



APPROVED JULY 8, 2008

GOVERNING BOARD MINUTES

REGULAR MEETING OF THE GOVERNING BOARD

TUESDAY, JUNE 10, 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
NANCY C. CHADWICK, M.S.W., M.P.A., SECRETARY
MICHELE T. NELSON, PH.D., TRUSTEE
MARK R. EVILSIZER, M.A., TRUSTEE
ROBERT FREDERICK, STUDENT TRUSTEE

TRUSTEES ABSENT:

RUTH LARSON, M.D., VICE PRESIDENT

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 – There were none at this time.

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.
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. Property APNs as follows:
 - a. Discussion of potential sites in the southern portion of the District.
 - b. Discussion of land purchase for mitigation purposes for northern site EIR.

CC. RECONVENE TO OPEN SESSION

The meeting reconvened to Open Session at 5:07 p.m. There was no reportable action taken.

STAFF PRESENT:

Fari Towfiq, Vice President, Faculty Senate; Associate Professor, Mathematics
Lee Hoffmann, President, CAST; Supervisor of Media, Audio Visual
Laura Gropen, President, Administrative Association; Manager of Marketing Services, EDUCTV
Shannon Lienhart, Co-President, PFF/AFT; Associate Professor, Mathematics
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 McMullen 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.

CCC. ADMINISTRATION OF OATH OF OFFICE TO STUDENT TRUSTEE

Board President McMullen administered the Oath of Office to Robert Frederick, Student Trustee.

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

E. APPROVAL OF MINUTES

MSC Chadwick/Nelson

1. The Governing Board approved the Minutes of the Regular Meeting of May 13, 2008.
2. The Governing Board approved the Minutes of the Special Meeting of May 27, 2008.

The Vote was unanimous of those present.
Student Trustee Advisory Vote: Aye

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

Change item under **CONSENT CALENDAR J-9.b.**

Remarks: Education Center Assistant, Mt. Carmel Education Center.
INVOLUNTARY transfer to Wellness/Fitness Center and title change.

G. ACKNOWLEDGEMENT OF RETIREMENTS

(An opportunity for the Board of Trustees to express appreciation to employees who are retiring with **ten (10)** or more years of service to the District)

1. **Patricia G. Ward**, Staff Assistant, Palomar College Police Department, effective July 1, 2008. She has served Palomar College for 13 years from February 1, 1995, to June 30, 2008.

Tom Plotts, Police Chief, summarized Ms. Ward's accomplishments during her career at Palomar College. In 1991, Patty began as a short-term employee in the Administrative Services office. In 1995, she was hired as a full time Sr. Office Specialist at the Campus Patrol Office. During her tenure she has experienced the transition of the campus patrol office to a California POST certified police department. She has been a very instrumental employee in the department.

2. **Karyn M. Garavito**, Supervisor, District Cashiering Services, Enrollment Services/ Cashier Services, effective July 8, 2008. She has served Palomar College for 13 years from November 14, 1994, to July 7, 2008.

Vice President Joe Madrigal summarized on Ms. Garavito's career at Palomar College. In 1987, she began as a short-term Payroll Assistant in the Student Placement Office. In 1994, she was hired as a Sr. Accounting Assistant in the Cashier's Office. In 1999, she was promoted to Supervisor for District Cashiering Services. She recently received her AA from Palomar, a BA from Biola University, and is retiring to pursue her MA degree.

GG. REPORTS & PRESENTATIONS

1. **LL Building Remodel** – Deborah Shepley, TBP Architects

Deborah Shepley, TBP Architects, presented the proposed design development on the LL building remodel, which will be the site for the new Student Services Center when completed. She explained that the process was very collaborative, with many representatives from different areas of Student Services. They identified all of the functions and activities which need to take place in the building. The development of the design took those ideas into consideration. The Final Project Proposal (FPP) will be submitted to the State by July 1.

2. **Tentative Budget Presentation** – Dr. Bonnie Ann Dowd, Vice President, Finance & Administrative Services

Dr. Dowd summarized the FY 2008-09 tentative budget. She spoke on key points of the budget as follows: Revenue and beginning fund balance assumptions; FTES and apportionment; 2007-2008 and 2008-2009 Tentative Budget Revenue comparison; Expenditure Assumptions; and 2007-08 Adopted Budget versus 2008-09 Tentative Budget Expenditures.

H. REPORT OF THE GOVERNING BOARD PRESIDENT

Board President McMullen attended a number of celebratory events this month, such as the Faculty Achievement Tea, EOP&S, CARE/CalWORKs graduation, Paramedics graduation, Nursing Pinning Ceremony, and commencement.

HH. REPORTS OF GOVERNING BOARD TRUSTEES

Trustee Mark Evilsizer commended those individuals responsible for the success of the commencement ceremony. He welcomed Robert Frederick, the newly appointed student trustee.

Trustee Michele Nelson welcomed the new student trustee, Robert Frederick. She also attended numerous student awards events and said that commencement was a spectacular and fun event, everything ran smoothly. Trustee Nelson enjoyed viewing pictures from the Early Acceptance Program participants.

Trustee Nancy Chadwick commented that besides commencement, she attended other numerous events and enjoys the amazing kinds of achievements that students have done. She attended the nursing pinning ceremony; EOP&S and CalWORKs graduation; the scholarship event with the Foundation; and the woodworking celebration.

Rob Frederick, Student Trustee, said he was honored to be part of the Board and said he is looking forward to helping students in any capacity he can. He introduced Claudia Duran, ASG Vice President. He gave a brief synopsis on his bio.

