



APPROVED 8/9/05

**GOVERNING BOARD MINUTES
REGULAR MEETING OF THE GOVERNING BOARD**

DATE: JULY 12, 2005

5:00 P.M. (CLOSED SESSION) - 6:00 P.M. (OPEN SESSION)

PALOMAR COMMUNITY COLLEGE DISTRICT

GOVERNING BOARD ROOM, STUDENT SERVICES CENTER

1140 WEST MISSION ROAD

SAN MARCOS, CALIFORNIA

A. CALL TO ORDER

Nancy Chadwick, President, called the regular 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
MICHELE T. NELSON, PH.D., VICE PRESIDENT
MARK R. EVILSIZER, M.A., SECRETARY
RUTH LARSON, M.D., TRUSTEE
DARRELL L. MC MULLEN, M.B.A., TRUSTEE
NEILL KOVRIG, STUDENT TRUSTEE

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

C. PUBLIC COMMENTS

D. RECESS TO CLOSED SESSION

The Board went into Closed Session at 5:00 p.m., to discuss:

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 Negotiators, pursuant to Government Code §54956.8.
Property: APNs as follows: 323-100-01, 04, 09, 11, 12; 323-482-12; 323-500-01, 07, 08, 09, 14; 323-501-02; 323-070-46-00; 323-110-68; 323-110-22; 323-110-65; 323-110-44; 323-110-66; 323-110-69; 323-110-70; 323-110-71; 323-110-55; and 323-110-26.

Agency Negotiators: Robert Deegan, Joseph Newmyer, Jim Goodell, and David Rodriguez.
Negotiating Parties: District and Property Owners.
Under Negotiation: Price and terms of payment.

4. Conference with Real Property Negotiators, pursuant to Government Code §54956.8.
Property: Approximately 80 acres of real property generally located at the northeast corner of Interstate 15 and State Route 76, near Fallbrook.

Agency Negotiators: Robert Deegan, Joseph Newmyer, Jim Goodell, and David Rodriguez
Negotiating Parties: District and Passerelle, LLC
Under Negotiation: Price and terms in agreement.

DD. RECONVENE TO OPEN SESSION

The meeting reconvened to Open Session at 6 p.m. There was no reportable action taken during Closed Session.

STAFF PRESENT:

Jenny Akins, President, Confidential and Supervisory Team; Supervisor, Purchasing Services
Tom Plotts, President, Administrative Association; Director, Business Services
Tricia Frady, Vice President, CCE/AFT; Financial Aid
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

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 FROM THE MEETING DATE.

DDD. ADMINISTRATION OF OATH OF OFFICE TO STUDENT TRUSTEE

The Oath of Office was given to Neill Kovrig, Student Trustee by Board President Chadwick.

E. COMMENTS FROM OTHER INDIVIDUALS OR GROUPS

F. APPROVAL OF MINUTES

MSC Evilsizer/Larson

The Governing Board hereby approves the Minutes of the Regular Meeting of June 14, 2005.

The Governing Board hereby approves the Minutes of the Special Meeting of June 28, 2005.

The Vote was unanimous.

Student Trustee Advisory Vote: Aye

G. REPORT OF THE GOVERNING BOARD PRESIDENT

Board President Nancy Chadwick reported on the 2005-06 budget. She commented on equalization funds and stated that everyone must work conscientiously on this issue and start the lobbying again.

President Chadwick reported on her attendance at the San Diego County Fair. She commented on the student exhibits and acknowledged the various awards won by Palomar College students. She applauded all students, faculty, and staff that contributed to such a wonderful display of creativity and production.

President Chadwick said she was very impressed with the new adjunct faculty offices, and thanked Mr. Mike Ellis, Director of Facilities, for helping with this project.

GG. REPORTS OF GOVERNING BOARD TRUSTEES

Trustee Nelson commented that she just returned from a month long vacation trekking around the United States.

Trustee Evilsizer commented that he visited the adjunct faculty offices and felt it is a real step in the right direction.

Trustee Evilsizer reported that he had an opportunity to broker a meeting between Dr. Dave Kowles, Superintendent of the Vista Unified School District, and President Deegan. During that meeting, discussion took place on the various programs Palomar College has to offer school districts in the area.

Trustee Evilsizer reported on his attendance at the San Diego County Fair and commented on the various Palomar College student displays. He mentioned that he had the opportunity to walk the Passerelle property in Fallbrook with President Deegan, and he also congratulated Neill Kovrig for being elected as the new Student Trustee.

Trustee McMullen – no report

Trustee Larson congratulated everyone on all of the awards won at the San Diego County Fair and commented that it takes a community and everyone working together, she expressed her appreciation to be a part of this community.

