



**APPROVED 2/19/2008**

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

**DATE: JANUARY 8, 2008**

**4:00 P.M. (CLOSED SESSION) - 5:00 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**

Board President, Darrell McMullen, called the regular meeting of the Palomar Community College District Governing Board to order at 4:00 p.m.

**AA. ROLL CALL**

**TRUSTEES PRESENT:**

DARRELL L. MC MULLEN, M.B.A., PRESIDENT  
RUTH LARSON, M.D., VICE PRESIDENT  
NANCY C. CHADWICK, M.S.W., M.P.A., SECRETARY  
MICHELE T. NELSON, PH.D., TRUSTEE  
MARK R. EVILSIZER, M.A., TRUSTEE  
JESSE LYN, STUDENT TRUSTEE

**EXECUTIVE ADMINISTRATORS PRESENT:**

Robert P. Deegan, Superintendent/President  
Berta Cuaron, Assistant Superintendent/Vice President, Instruction  
Bonnie Ann Dowd, Ed.D., Assistant Superintendent/Vice President, Finance & Administrative Services  
Joseph Madrigal, Assistant Superintendent/Vice President, Student Services  
John Tortarolo, Assistant Superintendent/Vice President, Human Resource Services

**B. PUBLIC COMMENTS**

**C. RECESS TO CLOSED SESSION**

The Board went into Closed Session at 4:02 p.m., to discuss:

1. **PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE**, pursuant to Government Code §54957 et seq.
2. **CONFERENCE REGARDING NEGOTIATIONS WITH CCE/AFT**, pursuant to Government Code §54957.6.
7. **STUDENT DISCIPLINE**, pursuant to Education Code §72122.
3. **CONFERENCE REGARDING NEGOTIATIONS WITH PFF/AFT**, pursuant to Government Code §54957.6.
4. **CONFERENCE REGARDING DISCUSSION WITH OTHER UNREPRESENTED EMPLOYEES**, pursuant to Government Code §54957.6.
5. **PUBLIC EMPLOYMENT**, pursuant to Government Code §54957.

6. **CONFERENCE WITH REAL PROPERTY NEGOTIATOR**, pursuant to Government Code §54956.8.

- a. Discussion of potential sites in the southern portion of the District.

CC. **RECONVENE TO OPEN SESSION**

The meeting reconvened to Open Session at 5:09 p.m. Board President McMullen reported the following:

The Board took action in closed session to terminate a **probationary classified** employee, #007273185, effective January 9, 2008.

The Board also took action to impose disciplinary action on a student.

**STAFF PRESENT:**

Brent Gowen, President, Faculty Senate; Associate Professor, English  
Laura Gropen, President, Administrative Association; Manager of Marketing Services, EDUCTV  
Julie Ivey, Co-President, PFF/AFT; Part-Time Faculty, English  
Neill Kovrig, President, CCE/AFT; Counseling Services Specialist, Transfer Center  
Josie Silva, Executive Assistant, Superintendent/Governing Board

**GUESTS:**

Others present are listed on the sign-in sheets.

**QUORUM ESTABLISHED**

Following the pledge of allegiance to the flag, Board President Evilsizer 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 TWO YEARS FROM THE MEETING DATE.

D. **COMMENTS FROM OTHER INDIVIDUALS OR GROUPS** – There were none.

E. **APPROVAL OF MINUTES**

MSC Chadwick/Evilsizer

The Governing Board approved the Minutes of the Regular Meeting of December 11, 2007.

The Vote was unanimous.

Student Trustee Advisory Vote: Aye

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

At this time, Board President McMullen moved item GG. forward on the agenda.

**GG. ADMINISTRATION OF OATH OF OFFICE TO POLICE OFFICER**

**1. RATIFIED SWORN CLASSIFIED EMPLOYMENT**

MSC Chadwick/Evilsizer

The Governing Board ratified the recommendation of the Superintendent/President regarding the employment of the following sworn classified employee:

a.     Name:           **MICHAEL M. HARUN**  
       Position:       Police Officer I  
       Department:   Palomar College Police Department  
       Position #:     5871                                 New?: No  
       Remarks:      Replacement for Anthony Cruz; funded – Parking Lot Fees.  
       Sal Grade/Stp: **31/1**                                 Salary: **\$4,170.28/month**  
       % of Position: 100%                                 # Mos: 12  
       Effective:      January 9, 2008  
       Account #:     K-212200-543100-69500-1812070/100%

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

**ADMINISTRATION OF OATH OF OFFICE TO OFFICER HARUN** – Board President, Darrell McMullen, administered the Oath of Office to Officer Harun.

**G. REPORTS/PRESENTATIONS**

**1. Audit Report – Phebe McCutchinson**

Dr. Dowd introduced Phebe M. McCutcheon, Auditor, Vicenti, Lloyd, Stutzman, LLP, who reviewed with the Board the results of an independent audit for year ending June 30, 2007. Ms. McCutcheon answered various questions from Governing Board members regarding the findings of the audit report.

