



**GOVERNING BOARD AGENDA**  
**REGULAR MEETING OF THE GOVERNING BOARD**  
**DATE: 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**

**NOTICE TO PUBLIC:** In accordance with Board Policy 2350, members of the public who wish to address the Board on matters within its jurisdiction have a five-minute time limit per person. The Board may ask a group to select a spokesperson and may limit the number of speakers on a particular topic unless the proposed speakers are addressing different concerns.

*The Open Session of the Board meets the second Tuesday of every month starting at 5:00 p.m. in the Governing Board Room of the Student Services Building on the Palomar College Campus in San Marcos, California, unless changed in advance by Board action. Anyone having an interest in documents on file should call the Governing Board's Executive Assistant in the President's Office on extension 2104. Please note all meetings are recorded electronically. The Board reserves the right to modify the order of business in the manner it deems appropriate.*

A.	Call to Order (4:00 p.m.) .....	2
AA.	Roll Call .....	2
B.	Public Comments .....	2
C.	Recess to Closed Session .....	2
CC.	Reconvene to Open Session (5:00 p.m.).....	2
CCC.	Administration Of Oath Of Office To Student Trustee .....	2
D.	Comments from Other Individuals or Groups .....	2
E.	Approval of Minutes .....	3
F.	Call for Removal of Items from or Changes to Agenda .....	3
G.	Acknowledgement of Retirements .....	3
GG.	Reports/Presentations.....	3
H.	Report of the Governing Board President.....	3
HH.	Report of the Governing Board Trustees .....	3
I.	Report of the Superintendent/President.....	3
J.	Approval of Consent Calendar Items .....	4
K.	Action on Items Removed from Consent Calendar .....	11
L.	Reports from College Groups .....	11
M.	Unfinished Business.....	11
N.	New Business .....	12
O.	Board Requests for Reports .....	18
P.	Recess to Closed Session .....	18
Q.	Reconvene to Open Session .....	18
R.	Adjournment.....	18

**A. CALL MEETING TO ORDER: 4 p.m.**

**AA. ROLL CALL**

Establishment of a Quorum

**B. PUBLIC COMMENTS**

**In accordance with Board Policy 2350, members of the public who wish to address the Board on matters within its jurisdiction have a five-minute time limit per person. The Board may ask a group to select a spokesperson and may limit the number of speakers on a particular topic unless the proposed speakers are addressing different concerns.**

**C. RECESS TO CLOSED SESSION FOR DISCUSSION OF THE FOLLOWING:**

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: 5 p.m.**

Actions Taken In Closed Session

Pledge of Allegiance

**CCC. ADMINISTRATION OF OATH OF OFFICE TO STUDENT TRUSTEE**

**D. COMMENTS FROM OTHER INDIVIDUALS AND GROUPS**

1. **INFORMATION:** Comments from **Other Individuals or Groups**

**In accordance with Board Procedure 2350, members of the public who wish to address the Board on matters within its jurisdiction have a five-minute time limit per person. The Board may ask a group to select a spokesperson and may limit the number of speakers on a particular topic unless the proposed speakers are addressing different concerns.**

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

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

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

**G. ACKNOWLEDGEMENT OF RETIREMENTS**

An opportunity for the Board of Trustees to express appreciation and accept the retirements of employees 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.
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.

**GG. REPORTS/PRESENTATIONS**

1. **LL Building Remodel** – Deborah Shepley, TBP Architects
2. **Tentative Budget Presentation** – Dr. Bonnie Ann Dowd, Vice President, Finance & Administrative Services

**H. REPORT OF THE GOVERNING BOARD PRESIDENT**

**HH. REPORTS OF GOVERNING BOARD TRUSTEES**

Section 54954.2(a) of the Ralph M. Brown Act states that “No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of a legislative body or its staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights under Section 54954.3. In addition, on their own initiative or in response to questions posed by the public, a member of a legislative body or its staff may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities. Furthermore, a member of a legislative body, or the body itself, subject to rules or procedures of the legislative body, may provide a reference to staff or other resources for factual information, request staff to report back to the body at a subsequent meeting concerning any matter, or take action to direct staff to place a matter of business on a future agenda.”