Student Trustee Neill Kovrig commented that he also had the opportunity to see the adjunct faculty office and expressed his appreciation that our students will have a place to visit with the adjunct faculty members. Mr. Kovrig reported that he was able to visit the Del Mar Fair and was fascinated by the number of awards that Palomar received just from our students. He acknowledged the Journalism 101 students who were in attendance at tonight's meeting, and also acknowledged his mother and grandmother, who were also present.

H. REPORT OF THE SUPERINTENDENT/PRESIDENT

President Deegan congratulated newly elected Student Trustee Neill Kovrig. He announced that the Accrediting Commission for Community and Junior Colleges has accepted the District's progress report and thanked Vice President Cuaron and all of the members of the Accreditation Progress Report Committee for the work that they did in pulling that report together.

President Deegan commented that overall, the state budget looks very good for community colleges; there is an overall 9% increase in terms of funding for California community colleges. He expressed his displeasure with the fact that equalization funds were downgraded on this year's budget. He thanked the Governing Board for the fine work that they did in their lobbying efforts for equalization, and stated that this is an issue that is not going away. President Deegan exclaimed that heavy lobbying efforts will continue until the community colleges get the equalization that this community deserves.

President Deegan announced that the college has hit its enrollment cap for the year. Because of this fact, the Board will be looking at approving a 2.5% salary increase that was negotiated based on reaching cap. He thanked all faculty, staff, and administrators for pulling together and making this happen.

1. Report of Vice President for Instruction

Ms. Berta Cuaron acknowledged the faculty and staff for working so diligently in reaching the goal of the District attaining its cap. She exclaimed that this was an accomplishment which would not be possible without everyone working together. She thanked everyone for all of their hard work.

Ms. Cuaron reported that in an effort to respond to community demands and statewide efforts to encourage all of the community colleges to address the nursing shortage that the state is facing, Dean Sara Thompson has been working with local partners and faculty in the Nursing Education Program. At this point, Ms. Cuaron introduced Dean Sara Thompson.

Dean Thompson gave a recap of the issues facing the Nursing Education Program. She explained the proposal for expanding the Nursing Program of Palomar College.

Discussion followed with Board members overwhelmingly approving the steps that are being taken to ensure the expansion of the program.

2. Report of Vice President for Student Services

Vice President Madrigal reported that fall registration has begun. He commented on the crowded conditions his staff has to operate under and that they are running out of space. He reported that there are always students waiting in line for counseling appointments, scholarships, financial aid, registration, assessment, Veterans' services, and job placement. He looks forward to the day when Palomar can have a one-stop shop center for our students. He commended his staff for providing the quality services for the students in very limited quarters.

3. Report of Vice President for Finance and Administrative Services – No Report

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

**Resumption of
REGULAR AGENDA**

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

J. APPROVAL OF CONSENT CALENDAR ITEMS

1. REVIEW AND APPROVE PURCHASES MADE FOR PRIOR SIXTY DAYS

MSC McMullen/Nelson

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				
Purchase Orders	0540733	through	0540922	\$ 687,721.25
Travel	0550106	through	0550106	\$ 213.40
Advertising/Increases	0560112	through	0560127	\$ 37,802.14
Agreement/Services	0570894	through	0571035	\$ 1,428,754.69
Repairs	0575129	through	0575135	\$ 13,656.01
Agreement/Annual	0580173	through	0580174	\$ 71.12
Procurement Card	Time Period: 05/23-05 – 06/22/05			\$
	168,934.43			
				<u>\$ 2,337,153.04</u>

The Vote was unanimous.

Student Trustee Advisory Vote: Aye

2. Removed from Consent Calendar.

3. Removed from Consent Calendar.

4. AUTHORIZE DRAWING NEW WARRANTS

MSC McMullen/Nelson

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

- a. Warrant #77078656, dated October 20, 2004, in the amount of \$1,743.90, payable to Reginald D. Owens, 1269 Sunglow Drive, Oceanside, CA 92056. Void due to stale date.
- b. Warrant #77071054, dated December 23, 2003, in the amount of \$290.00 payable to Louis A. Rodriguez, 573 Butterwood Avenue, San Marcos, CA 92069. Void due to stale date.
- c. Warrant #76-120217, dated January 22, 2004, in the amount of \$69.00 to Lilyanne L. Williams, 35569 Rice Canyon Road, Fallbrook, CA 92028. Void due to stale date.

The Vote was unanimous.