I. REPORT OF THE SUPERINTENDENT/PRESIDENT

President Robert Deegan welcomed Rob Frederick as the new student trustee. He acknowledged that the budget will be tighter next year, but the District will get through it with everyone's support. He thanked the trustees for all of the events they attended during the academic year; their presence is appreciated by everyone. He commended Vice President Madrigal; Sherry Titus, Interim Director of Student Affairs; and Mike Ellis, Facilities Director, for their involvement in working together and making commencement a memorable event, especially for students. He thanked those responsible for this year's Early Acceptance Program event and said it has been a significant impact on the success of our students who come in early.

1. Report of Vice President for Instruction

Accreditation

Vice President Cuaron said the Accreditation Self Study is in draft #3. Writing Teams were given feedback from writing circles with recommendations. The goal is to complete draft #3 by June 25. These drafts will be reviewed the first week in July. Ancillary components will be addressed in the self study, looking at the history of Palomar College and the demographics. The progress on the six recommendations from the previous site visit will be reported and projects have been assigned. All divisions have been asked to update web sites and keep them current, making sure all links are active and working properly. It is expected to have draft #4 to the planning councils in September. The Board will have an opportunity to approve the final draft by end of year. The self study is due to ACCJC in January, 2009.

Institutional Review and Planning Process

Packet materials on the Institutional Review and Planning Process were distributed to everyone. Vice President Cuaron explained the Institutional Review and Planning Process is tied to resource allocation and priorities in terms of the Strategic Plan. The goal was to create a process that would be meaningful, that would be useful, something that would allow faculty and staff to take a look at where their programs are, analyze enrollment trends, and they see their programs in the future, especially with the

development of the Fallbrook center, as well as the southern center. Academic departments were having discussions on enrollment trends, student completion rates, certificates, degrees being completed, reflect on what curricular changes they were planning on doing based on student's needs and trends in the workforce, anything that may have happened with articulation purposes as well. One of the goals was to have everything tied to the academic program curricular planning process. From that, everything would branch into the actual document. The departments were asked that the process be inclusive, to include as many faculty in the discipline as possible. Departments were asked for their goals, and to describe how their goals tie to the strategic plan. They were asked to reflect on a student learning outcome at the course level or at the program level. Instructional Planning Council members read the planning documents and reported back to the departments with recommendations. These documents have been used to establish faculty position priorities for 2009-2010. The division deans will use these planning documents in allocating some of the block grant funds. It is hopeful that the Foundation will look at these documents and adopt a program. These documents may also be used to seek grant opportunities, both at the state and federal levels.

2. Report of Vice President for Student Services

Vice President Joe Madrigal reported that because of the rain, commencement was a challenge this year. He commended everyone who helped with setting up the tents for commencement, it was a memorable event. He thanked Diane McAllister, Lynda Halttunen, Student Services staff, and all those individuals who participated in the 2nd Annual Early Acceptance Program, where 821 students enrolled for classes. He announced that the Student Services area is almost at 100% in submitting performance evaluations. He also announced that summer enrollment is at down 1.1% in credit FTES. Vice President Madrigal thanked Don Sullins, Director of Information Services, and the I.S. staff for the work they did on the PeopleSoft upgrade. The same weekend the upgrade went live, 300 students were on campus for the SAT test, 800 students for the EAP with no problems caused by the PeopleSoft upgrade. The Upward Bound graduation program will be held on June 12, in Vista. He praised the Board for their participation in so many events and said their attendance was very much appreciated.

3. Report of Vice President for Finance and Administrative Services

Vice President Bonnie Ann Dowd thanked Don Sullins, Director of Information Services, and his staff for the outstanding work performed on the PeopleSoft upgrade. She clarified herself regarding a statement she made during the tentative budget report. She meant to say "to 75% of the previous year." She commended Phyllis Laderman, Director of Fiscal Services, and Brandi Taveuveu, Fiscal Services, for their work on the budget. Vice President Dowd announced that the auditors are on campus examining various District fiscal records. As previously announced, the ICOC (Independent Citizens Oversight Committee) is acceptance applications for three vacancies on the committee. The ICOC will give their annual report to the Board in early Spring, 2009.

4. Report of Vice President for Human Resource Services

Vice President John Tortarolo announced that every two years all supervisors in community colleges are mandated to attend training on the recognition of sexual harassment in the workforce. Human Resources was able to secure a two-hour on-line course, which also proves to be cost effective. He recognized the efforts of Debbie Allen, Director of Human Resources, for the sexual harassment on-line course. He also acknowledged Ms. Allen for having her staff effectively monitor the completion of performance evaluations.

**Resumption of
REGULAR AGENDA**

J. APPROVAL OF CONSENT CALENDAR ITEMS

BUSINESS SERVICES

1. REVIEWED AND APPROVED PURCHASES MADE FOR PRIOR SIXTY DAYS

MSC Chadwick/Evilsizer

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:

Purchase Orders	0840480	through	0840487	\$	29,969.12
Advertising/Increases	0860074	through	0860100	\$	670,957.41
Agreement/Services	0870718	through	0870734	\$	81,214.15
Repairs	0875072	through	0875072	\$	50.00
Agreement/Annual	0880184	through	0880193	\$	4,935.01
ilities	0895028	through	0895029	\$	118,500.00
Bond Money	M08010099	through	M08010127	\$	2,482,470.05
Procurement Card	Time Period: 04/23/08 – 05/22/08			\$	233,919.03
					<u>\$ 3,622,014.77</u>