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

1. Report of Vice President for Instruction
  - a. Accreditation Self-Study Progress Report
  - b. Institutional Review & Planning Process
2. Report of Vice President for Student Services
3. Report of Vice President for Finance and Administrative Services
4. Report of Vice President for Human Resource Services

**J. APPROVAL OF CONSENT CALENDAR ITEMS**

***NOTICE TO PUBLIC: There will be no separate discussion of these items unless a Governing Board member or member of the public requests that particular item(s) be removed from the Consent Calendar. Items so removed will be considered separately. All matters remaining under Consent Calendar are considered to be routine and will be approved by one motion.***

**BUSINESS SERVICES**

**1. RECOMMENDATION: ACTION – REVIEW AND APPROVE PURCHASES MADE FOR PRIOR SIXTY DAYS**

The Governing Board hereby reviews and approves the following **purchase transactions and contracts** entered into on behalf of the Palomar Community College District. All of the following purchases are made against the 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
Utilities	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
				<b><u>\$ 3,622,014.77</u></b>

**EXHIBIT J-1**

**FISCAL**

**2. RECOMMENDATION: ACTION – APPROVE BANK SIGNATURE AUTHORIZATIONS FOR PERIOD JULY 1, 2008, THROUGH JUNE 30, 2009**

The Governing Board authorizes 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 authorizes 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 authorizes 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 authorizes 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 authorizes 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 authorizes 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 authorizes 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 authorizes 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**

### REPLACEMENT OF WARRANTS

#### **3. RECOMMENDATION: ACTION – APPROVE DRAWING NEW WARRANTS**

The Governing Board hereby authorizes 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.

### PERSONNEL

#### **4. RECOMMENDATION: ACTION - RATIFY ACADEMIC EMPLOYMENT**

The Governing Board ratifies 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%

**5. RECOMMENDATION: ACTION - RATIFY CORRECTION TO ACADEMIC CONTRACT**

The Governing Board ratifies 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%

**6. RECOMMENDATION: ACTION – GRANT EQUIVALENCY FOR DISCIPLINE**

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

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

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

The Governing Board hereby ratifies the recommendation of the Superintendent/ President regarding the **employment of the following part-time faculty**, at the hourly rates indicated for 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
Hairgrove, Sandra	Adult Education B.A., Liberal Studies A.A., Liberal Arts & Sciences Eminence in the Field	\$51.30

**8. RECOMMENDATION: ACTION - RATIFY CHANGE TO CERTIFICATED POSITION**

The Governing Board hereby ratifies 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%

**9. RECOMMENDATION: ACTION - RATIFY CHANGES TO CLASSIFIED POSITIONS**

The Governing Board hereby ratifies 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.  
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%

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

- a. The Governing Board hereby ratifies 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 hereby ratifies the recommendation of the Superintendent/President granting a **7.5% Personal Leave of Absence without pay and with no effect on benefits**, effective June 23, 2008, through August 13, 2008, to **Fleccia D. Heise**, Athletic Trainer, Athletics, to teach.

**11. RECOMMENDATION: ACTION - RATIFY RESIGNATIONS**

The Governing Board hereby ratifies 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).

**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. RECOMMENDATION: ACTION – APPROVE REIMBURSEMENT OF CANDIDATES FOR INTERVIEW EXPENSES**

The Governing Board hereby approves **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%

14. **RECOMMENDATION: ACTION – APPROVE PERSONNEL ACTIONS/HISTORY**

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

**GIFT**

15. **ACCEPT GIFT**

The Governing Board hereby accepts 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.**

**Resumption of  
REGULAR AGENDA**

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

L. **REPORTS FROM COLLEGE GROUPS**

1. **INFORMATION: Report of the Faculty Senate**
2. **INFORMATION: Report of the Palomar Faculty Federation**
3. **INFORMATION: Report of the Administrative Association**
4. **INFORMATION: Report of the Confidential and Supervisory Team**
5. **INFORMATION: Report of the CCE/AFT**
6. **INFORMATION: Report of the Associated Student Government**

M. **UNFINISHED BUSINESS**

**N. NEW BUSINESS**

**1. RECOMMENDATION: ACTION - REAFFIRM ADOPTION OF FAIR POLITICAL PRACTICES COMMISSION STANDARD CONFLICT OF INTEREST CODE**

The Governing Board reaffirms 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 hereby 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.