Student Trustee Advisory Vote: Aye

5. GRANT EQUIVALENCY FOR DISCIPLINE

MSC McMullen/Nelson

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:

Adelmann, Victoria – Child Development
Conrad, Robert – Geography
Jennum, Sheri – Physical Education
Mosleh, Sahar – Computer Science & Information Systems

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

6. RATIFY PART-TIME FACULTY EMPLOYMENT

MSC McMullen/Nelson

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

SUMMER 2005

BEHAVIORAL SCIENCES

McGrevy, David	Psychology	\$46.90
	B.A., Psychology	
	M.A., Guidance & Counseling	
	M.A., Psychology	
	Ph.D., Psychology	

ENGLISH AS A SECOND LANGUAGE

Colabucci, Patrick	English as a Second Language	\$44.13
	M.Ed., Secondary Education/English Education	
Zunic, Koraljka	English as a Second Language	\$44.13
	B.A., International Studies	
	M.A.TEP, TESOL	

PERFORMING ARTS

Richardson, Glenn	Music	\$44.13
	B.A., Music	
	M.A., Music	

PHYSICAL EDUCATION

Jennum, Sheri	Physical Education	\$46.90
	B.A., Behavioral Science	
	J.D., Law	
	2+ Years Experience	

FALL 2005

BEHAVIORAL SCIENCES

Boyle, Kathleen Psychology \$46.90
Ph.D., Psychology

BUSINESS EDUCATION

McQuade, Lisa Accounting \$43.06
B.S., Business Administration
Certified Public Accountant

CHEMISTRY

Hanna, Edmond Chemistry \$44.13
M.S., Chemistry

CHILD DEVELOPMENT

Adelmann, Victoria Child Development \$44.13
B.A., Behavioral Science
M.A., Counseling Psychology
Coursework and Experience

COMPUTER SCIENCE & INFORMATION SYSTEMS

Mosleh, Sahar Computer Science & Information Systems \$43.06
B.S., Computer Engineering
2+ Years Experience

EARTH SCIENCES

Conrad, Robert Geographic Information Systems \$43.06
B.A., Geography
2+ Years Experience

Galantowicz, Anne

Geography \$44.13
B.S., Social Studies Education
M.A., Geography

ECONOMICS/HISTORY/POLITICAL SCIENCE

Silverman, Bruce Economics \$45.62
M.A., Economics

LIFE SCIENCES

Chang, Jennie Microbiology \$46.90
M.S., Microbiology
Ph.D., Immunology

NURSING EDUCATION

Forrister, Susan Nursing \$44.13
M.S.N., Nursing

Hunter, Patricia

Nursing \$44.13
M.S.N., Nursing

PERFORMING ARTS

Lopez-Yanez, Ruth Music \$44.13
B.M., Music
M.A., Music

PUBLIC SAFETY PROGRAMS

Doucette, Jodi Administration of Justice \$46.90
J.D., Law

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

7. RATIFY CORRECTION TO ACADEMIC CONTRACT

MSC McMullen/Nelson

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

- a. Name: **LINDA D. MORROW**
Position: Librarian/Assistant Professor
Department: Library
Remarks: Increased salary grade and step due to verification of educational background and previous related work experience.
Sal Rng/Stp: **D/8** Salary: **\$6,138.22/month**
% of Position: 100% # of Mos: 10
Effective: August 19, 2005
Account #: A-125000-317100-61200-0000000/100%

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

8. ACTION - RATIFY ACADEMIC EMPLOYMENT

MSC McMullen/Nelson

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

- a. Name: **TRACY L. OBEREM**
Position: Assistant Professor, English as a Second Language
Degrees: B.A., English with Teaching English as a Second Language Certificate
M.A., Linguistics
Department: English as a Second Language
Position #: 6343 New: No
Sal Rng/Stp: **C/1** Salary: **\$4,411.91/month**
% of Position: 100% # of Mos: 10
Effective: August 19, 2005
Account #: A-111000-325200-4930V-0000000/100%

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

9. APPROVE REIMBURSEMENT OF CANDIDATE FOR SECOND-LEVEL INTERVIEW EXPENSES

MSC McMullen/Nelson

The Governing Board hereby approves **reimbursement of travel expenses** for a second-level interview for the following:

a. **JON C. STEPHENS**

For: Airfare, rental car, and parking
To Attend: Open forum and second level interview for the position of Assistant Superintendent/Vice President, Finance & Administrative Services
Location: Sacramento, CA, to San Diego, CA
Dates: May 18, 2005, and May 26, 2005
Amount: \$588.55
Account #: 575400-12-611200-67600-10-2005-1612080/100%

The Vote was unanimous.