**2. Emergency Response – Kelley Hudson-Mac Isaac, Manager, Facility Planning/ Environmental Health & Safety; Tom Plotts, Police Chief; Scott McClintok, City of San Marcos Emergency Preparedness Coordinator**

Ms. Hudson-Mac Isaac updated the Board on how Palomar College fits into the regional planning for emergency response. Chief Tom Plotts briefed the Board on regional emergency police communications and training, and Mr. Scott McClintok briefed the Board on how Palomar relates to the City of San Marcos during emergency situations.

**3. Contract Procedures – Ken Jay**

Director of Business Services, Ken Jay, briefed the Board on the procedures the District currently abides by regarding the 60-day report on contracts and purchases. He also reported on District Board Policy 540 Purchasing, which lists guidelines regarding the Board contract approval process.

A lengthy discussion ensued with several Board members expressing their concerns regarding the District entering into lengthy contracts and amendments to existing contracts. President Deegan informed the Board that Business Services is currently preparing a report listing all existing contracts, including expiration and renewal dates. SPC will review the report and bring recommendations and rationales to the Board.

**H. REPORTS OF GOVERNING BOARD PRESIDENT**

Board President, Darrell McMullen, commented on the current status of the state budget, and said it was difficult to commit to future obligations with so many unknowns. He assured everyone that the Board will do all it can to commit to these future obligations. Board President McMullen reported on his participation on an Emergency Response Training Team which is specifically for civilians.

**HH. REPORT OF THE GOVERNING BOARD TRUSTEES**

Trustee Ruth Larson thanked President Deegan for hosting the December holiday party. She praised those responsible for the creation of the Foundation 2008 calendar and wished everyone a great year.

Trustee Nancy Chadwick reported on her attendance at the police and nursing graduations. Trustee Chadwick took a test run on the new Sprinter (train) from Oceanside to Escondido and commented that our students will certainly profit from this mode of transportation. She informed everyone about a Prop 92 rally sponsored by SDICCCA that will take place at Palomar, and urged all faculty, students, and staff to participate. Trustee Chadwick thanked the labor unions and Chambers of Commerce for supporting Prop M.

Trustee Michele Nelson reported on her involvement in a church group working with homeless women and children, and said it was a very profound experience for her. She feels the community colleges must find a way to help these women who are in abusive situations and have children, or people who are displaced and need training. Trustee Nelson commented that the Fiscal Handbook for Trustees that was recently released contains very useful information, and was elated that Vice President Dowd participated in its development.

Trustee Mark Evilsizer reported on his attendance at several graduations held in December. He is very concerned with the budget situation, which looks very dismal with billions of dollars in shortcomings. He feels it is going to be a challenging year for the state and the community college system.

Student Trustee Jesse Lyn reported that Region 10 is working diligently on Prop 92 and ASG is planning a rally involving students when the semester begins.

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

Superintendent Robert Deegan welcomed everyone back from the holidays and said he looked forward to working with the faculty and classified staff to address all issues and concerns. President Deegan reported that enrollment for the spring semester is up 6% headcount and 7% for FTES. Although the budget is expected to look grim for the following year, he affirmed that the District is in good financial shape.

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

Vice President Berta Cuaron thanked the strong leadership of department chairs, faculty, and division deans for their hard work that takes place in student services to ensure that our students get registered and make their way into the classroom. The part time plenary will be held on Thursday, January 17, and Board members are invited to attend this event.

a. **Accreditation Self-Study Progress Report – Berta Cuaron**

Vice President Cuaron distributed copies of the Institutional Self-Study group structure. The Steering Committee will be a standing committee and will continue to work and stay abreast of any accreditation criteria changes, annual report, as well as subsequent reports resulting from the site visit in March, 2009.

She recognized Glynda Knighten, who has been assigned responsibilities in pulling materials together, and creating and maintaining the web site. She thanked the tri-chairs for working with the writing teams. She also thanked Michelle Barton, Institutional Research and Planning, for her work on the institution wide survey. The feedback will be used in the second draft of the self-study report.

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

Vice President Joe Madrigal commended the writing team on Standard II-B for submitting the first draft of the Accreditation Self-Study report. The team consists of Dean Lynda Halttunen, Mary San Agustin, and Sandra Richtmyer. He reported on the remodel of the library building, and also said a team will visit Southwestern College to observe its one-stop shop student center.

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

Vice President Bonnie Ann Dowd reported on the status of the state budget. Chief Business Officers will meet with the Apple Board and with representatives from CCLC to discuss the budget. She, along with Phyllis Laderman, Director of Fiscal Services, will attend the statewide budget workshop. Vice President Dowd also reported on the status of the EIR certification on the North County Education Center.

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

President Deegan reported that Vice President Tortarolo is recovering well.

<b>Resumption of REGULAR AGENDA</b>
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J. **APPROVAL OF CONSENT CALENDAR ITEMS**

**REPLACEMENT OF WARRANTS**

1. **APPROVED DRAWING NEW WARRANTS**

MSC Chadwick/Larson

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

- a. Warrant #76-158378, dated **September 14, 2006**, in the amount of **\$156.00**, to **Zepeda Alejandro**, 9133 Camulos Ave Montclair, CA 91763. Void due to stale date.
- b. Warrant #77-103445, dated **February 20, 2007**, in the amount of **\$400.74**, payable to **Susan G. Blackman**, 45695 Monte Verde Road, Temecula, CA 92592. Void due to stale date.

The Vote was unanimous.