EXHIBIT J-1

The Vote was unanimous of those present.
Student Trustee Advisory Vote: Aye

FISCAL

2. APPROVED BANK SIGNATURE AUTHORIZATIONS FOR PERIOD JULY 1, 2008, THROUGH JUNE 30, 2009

MSC Chadwick/Evilsizer

The Governing Board authorized the following to deposit/withdraw funds currently deposited to the Palomar Community College District Financial Aid, Federal Account in Wells Fargo Bank:

Bonnie Ann Dowd, Assistant Superintendent/Vice President,
Finance and Administrative Services, **or**
Robert P. Deegan, Superintendent/President, **or**
Phyllis Laderman, Director, Fiscal Services

The Governing Board authorized the following to deposit/withdraw funds currently deposited to the Palomar Community College Transfer Account deposited in Wells Fargo Bank:

Bonnie Ann Dowd, Assistant Superintendent/Vice President,
Finance and Administrative Services, **or**
Robert P. Deegan, Superintendent/President, **or**
Phyllis Laderman, Director, Fiscal Services

The Governing Board authorized the following to deposit/withdraw funds currently deposited to the Palomar Community College Revolving Cash Fund in Wells Fargo Bank:

Bonnie Ann Dowd, Assistant Superintendent/Vice President,
Finance and Administrative Services, **or**
Robert P. Deegan, Superintendent/President, **or**
Phyllis Laderman, Director, Fiscal Services

The Governing Board authorized the following to deposit/withdraw funds currently deposited to the Palomar Community College District Associated Students of Palomar College in Wells Fargo Bank:

Bonnie Ann Dowd, Assistant Superintendent/Vice President,
Finance and Administrative Services, **or**
Robert P. Deegan, Superintendent/President, **or**
Phyllis Laderman, Director, Fiscal Services,
and
Robert Frederick, President, Associated Student Government
or
Claudia Duran, Vice President, Associated Student Government

The Governing Board authorized the following to deposit/withdraw funds deposited to the Palomar Community College, State of California--Cal Grant Account in Wells Fargo Bank:

Bonnie Ann Dowd, Assistant Superintendent/Vice President,
Finance and Administrative Services, **or**
Robert P. Deegan, Superintendent/President, **or**
Phyllis Laderman, Director, Fiscal Services

The Governing Board authorized two of the following to deposit/withdraw funds currently deposited to the Palomar College Payroll Account (automatic payroll deposit and electronic funds transfer for state and federal taxes) in Wells Fargo Bank:

Robert P. Deegan, Superintendent/President
Bonnie Ann Dowd, Assistant Superintendent/Vice President,
Finance and Administrative Services,
Phyllis Laderman, Director, Fiscal Services
Esperanza Flores, Manager, Payroll Services
Janien A. Lau-Thompson, Systems Module Functional Specialist
Cynthia Battaglia, Payroll Assistant

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

Bonnie Ann Dowd, Assistant Superintendent/Vice President,
Finance and Administrative Services **or**
Robert P. Deegan, Superintendent/President, **or**
Phyllis Laderman, Director, Fiscal Services

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

Bonnie Ann Dowd, Assistant Superintendent/Vice President,
Finance and Administrative Services **or**
Robert P. Deegan, Superintendent/President, **or**
Phyllis Laderman, Director, Fiscal Services

EXHIBIT J-2

The Vote was unanimous of those present.
Student Trustee Advisory Vote: Aye

REPLACEMENT OF WARRANTS

3. APPROVED DRAWING NEW WARRANTS

MSC Chadwick/Evilsizer

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

- a. Warrant #77-109079, dated August 31, 2007, in the amount of **\$431.00**, payable to Tara Ahmadi, 2230 Haste Street #304, Berkeley, CA 94704. Void due to stale date.

The Vote was unanimous of those present.
Student Trustee Advisory Vote: Aye

PERSONNEL

4. RATIFIED ACADEMIC EMPLOYMENT

MSC Chadwick/Evilsizer

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

- a. Name: **MARLENE G. FORNEY**
Position: Librarian/Assistant Professor
Department: Library
Degrees: A.M.L.S., Library Science
B.A., French
Position #: 5033 New: Yes
Remarks: Position approved 11/13/07
Sal Rng/Stp: **C/1** Salary: **\$5,449.81/month**
% of Position: 100% # Mos: 10
Effective: August 22, 2008
Account #: A-125000-317100-61200-0000000/100%

- b. Name: **HARRY J. BAKER**
Position: Librarian/Assistant Professor
Department: Library
Degrees: M.L.S., Library Science
B.S., Psychology
Position #: 5036 New: Yes
Remarks: Position approved 11/13/07
Sal Rng/Stp: **D/1** Salary: **\$5,687.87/month**
% of Position: 100% # Mos: 10
Effective: August 22, 2008
Account #: A-125000-317100-61200-0000000/100%
- c. Name: **LORI E. MEYERS**
Position: Disability Resource Center/Extended Opportunity Programs & Services Counselor/Assistant Professor
Department: Disability Resource Center and Extended Opportunity Programs & Services
Degrees: M.S., Rehabilitation Counseling
A.B., Recreation Administration
Position #: 5718 New: No
Remarks: Replacement for Lori Waite; change to position approved 5/8/07.
Sal Rng/Stp: **D/8** Salary: **\$7,375.41/month**
% of Position: 100% # Mos: 11
Effective: July 9, 2008
Account #s: K-122100-472100-64200-1612030/75%
K-122100-473100-64300-1612060/25%

The Vote was unanimous of those present.
Student Trustee Advisory Vote: Aye

5. RATIFIED CORRECTION TO ACADEMIC CONTRACT

MSC Chadwick/Evilsizer

The Governing Board ratified the recommendation of the Superintendent/President regarding the **corrections** to the following **academic contracts**:

- a. Name: **JONATHAN P. SMITH**
Position: Assistant Professor, Economics
Department: Economics, History & Political Science
Degrees: M.A., Economics
B.A., Economics and Mathematics
Position #: 5450 New: Yes
Remarks: Increased step placement due to verification of teaching experience.
Sal Rng/Stp: **F/6** Salary: **\$7,375.41/month**
% of Position: 100% # Mos: 10
Effective: August 22, 2008
Account #: A-111000-365200-22040-0000000/100%

b. Name: **SERGIO H. HERNANDEZ**
Position: Assistant Professor, Diesel Mechanics Technology
Department: Trade & Industry
Degrees: Occupational Associates Degree, Automotive
Diesel Technology
6+ Years Experience
Position #: 5222 New: Yes
Remarks: Increased step placement due to verification of related occupational experience.
Sal Rng/Stp: **B/8** Salary: **\$6,878.24/month**
% of Position: 100% # Mos: 10
Effective: August 22, 2008
Account #: A-111000-338400-09470-0000000/100%

The Vote was unanimous of those present.
Student Trustee Advisory Vote: Aye

6. GRANTED EQUIVALENCY FOR DISCIPLINE

MSC Chadwick/Evilsizer

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

John Castillo	Apprenticeship – Carpentry
Eduardo Gomez	Apprenticeship – Electrical
Sandra Hairgrove	Adult Education
Scott Helms	Apprenticeship – Electrical

The Vote was unanimous of those present.
Student Trustee Advisory Vote: Aye

7. RATIFIED PART-TIME FACULTY EMPLOYMENT

MSC Chadwick/Evilsizer

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 Summer and Fall, 2008 (day and/or evening); said part-time faculty are not scheduled to teach more than a 60 percent load in a single semester:

SUMMER 2008

COUNSELING

Gomez, Marcela	Counseling/Counselor M.A., College Counseling B.A., Human Development	\$52.55/\$51.73
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OCCUPATIONAL & NONCREDIT PROGRAMS

Gomez, Eduardo	Apprenticeship – Electrical General Journeyman 16+ Years Experience Eminence in the Field	Paid by sponsor: San Diego Electrical Training Trust
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Helms, Scott	Apprenticeship – Electrical Eminence in the Field 8+ Years Experience Coursework	Paid by sponsor: San Diego Electrical Training Trust
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FALL 2008

ART

Giannini, Tara	Art M.F.A., Fine Arts B.F.A., Painting	\$52.55
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BEHAVIORAL SCIENCES

Anderson, Carol	Sociology M.A., Sociology B.A., Sociology	\$52.55
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Bento, Gustavo L.	Psychology M.A., Psychology M.Ed., Education B.A., Psychology	\$55.80
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BUSINESS ADMINISTRATION

Vera, Stacey C.	Accounting M.S., Accountancy	\$52.55
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FOREIGN LANGUAGES

Dalle, Olivier	French M.A., Language Studies, French B.A., French	\$52.55
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McCarver, Stacey A.	French M.A., French B.A., French	\$52.55
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OCCUPATIONAL & NONCREDIT PROGRAMS

Castillo, John	Apprenticeship – Carpentry Eminence in the Field	Paid by sponsor: Southern California Carpentry Joint Apprenticeship & Training Committee
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Hairgrove, Sandra	Adult Education B.A., Liberal Studies A.A., Liberal Arts & Sciences Eminence in the Field	\$51.30
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The Vote was unanimous of those present.
 Student Trustee Advisory Vote: Aye

8. RATIFIED CHANGE TO CERTIFICATED POSITION

MSC Chadwick/Evilsizer

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

- a. Position: **TEACHER I/II**
 Name: Vacant
 Department: Child Development Center
 Position #: 5712 New: No
 Remarks: Position was Site Supervisor, grade E
 Sal Grade/Stp: **C1/1** Salary: **\$2,541.94/month**
 % of Position: 100% # Mos: 12
 Effective: June 11, 2008
 Account #: U-111000-364300-69200-1633200/40%
 U-111000-364300-69200-0000000/60%

The Vote was unanimous of those present.
Student Trustee Advisory Vote: Aye

9. RATIFIED CHANGES TO CLASSIFIED POSITIONS

MSC Chadwick/Evilsizer

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

- a. Position: **ADMINISTRATIVE AIDE**
 Name: D'Ann D. Swartzlander
 Department: Mt. Carmel Education Center
 Position #: 6396 New: No
 Remarks: Location change due to Poway Education Center closure.
 Sal Grade/Stp: **11/1** Salary: **\$1,223.16/month**
 % of Position: 45% # Mos: 12
 Effective: June 1, 2008
 Account #: J-212200-354300-60910-0000000/100%
- b. Position: **WELLNESS CENTER ASSISTANT**
 Name: Robyn Vinci Gladish
 Department: Wellness/Fitness Center
 Position #: 5324 New: No
 Remarks: Education Center Assistant, Mt. Carmel Education Center.
 Involuntary transfer to Wellness/Fitness Center and title change.
 Funded – Wellness/Fitness Center.
 Sal Grade/Stp: **16/25** Salary: **\$2,294.94/month**
 % of Position: 50% # Mos: 12
 Effective: June 1, 2008
 Account #: K-212200-523100-68100-1812500/100%

The Vote was unanimous of those present.
Student Trustee Advisory Vote: Aye

10. RATIFIED LEAVES OF ABSENCE

MSC Chadwick/Evilsizer

- a. The Governing Board ratified the recommendation of the Superintendent/President granting a **25% Personal Leave of Absence without pay and with no effect on benefits**, effective May 27, 2008, through August 22, 2008, to **Marcela Gomez**, ESL Student Specialist, English as a Second Language, to teach/counsel.
- b. The Governing Board ratified the recommendation of the Superintendent/President granting a **7.5% Personal Leave of Absence without pay and with no effect on benefits**, effective June 23, 2008, through August 13, 2008, to **Fleccia D. Heise**, Athletic Trainer, Athletics, to teach.