Student Trustee Advisory Vote: Aye

10. RATIFY NEW CLASSIFIED POSITIONS

MSC McMullen/Nelson

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

a. Position: **Custodian II**
Name: Vacant
Department: Custodial Services
Position #: 6347 New: Yes
Sal Grade/Stp: **12/1** Salary: **\$2,319.16/month**
% of Position: 100% # Mos.: 12
Effective: July 13, 2005
Account #: B-212200-542200-65300-0000000/100%

a. Position: **Custodian I**
Name: Vacant
Department: Custodial Services
Position #: 6348 New: Yes
Sal Grade/Stp: **8/1** Salary: **\$2,104.22/month**
% of Position: 100% # Mos.: 12
Effective: July 13, 2005
Account #: B-212200-542200-65300-0000000/100%

b. Position: **Skilled Maintenance Technician**
Name: Vacant
Department: Facilities
Position #: 6348 New: Yes
Sal Grade/Stp: **17/1** Salary: **\$2,619.58/month**
% of Position: 100% # Mos.: 12
Effective: July 13, 2005
Account #: B-212200-542100-65100-0000000/100%

c. Position: **Skilled Maintenance Technician**
 Name: Vacant
 Department: Facilities
 Position #: 6349 New: Yes
 Sal Grade/Stp: **17/1** Salary: **\$2,619.58/month**
 % of Position: 100% # Mos.: 12
 Effective: July 13, 2005
 Account #: A-212200-542100-65100-0000000/100%

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

11. RATIFY CHANGES TO CLASSIFIED POSITIONS

MSC McMullen/Nelson

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

a. Position: **Web Analyst**
 Name: Tiffany R. Hickey
 Department: Educational Television
 Position #: 6217 New?: No
 Remarks: Position was 100%
 Sal Grade/Stp: **43/5** Salary: **\$4,203.11/month**
 % of Position: 70% # Mos: 12
 Effective: July 1, 2005
 Account #: K-212200-318100-61320-1612190/100%

b. Position: **Custodian I/II**
 Name: Michael L. Leger
 Department: Custodial Services
 Position #: 5669/6352 New?: No
 Remarks: Position was 100% Custodian I
 Sal Grade/Stp: **08/18** Custodian I Salary: **\$2,245.87/month**
 12/18 Custodian II **\$ 618.96/month**
 % of Position: 80% Custodian I
 20% Custodian II # Mos: 12
 Effective: July 1, 2005
 Account #: A-212200-542200-65300-0000000/100%

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

- e. Name: **MICHAEL A. WULF**
Position: Financial Aid Advisor
Department: Financial Aid & Scholarships
Position #: 5564 New?: No
Remarks: Replacement for Melissa Kloz; funded – 11% Enrollment Fees.
Sal Grade/Stp: **24/1** Salary: **\$3,106.45/month**
% of Position: 100% # of Mos: 12
Effective: August 1, 2005
Account #s: A-212200-475100-64600-0000000/89%
A-212200-475100-64600-0811010/11%
- f. Name: **VICTOR M. RODRIGUEZ-ELLIS**
Position: Skilled Maintenance Technician
Department: Facilities/Building Services
Position #: 6350 New?: Yes
Remarks: Position approved 7/12/05
Sal Grade/Stp: **17/1** Salary: **\$2,619.58/month**
% of Position: 100% # of Mos: 12
Effective: July 9, 2005
Account #: A-212200-542100-65100-0000000/100%
- g. Name: **ANEL B. CARDONA-GONZALEZ**
Position: EOP&S Staff Assistant (Bilingual)
Department: Extended Opportunity Programs & Services
Position #: 5554 New?: No
Remarks: Replacement for Saida Muñoz; transfer for Ms. Cardona-Gonzalez.
Funded – EOP&S.
Sal Grade/Stp: **23/2** Salary: **\$3,184.14/month**
% of Position: 100% # of Mos: 12
Effective: July 1, 2005
Account #: K-212200-473100-64300-1612060/100%

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

14. APPROVE PERSONNEL ACTIONS/HISTORY

MSC McMullen/Nelson

The Governing Board hereby approves the **Personnel Actions/History** report, which includes hires and pay rate changes for **student employees** for the month of **June, 2005, and short-term employees** for the month of **July, 2005. EXHIBIT J-14**

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

17. RATIFY LEAVES OF ABSENCE

MSC McMullen/Nelson

- a. The Governing Board hereby ratifies the recommendation of the Superintendent/President granting a **26.6% Family Leave of Absence without pay and with no effect on benefits**, effective August 22, 2005, through September 30, 2005, to **Wendy Metzger**, Professor, Mathematics.
- b. The Governing Board hereby ratifies the recommendation of the Superintendent/President granting a **26.6% Personal Leave of Absence without pay and with no effect on benefits**, effective October 1, 2005, through December 17, 2005, to **Wendy Metzger**, Professor, Mathematics.
- c. The Governing Board hereby ratifies the recommendation of the Superintendent/President granting a **50% Personal Leave of Absence without pay and with no effect on benefits**, effective June 7, 2005 through August 18, 2005, to **Karen Miller**, Master Teacher I, Child Development Center.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

18. RATIFY RESIGNATIONS

MSC McMullen/Nelson

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

- a. **Louvenia E. Henderson**, Instructional Support Assistant II, Business Education, effective June 20, 2005 (last day of employment June 19, 2005).
- b. **Linda Herritt**, Enrollment Services Specialist, Enrollment Services, effective August 11, 2005 (last day of employment August 10, 2005).
- c. **Amy A. Peters**, GEAR UP Outreach Coordinator, Grant Funded Student Support Programs, effective July 28, 2005 (last day of employment July 27, 2005).