Student Trustee Advisory Vote: Aye

**PERSONNEL**

**2. GRANTED EQUIVALENCY FOR DISCIPLINE**

MSC Chadwick/Larson

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

Brent Baccellia	CSIS
Barry W. Broadhead	Welding
Stephen W. Cunningham	Zoology
Daniela M. Juri	German
Leigh A. Sutherlin	Music
Yufeng Wei	Japanese

The Vote was unanimous.

Student Trustee Advisory Vote: Aye

**3. RATIFIED PART-TIME FACULTY EMPLOYMENT**

MSC Chadwick/Larson

The Governing Board ratified the recommendation of the Superintendent/ President regarding the **employment of the following part-time faculty**, at the hourly rates indicated for Spring 2008 (day and/or evening); said part-time faculty are not scheduled to teach more than a 60 percent load in a single semester:

**SPRING 2008**

**BEHAVIORAL SCIENCES**

Black, Shannon B.	Anthropology M.A., Anthropology	\$48.72
Degenshein, Rachael	Psychology M.A., Psychology B.A., Psychology	\$48.72
Workman, Olga	Philosophy Ph.D., Philosophy M.A., Philology	\$51.78

**COMMUNICATIONS**

Sarnowski, David J.	Communication M.A., Business Administration B.A., Accounting 2+ Years Experience	\$48.72
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**COMPUTER SCIENCE/INFORMATION SYSTEMS**

Baccellia, Brent CSIS \$47.54  
Eminence in the Field

Davis, Lemuel L. CSIS \$48.72  
M.S., Electrical Engineering  
B.S., Electrical Engineering  
2+ Years Experience

**COOPERATIVE EDUCATION**

Stout, Lisa K. Cooperative Education \$48.72  
M.A., Education: Pupil Personnel

**ECONOMICS, HISTORY & POLITICAL SCIENCES**

Bond, Robert C. History \$51.78  
Ph.D., History  
M.A., History

Eppel, Megan E. History \$48.72  
M.A., History

Smith, Jonathan Economics \$48.72  
M.A., Economics

Waits, Robert M. History \$48.72  
M.A., History

**ENGLISH**

Morris, Raymond A. English \$48.72  
M.A., Literature & Writing Studies  
B.A., Literature & Writing Studies

**ENGLISH AS A SECOND LANGUAGE**

Allan, Maria S. ESL \$48.72  
M.A., Linguistics  
TESOL Certificate

**FOREIGN LANGUAGES**

Juri, Daniela M. German \$48.72  
M.A., Spanish  
B.A., Spanish & Russian  
Eminence in the Field

Muniz-Gracia, Aned Y. German \$48.72  
M.A., European Languages &  
Literature (German)

Wei, Yufeng Japanese \$48.72  
M.A., Teaching English to Speakers  
of Other Languages  
Eminence in the Field

**GRAPHIC COMMUNICATIONS**

Kelley, Gregory D. Graphic Communications \$48.72  
M.A., Art History  
B.A., Art History  
2+ Years Experience

**LIFE SCIENCES**

Cunningham, Stephen W.                      Zoology    \$51.78  
D.C., Chiropractic  
Eminence in the Field

Durrant, Barbara S.                              Zoology    \$51.78  
Ph.D., Physiology  
M.S., Physiology

**NURSING**

Griffin, Sasha L.                                  Nursing    \$48.72  
M.S.N., Pediatric Nurse Practitioner

Grubstad II, Fredrick W.                      Clinical Nursing                                  \$47.54  
B.S., Nursing  
2+ Years Experience

**OCCUPATIONAL & NONCREDIT PROGRAMS**

Suydam, Tim    Water Technology Education                      \$47.54  
B.S., Engineering (Chemical  
Engineering)  
2+ Years Experience

Willis, Darlene V.                                  Parenting    \$51.78  
Ph.D., Organizational Psychology  
M.A., Organizational Psychology

**PERFORMING ARTS**

Cormier, Wendy J.                                  Dance    \$48.72  
M.F.A., Ballet  
B.F.A., Ballet

Sutherlin, Leigh A.                                  Music    \$47.54  
B.A., Music (Piano)  
Eminence in the Field

**PHYSICAL EDUCATION**

Cathcart, Scott T.  
(Current Administrator)                      Physical Education                                  \$48.72  
M.Ed., Education: Physical Education  
B.S., Business Administration – Marketing

**PUBLIC SAFETY**

Pereida, Arthur V.                                  Fire Technology                                      \$47.54  
A.A., Fire Science  
6+ Years Experience

**TRADE & INDUSTRY**

Broadhead, Barry W.                              Welding    \$47.54  
Eminence in the Field

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

**4. APPROVED CHILD DEVELOPMENT CENTER TEACHER EMPLOYMENT**

MSC Chadwick/Larson

The Governing Board ratified the recommendation of the Superintendent/ President regarding the **employment of the following Child Development Center Teacher**, at the hourly rate indicated for Spring, 2008:

Morris, Sari S.	Teacher A.A., Child Development Child Development Teacher Permit	\$17.31
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The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

