido Center Tenancies (59); Post Retiree Benefit Fund (69); Associated Student Fund (71); Student Representation Fee Fund (72); Student Body Center Fee Fund (73); Student Financial Aid Fund (74); Scholarship and Loan Trust Fund (75).

Reports for each fund are included in the backup material to the Board. **(EXHIBIT D-2)**

The Vote: 3 Ayes; 2 Absent

3. APPROVE TENTATIVE BUDGET FOR 2005-2006

MSC Evilsizer/Larson

The Governing Board hereby approves the 2005-2006 Tentative Budget for the Palomar Community College District. **(EXHIBIT D-3)**

At this point, Vice President Joe Newmyer gave a detailed presentation on the proposed Tentative Budget for 2005-06. Although Trustee McMullen was absent, he had the opportunity to review the tentative budget and submitted the following comments and questions:

Trustee McMullen wrote:

I wholeheartedly approve of the allocation of \$2M toward the Retiree Medical Contribution.

1. On page 3, I note an increase of \$121k for Printing Charges and Production Sales. The cause?

Mr. Newmyer:

Since these accounts are for internal services, in 04-05 they were changed from revenue to abatements. However we found that some of the charges were to 'outside' sources such as bookstore and cafeteria and thus the revenue was increased to reflect this.

2. On page 4, I note that Student Insurance Payments decreased from \$80k to zero. The cause?

Mr. Newmyer:

This budget was omitted in the Tentative Budget. It will be included in the Adopted Budget but it is expected that the amount will be significantly less.

3. Was a determination made to fund some Groups direct rather than through the ASG?

Mr. Newmyer:

Yes, the allocation of \$35,000 for co-curricular activities was directed to Instructional Services rather than to ASG.

Final comments from Trustee McMullen:

In general, due to unknown state budget changes that may occur by September, the Tentative Budget for 2005-2006 has my unofficial approval. Thank you!

Trustee Evilsizer asked the following questions:

1. How much money are we allocating toward our retirement obligation this year, and what is our outstanding future liability?

Mr. Newmyer

\$5.2 million allocated this year. Total liability is just being computed.

2. Are we increasing our maintenance budget for facilities this year? If so, by what amount?

Mr. Newmyer

Yes, by \$336,000.

3. Is the budget allocation for student clubs and extracurricular activities more, less, or the same as last year?

Mr. Newmyer

Less - last year \$52,000 to ASG.

This year \$35,000 to Instructional Services for co-curricular activities and \$17,000 to ASG.

4. How are we doing with our full-time to part-time faculty ratio? Are we budgeted to add any more full-time faculty positions?

Mr. Newmyer

We are employing nine additional full time faculty; information on full-time/part-time ratio will be forthcoming.

5. What is our allocation towards funding the bond campaign start-up activities?

Mr. Newmyer

\$70,000

6. How much money is required to begin the land purchase process at both proposed sites? Are we covering the expected outlays?

Mr. Newmyer

Fallbrook:

<i>6/05</i>	<i>\$200,000</i>
<i>9/05</i>	<i>\$300,000</i>
<i>12/06</i>	<i>\$1,500,000</i>
<i>6/07</i>	<i>\$50,272,000</i>

Poway:?

<i>9/05</i>	<i>\$4,000,000</i>
<i>?</i>	<i>\$4,000,000</i>

Current budget: \$5,300,000

However, if a bond election is successful, all costs indicated are expected to be covered by the proceeds of the bond election.

Final comments from Trustee Evilsizer:

Thanks again for the terrific job you and your staff are doing to help us continuously improve our college, and our quest to become the best in the nation.

The Vote: 3 Ayes; 2 Absent

4. **ADOPT NOTICE OF PUBLIC HEARING FOR 2005-2006 ANNUAL FINANCIAL BUDGET REPORT (CCFS-311)**

MSC Evilsizer/Larson

The Governing Board hereby approves that the proposed 2005-2006 Annual Financial and Budget Report of the Palomar Community College District will be on display and available for public inspection on Friday, September 2, 2005, through Tuesday, September 13, 2005, 8:00 a.m. to 5:00 p.m., Fiscal Services, Room A-2, Administration Building, Palomar College.

Further, the Governing Board of the Palomar Community College District will conduct a Public Hearing on the Annual Financial and Budget Report at a meeting of the Governing Board on Tuesday, September 13, 2005, 6:00 p.m., Board Conference Room, Palomar College. Said Notice of Public Hearing is to be published by the North County Times on August 15, 16, or 17, 2005. **(EXHIBIT D-4)**

The Vote: 3 Ayes; 2 Absent

5. **DENIAL OF REQUEST FOR LEAVE**

MSC Larson/Evilsizer

- a. The Governing Board hereby adopts the recommendation of the Superintendent/President **denying an additional unpaid leave of absence** for **Debra L. Jones**, CCCSAT Project Director, for the period from May 1, 2005, to July 1, 2005.

The Vote: 3 Ayes; 2 Absent

6. **PLACEMENT ON A RE-EMPLOYMENT LIST**

MSC Larson/Evilsizer

- a. The Governing Board hereby adopts the recommendation of the Superintendent/President placing Debra L. Jones on a re-employment list effective June 28, 2005, for the lesser of a period of 39 months or the expiration of her Classified Administrator Employment Contract.

The Vote: 3 Ayes; 2 Absent

E. **ADJOURNMENT**

The meeting was adjourned at 6:36 p.m.