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

19. INFORMATION: CLASSIFIED PROFESSIONAL GROWTH AWARDS

In accordance with the Professional Growth Program for Classified Employees, the following employees are granted a \$500 annual stipend, prorated on a monthly basis, effective July 1, 2005:

Employee Name: Daniel Jani
Position: Instructional Computer Lab Technician
Department: Academic Technology
Course of Study: B.S. Degree

Employee Name: Judith A. Smith
Position: Library Media Technician II
Department: Library Media Center
Course of Study: A.A. Degree

Employee Name: Brenda Morris
Position: Academic Department Assistant
Department: Earth Sciences
Course of Study: B.A. Degree

Employee Name: Kelly Snow
Position: ASL/English Interpreter
Department: Disability Resource Center
Course of Study: B.A. Degree

Employee Name: Denise VanderStoel
Position: Interpreter Program Coordinator
Department: Disability Resource Center
Course of Study: A.A. Degree

Employee Name: Darla Mulder
Position: Academic Department Assistant
Department: Reading Services
Course of Study: Job Related

In accordance with the Professional Growth Program for Classified Employees, the following employees are granted a one-time lump sum stipend of \$2,000 effective July 1, 2005, with the understanding that there is a waiting period of three years before beginning another Professional Growth Program:

Employee Name: Luke Bisagna
Position: Broadcast Operator
Department: Educational Television
Course of Study: A.A. Degree

Employee Name: Larissa Baumann
Position: Senior Telephone Operator
Department: Information Services/Telephone Services
Course of Study: B.A. Degree

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

MSC McMullen/Nelson

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

Summer 2005

COLLEGE FOR KIDS INSTRUCTORS:

Name: Kaylin McClain
Services: Teach 2 weeks of Cheer Camp – Full Time
Effective: July 18
Instructor Rate: \$28.00 per hour
Fees to Student: \$85.00 for 15 hrs of instruction
Terms: Min 10/Max 20

Name: Pamela Yonker
Services: Teach 2 weeks of Cooking – Full Time
Effective: July 18
Instructor Rate: \$30.00 per hour
Fees to Student: \$85.00 for 15 hrs of instruction
Terms: Min 10/Max 20

Name: Jennifer McCormick
Services: Teach 1 week of Theater for Kids – Part Time
Effective: July 18
Instructor Rate: \$28.00 per hour
Fees to Student: \$85.00 for 15 hrs of instruction
Terms: Min 10/Max 20

REGULAR VENTURE INSTRUCTORS:

Name: Mineko Takane Moreno
Services: Sushi 101 – Sushi for Beginners
Effective: September 25, 2005
Instructor Rate: Flat fee \$500.00 per class
Fees to Student: \$65.00
Terms: Min 12/Max 20

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

K. ACTION ON ITEMS REMOVED FROM CONSENT CALENDAR

2. APPROVE SIGNATURES FOR COUNTY BUSINESS

MSC Nelson/McMullen

The Governing Board of Palomar Community College District hereby approves the following **business procedures** be authorized, effective August 1, 2005.

- a. Persons authorized, pursuant to the provisions of the Education Code, Section 85232, to sign any and all school orders in the name of the District, drawn on the funds of the District:

Joseph Newmyer, Interim Assistant Superintendent/Vice President,
Finance and Administrative Services,
Robert P. Deegan, Superintendent/President, or
Kenneth Jay, Director of Business Services

- b. Person authorized to receive mail from the Accounting Section of the San Diego County Office of Education:

Phyllis Laderman, Interim Director of Fiscal Services, or
Kenneth Jay, Director of Business Services

EXHIBIT J-2

The Vote was unanimous.

Student Trustee Advisory Vote: Aye

3. APPROVE BANK SIGNATURE AUTHORIZATIONS EFFECTIVE AUGUST 1, 2005

MSC Nelson/McMullen

The Governing Board authorizes the following to deposit/withdraw funds currently deposited in California Bank & Trust, San Marcos, California, for Palomar Community College District Financial Aid, Federal Account, and for Palomar Community College District Food Services Account:

Robert P. Deegan, Superintendent/President, and
Joseph Newmyer, Interim Assistant Superintendent/Vice President,
Finance and Administrative Services, or
Kenneth Jay, Director of Business Services

The Governing Board authorizes the following to deposit/withdraw funds currently deposited to the Palomar Community College Transfer Account deposited in California Bank & Trust, San Marcos, California:

Robert P. Deegan, Superintendent/President, and
Joseph Newmyer, Interim Assistant Superintendent/Vice President,
Finance and Administrative Services, or
Kenneth Jay, Director of Business Services