**5. RATIFIED CLASSIFIED EMPLOYMENT**

MSC Chadwick/Larson

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

a. Name: **PATRICIA A. WADE**  
Position: Senior Library Media Technician  
Department: Library  
Position #: 5050 New?: No  
Remarks: Replacement for Wendy Langslet  
Sal Grade/Step: **19/1** Salary: **\$3,112.32/month**  
% of Position: 100% # Mos: 12  
Effective: January 14, 2008  
Account #: A-212200-317100-61200-0000000/100%

Normal Work Schedule: Monday – Thursday, 11:45 am – 9:15 pm; Friday, 12:15 pm – 4:15 pm. A 3% night differential will be paid for hours worked between 6:00 pm and 10:00 pm.

b. Name: **JULIE Q. SNOWDY**  
Position: Financial Assistance Specialist  
Department: Financial Aid, Veterans' & Scholarship Services  
Position #: 5559 New?: No  
Remarks: Replacement for Javier Williams  
Sal Grade/Step: **20/1** Salary: **\$3,189.98/month**  
% of Position: 100% # Mos: 12  
Effective: January 9, 2008  
Account #: A-212200-475100-64600-0000000/100%

Normal Work Schedule: Monday – Thursday, 10:30 am – 7:30 pm; Friday, 7:30 am – 4:30 pm. A 3% night differential will be paid for hours worked between 6:00 pm and 10:00 pm.

- c. Name: **JENNIE P. VASTOLA**  
Position: Senior Administrative Secretary  
Department: Counseling Services  
Position #: 6011 New?: No  
Remarks: Replacement for Tawn Gregg  
Sal Grade/Stp: **23/1** Salary: **\$3,430.29/month**  
% of Position: 100% # Mos: 12  
Effective: January 9, 2008  
Account #: A-212200-462100-63100-0000000/100%
- d. Name: **ANTHONY KOPEC**  
Position: Instructional Support Assistant III  
Department: Earth, Space, and Aviation Sciences/Physics & Engineering  
Position #: 5256/5305 New?: No  
Remarks: Replacement for Gordon Stubblefield  
Sal Grade/Stp: **25/1** Salary: **\$3,603.18/month**  
% of Position: 50%/50% # Mos: 12  
Effective: January 9, 2008  
Account #s: A-221000-345400-19010-0000000/100%  
A-222000-349400-19020-0000000/100%

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

**6. RATIFIED RECLASSIFICATION OF CLASSIFIED POSITION**

MSC Chadwick/Larson

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

- a. Position: **COUNSELING SERVICES SPECIALIST**  
Department: Extended Opportunity Programs and Services  
Name: Angela K. Stanley  
Position #: 6206 New?: No  
Remarks: Position was Counseling Support Specialist, Grade 16.  
Sal Grade/Stp: **20/7** Salary: **\$4,001.76/month**  
% of Position: 100% # Mos: 12  
Effective: July 1, 2006  
Account #: K-212200-473100-64300-1612060/100%

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

**7. RATIFIED CHANGE TO CLASSIFIED POSITION**

MSC Chadwick/Larson

The Governing Board ratified the recommendation of the Superintendent/ President regarding the **change** to the following **classified position**:

- a.      Position:       **WELLNESS/FITNESS CENTER OUTREACH COORDINATOR**  
          Name:         Michelle L. Fifield  
          Department:  Wellness/Fitness Center  
          Position #:   6279                               New?: No  
          Remarks:   Increase position from 45% to 100%; funded – Wellness/Fitness Center.  
          Sal Grade/Stp: **20/5**                               Salary: **\$3,878.68/month**  
          % of Position: 100%                               # Mos: 12  
          Effective:   January 9, 2008  
          Account #:   K-212200-523100-68100-1812500/100%

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

**8. APPROVED PERSONNEL ACTIONS/HISTORY**

MSC Chadwick/Larson

The Governing Board approved the **Personnel Actions/History** report, which includes hires and pay rate changes for **student employees** for the month of **December, 2007, and short-term employees** for the month of **January, 2008. EXHIBIT J-8**

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

**9. RATIFIED RESIGNATION**

MSC Chadwick/Larson

The Governing Board ratified the recommendation of the Superintendent/ President to accept the **resignation** of the following **employee**:

- a.      **Laura McClellan Brewer**, Teacher, Child Development Center, effective January 2, 2008 (last day of employment January 1, 2008).

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

**10. RATIFIED LEAVES OF ABSENCE**

MSC Chadwick/Larson

- a. The Governing Board ratified the recommendation of the Superintendent/President granting a **15% Personal Leave of Absence without pay and with no effect on benefits**, effective January 23, 2008, through May 20, 2008, to **Gregory Baker**, Instructional Support Assistant IV, Communications, to teach.
- b. The Governing Board ratified the recommendation of the Superintendent/President granting an **Intermittent Family Medical Leave of Absence with no effect on benefits**, effective December 3, 2007, for a maximum of 480 hours, to **George S. Holt**, Senior Groundskeeper, Grounds Services.
- c. The Governing Board ratified the recommendation of the Superintendent/President granting a **12.5% Personal Leave of Absence without pay and with no effect on benefits**, effective January 22, 2008, through May 23, 2008, to **Mark G. Lee**, Audio Production Coordinator, Performing Arts, to teach.
- d. The Governing Board ratified the recommendation of the Superintendent/President granting a **100% Family Medical Leave of Absence with no effect on benefits**, effective November 8, 2007, through January 11, 2008, to **Melanie K. Toth**, Senior Administrative Secretary, Public Safety Programs.