The Vote was unanimous of those present.
Student Trustee Advisory Vote: Aye

11. RATIFIED RESIGNATIONS

MSC Chadwick/Evilsizer

The Governing Board ratified the recommendation of the Superintendent/ President to accept the **resignations** of the following **employees**:

- a. **Guadalupe Jimena Martinez**, GEAR UP Outreach Coordinator, Grant Funded Student Support Programs/GEAR UP, effective July 12, 2008 (last day of employment July 11, 2008).
- b. **Ricardo A. Navarette**, GEAR UP Outreach Coordinator, Grant Funded Student Support Programs/GEAR UP, effective August 27, 2008 (last day of employment August 26, 2008).
- c. **Helen B. Reynolds**, Education Center Specialist, Poway Education Center, effective May 30, 2008 (last day of employment May 29, 2008).

The Vote was unanimous of those present.
Student Trustee Advisory Vote: Aye

12. INFORMATION - RETIREMENT

On behalf of the Governing Board of the Palomar Community College District, the following **retirement** has been accepted by Robert P. Deegan, Superintendent/President, as authorized by the Governing Board, under **Group II** (receive the employer-paid health benefits as provided to active employees and eligible dependents until the retiree has reached the age of 65, dental for life) of the Retirement Health and Dental Plan approved by the Governing Board December 8, 1987:

- a. **Karyn M. Garavito**, Supervisor, District Cashiering Services, Enrollment Services/Cashier Services, effective July 8, 2008. She has served Palomar College for 13 years from November 14, 1994, to July 7, 2008.

13. APPROVED REIMBURSEMENT OF CANDIDATES FOR INTERVIEW EXPENSES

MSC Chadwick/Evilsizer

The Governing Board approved **reimbursement of travel expenses** for interviews for the following candidates:

a. **DIANA M. ORTIZ**

For: Airfare and meal
To Attend: Second-level interview for the position of Assistant Professor,
American Indian Studies
Location: Tucson, AZ
Date: May 7, 2008
Amount: \$187.75
Account #: 575400-11-611100-66600-10-2008-0000000/100%

b. **HARRY J. BAKER**

For: Airfare, rental car, and meals
To Attend: Second-level interview for the position of Librarian/Assistant
Professor
Location: San Francisco, CA
Date: May 9, 2008
Amount: \$175.38
Account #: 575400-11-611100-66600-10-2008-0000000/100%

The Vote was unanimous of those present.
Student Trustee Advisory Vote: Aye

14. APPROVED PERSONNEL ACTIONS/HISTORY

MSC Chadwick/Evilsizer

The Governing Board approved the **Personnel Actions/History** report, which includes hires and pay rate changes for **student employees** for the month of **May, 2008, and short-term employees** for the month of **June, 2008. EXHIBIT J-14**

The Vote was unanimous of those present.
Student Trustee Advisory Vote: Aye

GIFT

15. ACCEPTED GIFT

MSC Chadwick/Evilsizer

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

- a. Seventy sheets of 4'X8' by 5mm body-glove fabric (neoprene), donated by **Neal Ray Lyles**, 1168 La Tortuga Drive, Vista, CA 92081. This donation will be used by students in the Art Department. Total cash value as estimated by donor is **\$2,800.00.**

The Vote was unanimous of those present.
Student Trustee Advisory Vote: Aye

At 6:52 p.m., Board President McMullen called for a recess. The Board reconvened at 6:58 p.m.

K. ACTION ON ITEMS REMOVED FROM CONSENT CALENDAR

L. REPORTS FROM COLLEGE GROUPS

1. INFORMATION

Report of the Faculty Senate - Ms. Fari Towfiq introduced herself as the incoming Vice President of the Faculty Senate.

2. INFORMATION

Report of the Palomar Faculty Federation - Shannon Lienhart, PFF Co-President, reported that the PFF is currently forming an On-Line Task Force to look at on-line teaching workloads.

3. INFORMATION

Report of the Administrative Association - Laura Gropen, Administrative Association President, announced that on May 30, the Annual Administrative Retreat was held at Lake San Marcos Resort. The following employees were nominated for the Administrative Association Employee of the Year: Susan Coleman, Kathryn Gannett, Jose Vargas, Calvin One Deer Gavin, and Brandi Taveuveu. She happily announced that Brandi Taveuveu was chosen as the Administrative Association Employee of the Year. On June 18, Human Resources is sponsoring a professional development opportunity for Administrative Association and CAST members on using improvisational techniques for administrators and evaluating and dealing with difficult employees.

4. INFORMATION

Report of the Confidential and Supervisory Team - Lee Hoffmann, CAST President – no report

5. INFORMATION

Report of the CCE/AFT - Neill Kovrig expressed the CCE's dissatisfaction with the process and disposition of several issues by the H.R. Office. He expressed his optimism that these issues will be worked out between the District and CCE. He questioned the ethics discussed in the Grand Jury Report.

6. INFORMATION

Report of the Associated Student Government - Rob Frederick, ASG President, reported that ASG has scheduled a tentative meeting to discuss "Discover Palomar," participation in the EAP, and finalize plans for their annual retreat.