The Governing Board authorizes the following to deposit/withdraw funds currently deposited to the Palomar Community College Revolving Cash Fund in California Bank & Trust, San Marcos, California:

Robert P. Deegan, Superintendent/President, and
Joseph Newmyer, Interim Assistant Superintendent/Vice President,
Finance and Administrative Services, or
Kenneth Jay, Director of Business Services

The Governing Board authorizes the following to deposit/withdraw funds currently deposited to the Palomar Community College District Associated Students of Palomar College in California Bank & Trust, San Marcos, California:

Robert P. Deegan, Superintendent/President, and
Joseph Newmyer, Interim Assistant Superintendent/Vice President,
Finance and Administrative Services, or
Kenneth Jay, Director of Business Services
and
Neill Kovrig, President, Associated Student Government, or
Vice President, Associated Student Government

The Governing Board authorizes the following to deposit/withdraw funds deposited to the Palomar Community College District EOP&S Emergency Loan Fund in California Bank & Trust, San Marcos, California:

Robert P. Deegan, Superintendent/President, and
Joseph Newmyer, Interim Assistant Superintendent/Vice President,
Finance and Administrative Services, or
Kenneth Jay, Director of Business Services

The Governing Board authorizes the following to deposit/withdraw funds deposited to the Palomar Community College District in the San Diego County Treasury:

Robert P. Deegan, Superintendent/President, and
Joseph Newmyer, Interim Assistant Superintendent/Vice President,
Finance and Administrative Services, or
Kenneth Jay, Director of Business Services

The Governing Board authorizes two of the following to deposit/withdraw funds currently deposited to the Palomar College Payroll Account (automatic payroll deposit account) in California Bank & Trust, San Marcos, California:

Robert P. Deegan, Superintendent/President,
Joseph Newmyer, Interim Assistant Superintendent/Vice President,
Finance and Administrative Services,
Kenneth Jay, Director, Business Services,
Esperanza Flores, Manager, Payroll Services,
Janien A. Lau-Thompson, Payroll Assistant - Withdraw only,
Cynthia Battaglia, Payroll Assistant - Deposit only

The Governing Board authorizes the following to deposit/withdraw funds deposited to the Palomar Community College District, State of California--Cal Grant Account in California Bank & Trust, San Marcos, California:

Robert P. Deegan, Superintendent/President,
Joseph Newmyer, Interim Assistant Superintendent/Vice President,
Finance and Administrative Services, or
Kenneth Jay, Director of Business Services

The Governing Board authorizes the following to deposit/withdraw funds deposited to the Palomar Community College District, Payroll Electronic Funds Transfer Account for State Taxes in California Bank & Trust, San Marcos, California:

Esperanza Flores, Manager, Payroll Services, or
Cynthia Battaglia, Payroll Assistant, and
Robert P. Deegan, Superintendent/President, or
Joseph Newmyer, Interim Assistant Superintendent/Vice President,
Finance and Administrative Services, or
Kenneth Jay, Director of Business Services

The Governing Board authorizes the following to deposit/withdraw funds deposited to the Palomar College/Tenancies, Escondido Center, in California Bank & Trust, San Marcos, California:

Robert P. Deegan, Superintendent/President,
Joseph Newmyer, Interim Assistant Superintendent/Vice President,
Finance and Administrative Services, or
Kenneth Jay, Director of Business Services

The Governing Board authorizes the following to deposit/withdraw funds deposited to the Palomar College Payroll Electronic Funds Transfer-Federal Taxes account in California Bank & Trust, San Marcos, California:

Esperanza Flores, Manager, Payroll Services, or
Cynthia Battaglia, Payroll Assistant,
Robert P. Deegan, Superintendent/President,
Joseph Newmyer, Interim Assistant Superintendent/Vice President,
Finance and Administrative Services, or
Kenneth Jay, Director of Business Services

EXHIBIT J-3

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

L. REPORTS FROM COLLEGE GROUPS

1. INFORMATION

Report of the Faculty Senate

Ms. Katie Townsend-Merino reported on her attendance at the Statewide Academic Senate Leadership Institute. She commented that a couple of issues came up which she feels should be looked at when the Faculty Senate meets after summer break. Ms. Townsend-Merino also reported on the status of the Campus Explorations project.

2. INFORMATION

Report of the Palomar Faculty Federation

Ms. Julie Ivey thanked Mr. Mike Ellis, Ms. Berta Cuaron, and those in Facilities for making for such great use of the office space in the adjunct faculty office. She thanked part-time faculty who took in extra students and generated so much of the growth money that is available.

3. **INFORMATION**

Report of the Administrative Association

Mr. Tom Plotts reported that the Administrative Association executive council has been busy setting up meet and confer meetings, updating its website, and meeting with Mr. Deegan.