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

**COMMUNITY DEVELOPMENT**

**11. APPROVED NEW COMMUNITY DEVELOPMENT CLASSES, AGREEMENTS, AND PERSONNEL**

MSC Chadwick/Larson

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

**Spring 2008**

- a. 

<b>Name:</b>	Carolyn Gross
<b>Name of Class:</b>	Stress Solutions, Time Management, Prioritizing
<b>Effective:</b>	January, 2008
<b>Instructor Rate:</b>	50% of tuition fees collected
<b>Fees to Student:</b>	\$75-\$125 (\$300 for series)
<b>Terms:</b>	Min 15 – Max 40
- b. 

<b>Name:</b>	Barbara Waggoner
<b>Name of Class:</b>	Enhancing Personal & Professional Excellence
<b>Effective:</b>	February, 2008
<b>Instructor Rate:</b>	50% of tuition fees collected
<b>Fees to Student:</b>	\$130-\$195 (\$399 for series)
<b>Terms:</b>	Min 15 - Max 40

- c. **Name:** Lyudmila LaRios  
**Name of Class:** Russian – Basic Conversational  
**Effective:** February, 2008  
**Instructor Rate:** 40% of tuition fees collected  
**Fees to Student:** \$75  
**Terms:** Min 15 - Max 30

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

**BUSINESS SERVICES**

12. **REVIEWED AND APPROVED PURCHASES MADE FOR PRIOR SIXTY DAYS**

MSC Chadwick/Larson

The Governing Board reviewed and approved 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 2007-2008 fiscal year budget:

Re-Encumbered				
Purchase Orders	0840181	through	0840202	\$ 132,066.72
Advertising/Increases	0860020	through	0860029	\$ 27,462.33
Employment Ads	0865006	through	0865006	\$ 925.88
Repairs	0875035	through	0875041	\$ 18,001.71
Agreement/Annual	0880152	through	0880162	\$ 21,387.33
Bond Money	M08010015	through	M08010015	\$ 1,932.09
Procurement Card	Time Period: 10/23/07 – 11/22/07			\$ 168,560.07
				<u>\$ 370,336.13</u>

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

K. **ACTION ON ITEMS REMOVED FROM CONSENT CALENDAR**

L. **REPORTS FROM COLLEGE GROUPS**

1. **INFORMATION**

Report of the Faculty Senate – no report

2. **INFORMATION**

**Report of the Palomar Faculty Federation**

Co President, Julie Ivey, reported the following:

"I look forward to starting a new semester, too. The adjunct faculty plenary is on the 17<sup>th</sup> and we're also having e-board elections this spring. Now for the contract - part of the problem, as I see it with my own experience with my English 50 class, is that it is bigger than working conditions; I mean everybody wants better working conditions, right? But, I notice that in my English 50 class they were all early admissions students, except for a couple. These students are aggressively recruited to come here, but they often take classes that are remedial or beginner that are often taught by part time faculty. And, what is typical of part time faculty? They have no office hours. These students needed office hours more than a couple of minutes that I can give them at the beginning of class. Because of that, they are often bewildered and I think they are the students most in need. They are taking courses, they rush to get here, getting their first college experience, but we have no office hours to offer them. That is unconscionable I think, not only for the early admission students, but for all the students. Now the full time faculty, they are required and fully paid, so that's a good thing right? But the other 50% of students are a budgetary drain to pay part timers for office hours. But, this is really a student thing. The three hours I would receive, once this contract is settled, will not buy me a new car, but it will be a teensy winsy symbolic statement that we think students need office hours. Now calculate that my three hours that I would receive for teaching my 130 hours of classes, would give me like 2.3 seconds per each hour of classroom hour for the students. This really needs to be a priority and all the other priorities that my co-president had talked about, i.e., hiring more full time faculty, transparency in college government.

On Prop 92, as of December 20, there is nothing from Palomar yet. I am hoping this fundraising will go up. That could be our only source of extra income. So what is the problem with negotiations is that we really, it's not personal working conditions, is that we want money to go to where it would really help the students. I really think that by releasing those office hours, you realize the students this past semester because negotiations were held up had no office hours in the fall semester? And, if they don't settle soon, they may not get office hours in the spring. This should not be contingent upon settling the contract. I would like the Board is not only raise money for prop 92, but to really think about what is really best for students, especially if we are going to be recruiting more early admission students. They need to have faculty that can give them office hours."

3. **INFORMATION**

**Report of the Administrative Association**

Administrative Association President, Laura Gropen, reported on the new and improved Administrative Association website and encouraged all members to utilize the site for information. She expressed her concerns regarding the reclassification study process.

4. **INFORMATION**

**Report of the Confidential and Supervisory Team** – no report

5. **INFORMATION**

**Report of the CCE/AFT**

CCE President, Neill Kovrig, submitted the following report:

"First of all, I would like to express my wish that everyone had a pleasant and restful holiday season, and my own optimism that 2008 will be a banner year for all members of our campus community - after the trials we all endured in 2007, it is only fair that 2008 be a successful and exceptional as possible for all concerned.