M. UNFINISHED BUSINESS – There was none.

N. NEW BUSINESS

**1. REAFFIRMED ADOPTION OF FAIR POLITICAL PRACTICES COMMISSION
STANDARD CONFLICT OF INTEREST CODE**

MSC Chadwick/Nelson

RESOLUTION NO. 08-20969

The Governing Board reaffirmed its adoption of the Fair Political Practices Commission Standard Conflict of Interest Code.

**CONFLICT OF INTEREST CODE FOR THE
PALOMAR COMMUNITY COLLEGE DISTRICT**

The Political Reform Act, Government Code Section 81000, *et seq.*, requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation, 2 Cal. Code of Regs. §18730, which contains the terms of a standard conflict of interest code. It can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments in the Political Reform Act. Therefore, the terms of 2 Cal. Code of Regs. §18730 and any amendments to it duly adopted by the Fair Political Practices Commission were incorporated by reference and, along with the attached Appendix in which members and employees were designated and disclosure categories were set forth, constitute the conflict of interest code of the Palomar Community College District.

Designated employees shall file statements of economic interests with the agency who will make the statements available for public inspection and reproduction. (Gov. Code §81008). Upon receipt of the statements of the Palomar Community College District's Board and Superintendent/President, the agency shall make and retain a copy and forward the original of these statements to the County Clerk, San Diego. Statements for all other designated employees will be retained by the agency.

**PALOMAR COMMUNITY COLLEGE DISTRICT
APPENDIX OF DESIGNATED EMPLOYEES**

Designated Positions and Disclosure Requirements

1. The persons occupying the following positions manage public investments. They shall file a **full statement of economic interests** pursuant to Government Code Sections 87200 *et seq.*:

**Governing Board Members
Superintendent/President
Assistant Superintendent/Vice President for Finance and Administrative
Services**

2. **Disclosure Categories:** The disclosure categories listed below identify the types of investments, business entities, sources of income, or real property which the designated employees must disclose for each disclosure category to which he or she is assigned.

Category 1: All investments and business positions and sources of income from, business entities that do business with the District or own real property within the boundaries of the District, plan to do business or own real property within the boundaries of the District within the next year, or have done business with or owned real property within the boundaries of the District within the past two (2) years.

Category 2: All interests in real property which is located in whole or in part within, or not more than two (2) miles outside, the boundaries of the District.

Category 3: All investments and business positions in, and sources of income from, business entities that were engaged in land development, construction or the acquisition or sale of real property within the jurisdiction of the District, plan to engage in such activities within the jurisdiction of the District within the next year, or have engaged in such activities within the jurisdiction of the District within the past two (2) years.

Category 4: All investments and business positions in, and sources of income from, business entities that were banking, savings and loan, or other financial institutions.

Category 5: All investments and business positions in, and sources of income from, business entities that provide services, supplies, materials, machinery, vehicles, or equipment of a type purchased or leased by the District.

Category 6: All investments and business positions in, and sources of income from, business entities that provide services, supplies, materials, machinery, vehicles, or equipment of a type purchased or leased by the Designated Employee's Department.

Designated Positions, and the Disclosure Categories to be assigned to them, were as follows:

Assistant Superintendent/Vice President for Human Resource Services	Category 6
Assistant Superintendent/Vice President for Instruction	Categories 5,6
Assistant Superintendent/Vice President for Student Services	Categories 5,6
Director, Fiscal Services	Categories 4,5
Deans	Category 6
Director, Business Services	Categories 1,4,5
Director, Facilities	Categories 1,2,3,4
Police Chief	Categories 5,6
Consultant	Categories 1,2,3,4,5,6

Consultants must be included in the list of designated employees and must disclose pursuant to the broadest disclosure category in this Code subject to the following limitation: The **Superintendent/President or designee** may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that were limited in scope and thus is not required to comply fully with the disclosure requirements described in this Section. Such written determination shall include a description of the consultant's duties and, based on that description, a statement of the extent of disclosure requirements. The Superintendent/President's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

programs and general classrooms affected by the construction of the "MIB" and "S" Building Replacement Projects, and are being paid from Proposition "M" funds.

Entering into said lease agreement(s) was pre-authorized by the Governing Board at their Board meeting of April 8, 2008, and was to be subject to the same item specifications, unit prices, terms and conditions of the Santa Ana Unified School District "piggybackable" Bid #14-05, pursuant to Sections 20118 and 20652 of the Public Contract Code.

The work and costs for (a) the Initial Delivery and Installation of the Modulares, as well as (b) the eventual Dismantle and Return of the Modulares are all subject to Retention and to Labor Compliance Program requirements. Purchasing will plan on asking the Governing Board tentatively in July, 2008, to accept the initial delivery and installation of the modulares as complete and to release the subject retention on that part of the 3-year project. Then in approximately three years, Purchasing again will ask the Board to accept the eventual dismantle and return of the modulares as complete, to release the subject retention and to release all bonds for the project. **EXHIBIT N-4**

The Vote was unanimous of those present.
Student Trustee Advisory Vote: Aye

5. RATIFIED CONTRACT WITH RANDALL CONSTRUCTION, INC., FOR AWARD OF BID #B-8007 FOR THE NS BUILDING-ADA RAMP PROJECT

MSC Chadwick/Evilsizer

The Governing Board ratified the contract between the District and Randall Construction, Inc., for award of Bid #B-8007 for the NS Building ADA Ramp Project as follows:

Vendor Name and Address	Purchase Order / Contract Amount	Agreement Date
Randall Construction, Inc. 3656 Ruffin Road, Ste. D San Diego, CA 92123	\$ 89,866.00 for Design Alternate "B" # B-1 Base Bid	May 19, 2008

The above vendor responded to the District's request for bids for the NS Building ADA Ramp Project was the lowest responsive bidder. The project is being paid for from Proposition M Funds. **EXHIBIT N-5**

The Vote was unanimous of those present.
Student Trustee Advisory Vote: Aye

6. RATIFIED CONTRACT WITH MOBILE CARPET CLUB, INC., FOR AWARD OF BID #B-8008 FOR THE D-6 DANCE FLOOR INSTALLATION

MSC Chadwick/Evilsizer

The Governing Board ratified the contract between the District and Mobile Carpet Club, Inc., for award of Bid #B-8008 for the D-6 Dance Floor Installation as follows:

Vendor Name and Address	Purchase Order / Contract Amount	Agreement Date
Mobile Carpet Club, Inc. dba: Carpet Club 518 W. Washington Ave. Escondido, CA 92025	\$ 5,146.50	May 14, 2008

The above vendor responded to the District's request for bids for the D-6 Dance Floor Installation for the Performing Arts Department was the sole responsive bidder. Funding for the installation is from Foundation Grants. **EXHIBIT N-6**

The Vote was unanimous of those present.
Student Trustee Advisory Vote: Aye

7. RATIFIED CONTRACT WITH WESTERN FLOORING, INC., FOR AWARD OF BID #B-8009 FOR THE GYMNASIUM FLOOR RESURFACING

MSC Chadwick/Evilsizer

The Governing Board ratified the contract between the District and Western Flooring, Inc., for award of Bid #B-8009 for the Gymnasium Floor Resurfacing for the Base Bid as follows:

Vendor Name and Address	Purchase Order / Contract Amount	Agreement Date
Western Flooring Inc. P. O. Box 323 Pine Valley, CA 91962	\$ 23,500.00 for the BASE BID	May 8, 2008

The above vendor responded to the District's request for bids for the Gymnasium Floor Resurfacing for the Athletics Department was the lowest responsive bidder. Funding for the project is from Foundation Grants. **EXHIBIT N-7**

The Vote was unanimous of those present.
Student Trustee Advisory Vote: Aye

8. **ACCEPTED AS FINAL & COMPLETE, BASEBALL FACILITY AND PRACTICE FIELDS – SAN MARCOS CAMPUS; AUTHORIZE RELEASE OF RETENTION IN THIRTY-FIVE DAYS AND RELEASE THE BONDS AND RECORD NOTICE OF COMPLETION**

MSC Chadwick/Nelson

The Governing Board accepted the Baseball Facility and Practice Fields Project on the San Marcos campus in accordance with the bid awarded by the District, on April 14, 2004, to Wier Construction Corporation, (hereinafter "WIER"), San Marcos, CA, as complete and final; and the Superintendent/President is authorized to execute and file the Notice of Completion including execution of the verification as Secretary of the Governing Board. The total amount of this contract is \$1,975,295.76, and all money due and owing to WIER, with the exception of the five (5%) retention, shall be paid, and following the expiration of thirty-five (35) calendar days from the date this resolution is recorded, the retention shall be paid to WIER, provided no liens are filed within this period. The bid security posted by WIER shall be returned and all bonds shall be released, within the time and in the manner as provided by law.

The Vote was unanimous of those present.
Student Trustee Advisory Vote: Aye

9. **APPROVED RENEWAL AGREEMENT WITH SOUTHWEST CARPENTER'S TRAINING FUND FOR APPRENTICESHIP PROGRAMS**

MSC Chadwick/Nelson

The Governing Board renewed the agreement between Southwest Carpenter's Training Fund and Palomar Community College District for an additional 5 years, effective July 1, 2008, to continue educational support for their Apprenticeship Programs. **EXHIBIT N-9**

The Vote was unanimous of those present.
Student Trustee Advisory Vote: Aye

10. **APPROVED RENEWAL AGREEMENT WITH SAN DIEGO ELECTRICAL TRAINING TRUST FOR APPRENTICESHIP PROGRAMS**

MSC Chadwick/Evilsizer

The Governing Board renewed the agreement between San Diego Electrical Training Trust & Palomar Community College District for an additional 5 years, effective July 1, 2008, to continue educational support for their Apprenticeship Programs. **EXHIBIT N-10**

The Vote was unanimous of those present.
Student Trustee Advisory Vote: Aye

11. **APPROVED ACCEPTANCE OF INDUSTRY DRIVEN REGIONAL GRANT FUNDS**

MSC Chadwick/Nelson

The Governing Board accepted funds in the amount of \$17,000.00 from the Industry Driven Regional Grant Funds (IDRC) administered through Cuyamaca College as the lead on the grant funds and the fiscal agent. The funds shall be used for water and wastewater part-time faculty professional development. **EXHIBIT N-11**

The Vote was unanimous of those present.
Student Trustee Advisory Vote: Aye

12. **AUTHORIZATION TO EXECUTE CONTRACT FOR BID #111-08 INSTALLATION OF AIR CLEANERS TRADES & INDUSTRY T-9 PROJECT**

MSC Chadwick/Nelson

The Governing Board authorized Bonnie Ann Dowd, Vice President, Finance & Administrative Services, or Ken Jay, Director, Business Services, to execute a contract to the lowest responsive bidder for Bid #111-08 Installation of Air Cleaners (Trades & Industry T-9) Project. The project consists of installing two industrial air cleaner units in Room T-9 to improve the air quality in the classroom.