4. **INFORMATION**

Report of the Confidential and Supervisory Team – no report

5. **INFORMATION**

Report of the CCE/AFT – no report

6. **INFORMATION**

Report of the Associated Student Government

Mr. Neill Kovrig introduced members of Student Government who were present at the meeting. He thanked Mr. Deegan, Mr. Madrigal, and Mr. Bishop for resolving the election issue. Mr. Kovrig stated that he is very grateful for the opportunity to serve the students. The first order of business will be to continue on-going bylaw revisions.

M. UNFINISHED BUSINESS – There was none.

N. NEW BUSINESS

1. **ACCEPT AND APPROVE CHANGE ORDER #3 FOR HIGH TECHNOLOGY LABORATORY/CLASSROOM BUILDING**

MSC Nelson/Larson

RESOLUTION #05-20826

The Governing Board hereby accepts and approves Change Order #3 in the amount of \$338,873.00, pertaining to Job No. 712, High Technology Laboratory/Classroom Building project; original contract approved by the Governing Board on October 12, 2004.

EXHIBIT N-1

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

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

MSC Larson/Nelson

The Governing Board hereby ratifies and approves all contracts and agreements for the period May 1, 2005, through June 30, 2005, and entered into on behalf of the Palomar Community College District. **EXHIBIT N-2**

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

3. **AUTHORIZATION TO EXECUTE CONTRACTS WITHIN THE LIMITS OF AVAILABLE FUNDS ON JOB NO. B-6001, FLOOR COVERING REPLACEMENT PROJECTS**

MSC McMullen/Evilsizer

The Governing Board hereby authorizes Joseph Newmyer, Interim Vice President, Finance and Administrative Services, or Ken Jay, Director, Business Services, to execute a contract within the limits of available funding to the lowest responsive bidder for Job No. B-6001, Floor Covering Replacement Projects, at the San Marcos campus and Escondido Center. This project will be competitively bid and work and completion of the construction project shall be during the period of July, 2005, through January, 2006.

EXHIBIT N-3

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

4. **APPROVE 2005/06 CHILD DEVELOPMENT AGREEMENT CONTRACT NUMBER: CCAM-5010, CAMPUS CHILD CARE, ACCEPT FUNDING FROM THE CALIFORNIA DEPARTMENT OF EDUCATION AND AUTHORIZE DESIGNATED PERSONNEL TO SIGN CONTRACT**

MSC Nelson/Larson

RESOLUTION #05-20827

The Governing Board hereby approves Child Development Services agreement, Contract Number: CCAM-5010, Campus Child Care, between California Department of Education and Palomar Community College District, effective July 1, 2005, through June 30, 2006; and accepts funding in the amount of \$163,483.00 to subsidize child care for income qualifying Palomar College students at the San Marcos and Escondido Child Development Centers.

The Governing Board hereby authorizes Joe Newmyer, Interim Vice President, Finance & Administrative Services, or Ken Jay, Director of Business Services, to sign contract documents of the California Department of Education – Child Development Services.

EXHIBIT N-4

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

5. **APPROVE 2005/06 CHILD DEVELOPMENT AGREEMENT CONTRACT NUMBER: CPRE-5312, STATE PRESCHOOL, ACCEPT FUNDING FROM THE CALIFORNIA DEPARTMENT OF EDUCATION AND AUTHORIZE DESIGNATED PERSONNEL TO SIGN CONTRACT**

MSC Nelson/Evilsizer

RESOLUTION #05-20828

The Governing Board hereby approves Child Development Services agreement, Contract Number: CPRE-5312, State Preschool, between California Department of Education and Palomar Community College District, effective July 1, 2005, through June 30, 2006; and accepts funding in the amount of \$187,967.00 to provide two state preschool programs (morning & afternoon sessions) for the Child Development Centers.

The Governing Board hereby authorizes Joe Newmyer, Interim Vice President, Finance & Administrative Services, or Ken Jay, Director of Business Services, to sign contract documents of the California Department of Education – Child Development Services.

EXHIBIT N-5

The Vote was unanimous.

Student Trustee Advisory Vote: Aye

6. **RATIFY FY 2004–2005 SALARY SCHEDULES FOR FULL-TIME FACULTY REPRESENTED BY THE PFF/AFT, CLASSIFIED EMPLOYEES REPRESENTED BY CCE/AFT LOCAL 4522, ADMINISTRATIVE ASSOCIATION MEMBERS, CONFIDENTIAL AND SUPERVISORY TEAM MEMBERS, SENIOR ADMINISTRATORS, AND EXECUTIVE ADMINISTRATORS**

MSC Larson/Evilsizer

The Governing Board hereby ratifies the FY 2004-2005 salary schedules for full-time faculty represented by the PFF/AFT, classified employees represented by CCE/AFT Local 4522, Administrative Association members, Confidential and Supervisory Team members, senior administrators, and executive administrators, that reflect a 2.5% growth increase earned in 2004-2005, effective July 1, 2004.