However, things are at a rocky start - the Classified Staff must express dismay at the lack of information coming forward from the District on a number of issues, most notably the status of our Comprehensive Classification Study, and the status of the Cost of Living Adjustment.

When it comes to the Classification Study, we are well-aware that the Job Information Questionnaires are still being processed. However, it is noteworthy that the Steering Committee has not met, to the best of our knowledge, since before the Firestorm. There has been no information forthcoming from the Project Manager-cum-Consultant to H.R. regarding the status of the Study. Where are the JIQs? When will the Segal Company be in receipt of all JIQs? Who is our Project Manager while Mr. Manges serves as a consultant to HR in the Vice-President's absence? These questions, and more, remain unanswered and we hope to hear answers from the District sooner rather than later.

We also harbor deep concerns regarding the Cost of Living Adjustment. After the holidays, many families feel the crunch of increased costs of living, from higher electric bills to the ever-growing cost of gasoline and groceries. In the past, the District has held off on the granting of the COLA for otherwise-undisclosed reasons. We argue - now, Mr. Tortarolo would say we don't argue, but really, we do - about whether or not the COLA should be granted to employees at the outset of the fiscal year, to avoid the backlog in payroll, headaches, and increased taxes assessed after a retroactive disbursement. We know the COLA is accounted for in the budget approved in October. We know that the District also, presumably, gathers interest on the COLA whilst it awaits disbursement. Where does this interest go - we certainly know it does not to the employees! We would ask, here and now, that the District remove the COLA from negotiations for ALL constituency groups - grant each and every employee on this campus his or 4.53% cost of living adjustment without delay, for the sake of morale and for the sake of demonstrating that the District does indeed endeavour to treat all constituencies in a fair and equitable manner. Let's be honest - a COLA is not a pay raise, or a "bump" or a "hike" - it is an integral part of an employee's salary, given by the State to help those employees remain above the rising tide of the cost of living in this state. Without it, those employees are actually suffering a 4.53% loss in wages, as their dollar is not worth as much on the open market. For the sake of this campus and continued progress towards fair and reasonable resolution to all of our many issues, I would urge the District to grant the COLA to all groups, without prejudice, now. It could go a long way towards repairing the damage wrought already."

6. **INFORMATION**

**Report of the Associated Student Government**

Student Trustee/ASG President, Jesse Lyn, reported that ASG is planning events for the spring semester, one being coffeehouse night. She is hopeful that events for students will also take place at the Escondido campus and at Mt. Carmel. ASG President Lyn also reported that the ASG website is currently being updated. Planning is underway for the Diversity Center.

M. **UNFINISHED BUSINESS** – There was none.

N. **NEW BUSINESS**

1. **REVIEWED AND APPROVED CONTRACTS AND AGREEMENTS MADE BETWEEN OCTOBER 16, 2007, AND DECEMBER 15, 2007**

MSC Chadwick/Nelson

The Governing Board ratified and approved all contracts and agreements for the period October 16, 2007, through December 15, 2007, and entered into on behalf of the Palomar Community College District, as detailed on **EXHIBIT N-1**.

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

2. **ACCEPTED AUDIT REPORT OF THE PALOMAR COMMUNITY COLLEGE DISTRICT**

MSC Chadwick/Larson

The Governing Board accepted the Audit Report of the Palomar Community College District, Year Ended June 30, 2007, as prepared by Vicenti, Lloyd, & Stutzman LLP, 2210 E. Route 66, Glendora, CA 91740. **EXHIBIT N-2**

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

3. **APPROVED DIRECTOR OF HUMAN RESOURCE SERVICES AS THE ALTERNATE VOTING REPRESENTATIVE OF FRINGE BENEFITS CONSORTIUM**

MSC Larson/Nelson

**BE IT RESOLVED**, That the Director of Human Resource Services, **Debbie Allen**, be designated as the alternate voting representative of the Palomar Community College District to the **Risk Management JPA Fringe Benefits Consortium for San Diego County and Imperial County Schools**, effective January 9, 2008, and continuing until further action by the Governing Board of the Palomar Community College District.

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

4. **APPROVED AMENDMENT #2 AND AMENDMENT #3 TO AGREEMENT WITH ARAMARK EDUCATIONAL SERVICES, LLC, FOR MANAGEMENT AND OPERATION OF PALOMAR COLLEGE FOOD SERVICES OPERATION**

MSC Larson/Nelson

The Governing Board authorized Palomar Community College District to exercise its option with Aramark Educational Services, LLC, and renewed the agreement for the management and operation of food services on the San Marcos campus and at off-site locations, for five (5) additional years, effective July 1, 2007, through June 30, 2012, under the terms as described in Amendment #2 to the Agreement, herewith attached as **EXHIBIT N-4**.

Furthermore, the Governing Board approved Amendment #3 to the Agreement between Palomar Community College District and Aramark Educational Services, LLC, authorizing the agreement to include a termination clause between the parties as fully described in Amendment #3, herewith attached as **EXHIBIT N-4**.

A brief discussion ensued with Trustee Evilsizer expressing his concerns with the Aramark contract and urged staff to work with Aramark to broaden and serve students as much as possible. He encouraged the District to put profits as a secondary and students first. Trustee Chadwick said she received many complaints regarding the service provided by Aramark. She expressed her concerns and was elated that a new manager had been hired. President Deegan expressed his commitment to provide the best food service to the students. Plans are underway to provide food services for the evening students.