In order for the project to be completed during the summer semester, it is necessary to award a contract as soon as possible after the bid opening of July 1, 2008. The contract award will be brought back to the Governing Board for ratification at a future Governing Board meeting. This project will be paid from State Scheduled Maintenance funds.

The Vote was unanimous of those present.
Student Trustee Advisory Vote: Aye

13. **RATIFIED CONTRACT WITH AKS ENTERPRISES dba DESIGN FOR HEALTH ENVIRONMENTAL SERVICES, FOR AWARD OF BID 110-08 ASBESTOS REMOVAL PROJECTS**

MSC Nelson/Chadwick

The Governing Board ratified the contract between the District and AKS Enterprises, dba Design for Health Environmental Services, Lakeside, CA, in the amount of \$16,000. AKS Enterprises responded to the District's request for bids for the Asbestos Removal projects in various areas and was found to be the lowest responsive bidder. **EXHIBIT N-13**

The Vote was unanimous of those present.
Student Trustee Advisory Vote: Aye

14. **APPROVED FIFTH AMENDMENT TO LEASE FOR OFFICE SPACE AT 365 SO. RANCHO SANTA FE ROAD, SUITE 104, SAN MARCOS, CA, FOR 3C MEDIA SOLUTIONS**

MSC Chadwick/Nelson

The Governing Board approved a fifth amendment to an existing lease with Thomas M. Murray, North County West, LLC, The Darryl Perry Miller and Teresa L. Miller Family Trust and Matt and Melissa Kelly Trust, ("Landlord"), for administrative office space for 3C Media Solutions, located at 365 S. Rancho Santa Fe Road, Suite 104, San Marcos, CA 92069. The amendment extends the lease for five (5) additional years, effective July 1, 2008, to June 30, 2013. The District shall have the right to terminate the lease each year due to lack of program funding.

The amended lease base rent shall be \$3,038 (\$1.75 SF) for the period of July 1, 2008, to June 30, 2009. Each year thereafter, the base monthly rent shall increase on July 1, by a fixed \$0.06 per rentable square foot.

The Vote was unanimous of those present.
Student Trustee Advisory Vote: Aye

15. **ACKNOWLEDGED RECEIPT OF GRAND JURY REPORT; DIRECT STAFF TO PERFORM ANALYSIS AND RECOMMEND PROCEDURE**

MSC Chadwick/Nelson

The Governing Board acknowledged the receipt of the San Diego County Grand Jury report on community college ethics dated May 22, 2008, and directs staff to perform analysis, determine the meaning of the report to the District, and recommend a procedure for responding to the report.

The Vote was unanimous of those present.
Student Trustee Advisory Vote: Aye

16. **APPROVED FIELD COURSE TO NEW YORK CITY, NEW YORK, FOR FASHION MERCHANDISING & DESIGN FIELD STUDIES**

MSC Chadwick/Frederick

The Governing Board approved a Fashion Merchandising & Design Field Study Trip for travel to New York City, New York, September 4, 2008 – September 9, 2008. Students who participate in the field course will enroll in FASH 155 and receive 2 units of college credit for the field studies course. Total cost for field course program is \$2000.00, which covers airfare, hotel accommodations, transportation to and from the airport, and other scheduled events. **EXHIBIT N-16**

The Vote was unanimous of those present.
Student Trustee Advisory Vote: Aye

17. **FIRST READING – REVISION OF PALOMAR COMMUNITY COLLEGE DISTRICT POLICIES: CHAPTER 3 – GENERAL INSTITUTION: BP 3570 SMOKING**

This information item includes a **proposal to revise Chapter 3 – General Institution, BP 3570 Smoking**. This policy has gone through final review through the shared governance process. This policy will be presented for approval at the July 8, 2008, Governing Board meeting. **EXHIBIT N-17**

18. **FIRST READING – REVISION OF PALOMAR COMMUNITY COLLEGE DISTRICT POLICIES: CHAPTER 7 – HUMAN RESOURCES**

This information item includes a **proposal to revise Chapter 7 – Human Resources, BP 7100 Commitment to Diversity; BP 7110 Delegation of Authority; BP 7380 Retiree Health Benefits; BP 7600 College Police Department; BP 7700 Whistleblower Protection**. These policies have gone through final review through the shared governance process. These policies will be presented for approval at the July 8, 2008, Governing Board meeting. **EXHIBIT N-18**

19. **APPROVED SUBSTITUTION OF ABATEMENT ASBESTOS SUB-CONTRACTOR ON BID #CM-01-08-MIB - ABATEMENT & DEMOLITION - SAN MARCOS CAMPUS**

MSC Chadwick/Nelson

The Governing Board approved the request by American Wrecking, Inc., contractor for the abatement and removal of the existing CH, ES, LS and ES/LS buildings and associated utilities, to substitute **Pacific Demolition, Inc.**, as its abatement asbestos sub-contractor for Flagship PDG as authorized under Public Contract Code §4107 et. al., on the grounds that American Wrecking, Inc., and Flagship PDG were unable to negotiate a contract. The notice and opportunity to object required under § 4107 (a) (9) has been waived by Flagship PDG in writing as detailed in **EXHIBIT N-19**.

The Vote was unanimous of those present.
Student Trustee Advisory Vote: Aye

O. **BOARD REQUESTS FOR REPORTS**

Trustee Evilsizer requested an interim ICOC Prop M Interim Report.

P. **RECESS TO CLOSED SESSION**

R. **ADJOURNMENT**

The meeting was adjourned at 7:18 p.m.

Darrell L. McMullen, Board President

Nancy C. Chadwick, Secretary