The Vote was unanimous.

Student Trustee Advisory Vote: Aye

7. **SCHEDULE GOVERNING BOARD WORKSHOPS**

MSC McMullen/Larson

The Governing Board hereby schedules a **Board Workshop** on **Tuesday, August 30, 2005**, location, time, and topic to be determined.

The Vote was unanimous.

Student Trustee Advisory Vote: Aye

**8. INFORMATION: FIRST READING – APPROVE REVISION OF B.P. 540
PURCHASING**

At the next Governing Board meeting, an item will appear on the agenda for approval of the following revised policy:

**B.P. 540
Purchasing**

The Governing Board has the sole authority and responsibility for purchase contracts of the District. The Governing Board may designate certain individuals as being authorized to sign purchase orders and certain contractual documents on its behalf, subject to ratification. Only those persons' names may obligate the District on behalf of the Governing Board. Furthermore, the Governing Board recognizes the need to establish guidelines for conducting day-to-day purchasing procedures as defined by the Purchasing Procedures Handbook.

The Governing Board shall review, prior to signature and implementation, the following contracts:

- All contracts meeting the dollar requirements for mandatory public bidding under Public Contract Code section 20111(a). ~~These purchases would be for equipment, materials, supplies, or services which do not constitute a "public project." (Currently the limit is \$62,400.)~~ This review requirement includes agreements related to contract/grant funded programs meeting these parameters.
- All public project contracts meeting the dollar requirements for mandatory public bidding under Public Contract Code, Sections 20111(b) and 20651(b). ~~Currently, the requirement for public projects and construction services is not annually adjusted. Such public projects must be bid if the total expenditures exceed \$15,000.~~ This review requirement includes agreements related to contract/grant funded programs meeting these parameters.
- All multi-year contracts excluding maintenance, repair, and service agreements; hardware and software maintenance and license renewals.
- All real estate purchase or lease agreements except leasing of classroom space.

9. **INFORMATION: FIRST READING – APPROVE REVISION OF B.P. 470 ATHLETIC FUNDING**

At the next Governing Board meeting, an item will appear on the agenda for approval of the following revised policy:

**BP 470
ATHLETIC FUNDING
Associated Student Government Budget (70-3084)**

~~The following items were adopted for incorporation in the District Associated Student Government budget policies:~~

- A. ~~The District shall assume financial responsibility for the Athletic Program. Income received from athletic events shall be placed in a trust fund. These monies may be used to provide for those related athletic expenses which cannot legally be financed by the District. All surplus funds in the trust shall carry over to the following year.~~
- B. ~~Funding of publications (Telescope, Bravura), forensics, theatre arts, music, art, and dance, shall be from the Bookstore net profit. Such monies shall be specifically designated to the activities listed above and, thus, assure their continuing to function as a part of the total program of the Associated Student Government and the College. If the Bookstore income is greater than the budgeted activities, surplus monies shall go to the general fund of the Associated Student Government.~~
- C. ~~All other Associated Student Government expenses shall be funded by the profit from the Student Activity card and any other sources of income.~~
- D. ~~Where admission charges are made for activities such as dances and plays, those students holding a Student Activity Card shall be given a reduced price or admitted free. All athletic events shall be free to Palomar students. GB 4-13-74~~

10. **EXCUSE ABSENCE OF TRUSTEE**

MSC Larson/Evilsizer

In accordance with Section 72425(c) of the California Education Code, the Governing Board hereby finds that the absence of **Dr. Michele Nelson** from the Special Meeting of the Governing Board held **June 28, 2005**, is **excused** due to personal necessity.

The Vote: 3 Ayes; 2 Abstain (Nelson/McMullen)
Student Trustee Advisory Vote: Aye

11. **EXCUSE ABSENCE OF TRUSTEE**

MSC Larson/Evilsizer

In accordance with Section 72425(c) of the California Education Code, the Governing Board hereby finds that the absence of **Darrell McMullen** from the Special Meeting of the Governing Board held **June 28, 2005**, is **excused** due to personal necessity.

The Vote: 3 Ayes; 2 Abstain (McMullen/Nelson)
Student Trustee Advisory Vote: Aye

O. BOARD REQUESTS FOR REPORTS

No new reports requested.

The following reports are pending:

1. Grant Application Process (Nelson)
2. Sabbatical Leave Process (Nelson)
3. Professional Services-Policy & Monitoring (Evilsizer)
4. Identify funds and process to hire a Nursing Program consultant (Evilsizer)

R. ADJOURNMENT

The meeting was adjourned at 6:58 p.m.

President

Secretary