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

5. **APPROVED MEMORANDUM OF UNDERSTANDING FOR FISCAL YEAR 2007-2008 WITH THE SAN DIEGO COUNTY SUPERINTENDENT OF SCHOOLS FOR ROP PROGRAMS AND SERVICES FUNDED BY THE CARL D. PERKINS VOCATIONAL AND APPLIED TECHNOLOGY EDUCATION ACT OF 1998 (VTEA)**

MSC Chadwick/Larson

The Governing Board approved the Memorandum of Understanding (MOU) between the San Diego County Superintendent of Schools (County) and the Palomar Community College District (District) for Fiscal Year 2007-2008, pursuant to which ROP programs and services will be provided by the District and funded through the County under the Carl D. Perkins Vocational Applied Technology Education Act of 1998 (VTEA); initial funding to be paid to the District shall be \$72,485.00. **EXHIBIT N-5**

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

6. **APPROVED STUDY ABROAD PROGRAM AND AGREEMENT WITH ESTUDIO SAMPERE INTERNACIONAL TO OFFER SPANISH CLASSES IN SPAIN, SPRING, 2008**

MSC Chadwick/Larson

The Governing Board approved an agreement between the Palomar Community College District and Estudio Sempere Internacional, Madrid, Spain, for the purpose of allowing the District's Foreign Languages Department to conduct a Study Abroad Program in Spain from May 24, 2008, to June 22, 2008. Transfer level Spanish classes will be offered. Participants are responsible for paying for all fees including transportation, housing, insurance, books, materials, and personal expenses.

President Deegan said the District is continuing to work with the Departments that are offering study abroad programs, reviewing those processes, looking at our policy. We will be looking at this policy in the Policies & Procedures TF, specifically the policies relating to Study Abroad. To get them in line so they are in the best interest of our students, the faculty, and any liability issues for the District.

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

7. **AUTHORIZED THE SELECTION OF PRIME ELECTRICAL SERVICES, INC., AND APPROVED CONTRACT FOR BID 004-07, AA/ST AND PARTIAL "A" BUILDING, TELECOMMUNICATION – DATA CABLE INFRASTRUCTURE**

MSC Chadwick/Evilsizer

The Governing Board authorized the selection of Prime Electrical Services, Inc., San Marcos, CA, (hereinafter "PRIME") as the lowest responsive bidder in the amount of eighty five thousand fourteen dollars (\$85,014) and approved a contract with PRIME.  
**EXHIBIT N-7**

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

8. **AUTHORIZATION TO EXECUTE CONTRACT WITHIN THE LIMITS OF AVAILABLE FUNDS ON PROJECT BID #005-07: NS BUILDING, DEAN AND PART-TIME FACULTY WORKSPACE IMPROVEMENTS, AND HVAC UPGRADES**

MSC Chadwick/Evilsizer

The Governing Board authorized Bonnie Ann Dowd, Vice President, Finance and Administrative Services, or Ken Jay, Director, Business Services, to execute a contract within the limits of available funding to modify space in the NS Building to create an office for the Dean of Mathematics and the Natural & Health Sciences; and allocated office space for the part-time faculty, and upgrade the HVAC system.

The project will be paid for with Prop M funds. Estimated project cost not to exceed \$125,000. **EXHIBIT N-8**

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

9. **GOVERNING BOARD COMMITTEE APPOINTMENTS**

MSC Chadwick/Larson

The Governing Board President made the following committee appointments:

Finance Committee: 1. Evilsizer 2. Larson 3. Mc Mullen (alternate)  
Real Estate Committee: 1. Chadwick 2. Nelson 3. Larson (alternate)

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

10. **SCHEDULED SPECIAL MEETING**

MSC Chadwick/Nelson

The Governing Board of the Palomar Community College District scheduled a Special Meeting on **Tuesday, January 22, 2008, at 4:00 p.m.**

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

**11. CANCELED FEBRUARY 12, 2008, REGULAR MEETING OF THE BOARD AND RESCHEDULE TO FEBRUARY 19, 2008**

MSC Chadwick/Larson

The Governing Board of the Palomar Community College District canceled its regular meeting scheduled on February 12, 2008, and rescheduled the regular meeting to **February 19, 2008.**

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

**12. BOARD TO NOMINATE TRUSTEE TO BE A CANDIDATE FOR THE CCCT BOARD**

MSC Nelson/Larson

The Governing Board of the Palomar Community College District nominated **NANCY CHADWICK** to be a candidate for the CCCT Board.

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

**13. RATIFIED CONTRACT WITH KONICA MINOLTA BUSINESS SOLUTIONS USA, INC., FOR AWARD OF BID #B-8001 DIGITAL PHOTOCOPIERS / PRINTER BID**

MSC Chadwick/Larson

The Governing Board ratified the contract between the District and **Konica Minolta Business Solutions USA, Inc.**, for award of Bid # B-8001 for Digital Photocopiers/Printers, as follows:

<b>Awarded Vendor</b>	<b>Contract Amount</b>	<b>Contract Award Date</b>
<b>KONICA MINOLTA BUSINESS SOLUTIONS USA, INC.</b> 6010 Cornerstone Court, West, Suite 100 San Diego, CA 92121	<b>\$ 275,314.00</b>	11/27/07

The above vendor responded to the District's request for bids for Digital Photocopiers/Printers for various departments as detailed in **EXHIBIT N-13**, and was selected by the Bid Evaluation Team from the three lowest responsive bidders. **EXHIBIT N-13**

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

**14. RATIFIED CHANGE ORDER #2 FOR HP-UX SERVER AND COMPATIBLE DATA STORAGE DEVICES BID #B-8003**

MSC Chadwick/Evilsizer

The Governing Board ratified Change Order #2 in the amount of \$900.00 pertaining to Bid #B-8003 for HP-UX Server and Compatible Data Storage Devices. The original contract with Abtech Systems, Inc., was ratified by the Governing Board on November 13, 2007, for a total amount of \$244,685.70, which consisted of \$215,623.70 for equipment and \$29,062.00 for Year #1 equipment maintenance costs. Change Order #1, which added another (redundant) SB1404-10AJ-E SANbox 1400 4GB fabric 10 port switch to the Engenio 3994 storage system configuration, was ratified by the Governing Board on December 11, 2007.

This subsequent change order is needed to cover the additional Year #1 equipment maintenance cost for the (redundant) SB1404-10AJ-E SANbox 1400 4GB fabric 10 port switch that had been added on Change Order # 1. Any renewal of the maintenance coverage for said additional equipment shall be handled under the same specifications, terms and conditions of the awarded Bid # B-8003. Funding for Change Order # 2 is from Information Services Departmental Funds.

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

15. **AUTHORIZATION TO EXECUTE CONTRACT FOR BID #B-8006 FOR THE PRINTING OF THE COLLEGE CATALOG**

MSC Chadwick/Nelson

The Governing Board authorized Bonnie Ann Dowd, Vice President, Finance and Administrative Services, or Ken Jay, Director, Business Services to execute a contract to the lowest responsive bidder for upcoming Bid #B-8006 for the Printing of the College Catalog. Since time is of the essence, a contract must be awarded promptly, as explained in the attached **EXHIBIT N-15**. The contract award will be brought back to the Governing Board for ratification at a future Governing Board meeting. **EXHIBIT N-15**

The Vote was unanimous.  
Student Trustee Advisory Vote: Aye

16. **INFORMATION/DISCUSSION: CONSIDER ADOPTING RESOLUTION IN SUPPORT OF THE DREAM (DEVELOPMENT, RELIEF AND EDUCATION FOR ALIEN MINORS ACT) FOR THE FEBRUARY BOARD MEETING**

***DEVELOPMENT, RELIEF AND EDUCATION FOR ALIEN MINORS ACT***

**WHEREAS**, the DREAM (Development, Relief and Education for Alien Minors) Act was introduced in 2003 and re-introduced last year in the U.S. Congress;

**WHEREAS**, the DREAM Act would permit certain immigrant students who have grown up in the United States to apply for temporary legal status and eventually obtain permanent status and become eligible for citizenship if they attend college or serve in the United States military;

**WHEREAS**, the DREAM Act would eliminate a federal provision that penalizes states that provide in-state tuition without regard to immigration status;

**WHEREAS**, the DREAM Act would have a life-changing impact on students who qualify, dramatically increasing their future earnings and human capital while significantly reducing criminal justice and social services costs to taxpayers;

**WHEREAS**, the Dream Act recognizes that students who have graduated from a state high school should be able to pay in-state fees at public universities and colleges;

**WHEREAS**, California is one of ten states that provides in-state college and university fees to be paid by students who have been educated in a California high school for three years, graduated from a California school and met college admission standards;

**WHEREAS**, the Palomar Community College District Governing Board recognizes that the investment made in these students' college education will be repaid through a stronger economy;

**WHEREAS**, denying these hard-working students the opportunity to enter the American work force sends all immigrant students a contradictory message about the importance of graduating from high school and results in a waste of human potential and of an investment the states have already made into their K-12 and college educations;

**THEREFORE, BE IT RESOLVED** that the Palomar Community College District Governing Board feels that it is important for this district to continue encouraging students, regardless of immigration status, to strive to gain a higher education; and

**BE IT FURTHER RESOLVED**, that the Palomar Community College District Governing Board encourages all California and U.S. Senators and Representatives to fully support legislation to enact the federal DREAM Act in the coming legislative session.

**BE IT FURTHER RESOLVED**, on this \_\_\_\_\_ of \_\_\_\_\_, 2008, that the Palomar Community College District Governing Board adopts Resolution \_\_\_\_\_ in support of the DREAM (Development, Relief and Education for Alien Minors) Act.

Trustee Mark Evilsizer acknowledged that he requested this resolution be placed on the agenda. However, because of various circumstances, it would be more advantageous to postpone any action on this resolution until the Senate acts on this bill.

- O. **BOARD REQUESTS FOR REPORTS** – There were none.
- P. **RECESS TO CLOSED SESSION** – No additional session needed.
- R. **ADJOURNMENT**

The meeting was adjourned at 7:25 p.m.

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Darrell L. McMullen  
President

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Nancy C. Chadwick  
Secretary of the Board