**2. RECOMMENDATION: ACTION – APPROVE TENTATIVE BUDGET**

The Governing Board hereby approves the **2008-2009 Tentative Budget** for the Palomar Community College District. **EXHIBIT N-2**

**3. RECOMMENDATION: ACTION – ADOPT NOTICE OF PUBLIC HEARING FOR THE 2008-2009 ANNUAL FINANCIAL BUDGET REPORT (CCF-311)**

The Governing Board hereby approves that the proposed 2008-2009 Annual Financial and Budget Report of the Palomar Community College District will be on **display** and available for **public inspection** on Tuesday, September 2, 2008, through Monday, September 8, 2008, 8:00 a.m. to 5:00 p.m., Fiscal Services, Room A-2 Administration Building, Palomar College.

FURTHER, The Governing Board of the Palomar Community College District will conduct a **Public Hearing on the Annual Financial and Budget Report** at a meeting of the Governing Board on Tuesday, September 9, 2008 5:00 p.m., Board Conference Room, Palomar College. Said Notice of Public Hearing is to be published by the North County Times on August 8, August 11, or August 12, 2008. **EXHIBIT N-3**

**4. RECOMMENDATION: ACTION – RATIFY FINALIZED LEASE AGREEMENTS WITH MOBILE MODULAR MANAGEMENT CORPORATION**

The Governing Board hereby ratifies the finalized Lease Agreements with Mobile Modular Management Corporation (MMMC), 11450 Mission Boulevard, Mira Loma, CA 91752, for the lease of sixteen (16) modular buildings for a period of approximately 36 months beginning the end of June 2008, for a total of \$586,287.00 over the life of the 3-year agreements. These lease agreements are for the purpose of providing swing space for 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**

**5. RECOMMENDATION: ACTION – RATIFY CONTRACT WITH RANDALL CONSTRUCTION, INC., FOR AWARD OF BID #B-8007 FOR THE NS BUILDING-ADA RAMP PROJECT**

The Governing Board hereby ratifies 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**

**6. RECOMMENDATION: ACTION – RATIFY CONTRACT WITH MOBILE CARPET CLUB, INC., FOR AWARD OF BID #B-8008 FOR THE D-6 DANCE FLOOR INSTALLATION**

The Governing Board hereby ratifies 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**

**7. RECOMMENDATION: ACTION – RATIFY CONTRACT WITH WESTERN FLOORING, INC., FOR AWARD OF BID #B-8009 FOR THE GYMNASIUM FLOOR RESURFACING**

The Governing Board hereby ratifies 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**

**8. RECOMMENDATION: ACTION – ACCEPT 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**

The Governing Board hereby accepts 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.

**9. RECOMMENDATION: ACTION – APPROVE RENEWAL AGREEMENT WITH SOUTHWEST CARPENTER'S TRAINING FUND FOR APPRENTICESHIP PROGRAMS**

The Governing Board hereby renews 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**

**10. RECOMMENDATION: ACTION – APPROVE RENEWAL AGREEMENT WITH SAN DIEGO ELECTRICAL TRAINING TRUST FOR APPRENTICESHIP PROGRAMS**

The Governing Board hereby renews 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**

**11. RECOMMENDATION: ACTION – APPROVE ACCEPTANCE OF INDUSTRY DRIVEN REGIONAL GRANT FUNDS**

The Governing Board hereby accepts 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**

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

The Governing Board hereby authorizes 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.

13. **RECOMMENDATION: ACTION – RATIFY CONTRACT WITH AKS ENTERPRISES dba DESIGN FOR HEALTH ENVIRONMENTAL SERVICES, FOR AWARD OF BID 110-08 ASBESTOS REMOVAL PROJECTS**

The Governing Board hereby ratifies 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**

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

The Governing Board hereby approves 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.

15. **RECOMMENDATION: ACTION – ACKNOWLEDGE RECEIPT OF GRAND JURY REPORT; DIRECT STAFF TO PERFORM ANALYSIS AND RECOMMEND PROCEDURE**

The Governing Board acknowledges 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.

16. **RECOMMENDATION: ACTION – APPROVE FIELD COURSE TO NEW YORK CITY, NEW YORK, FOR FASHION MERCHANDISING & DESIGN FIELD STUDIES**

The Governing Board hereby approves 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**

17. **FIRST READING – REVISION OF PALOMAR COMMUNITY COLLEGE DISTRICT POLICIES: CHAPTER 3 – 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. RECOMMENDATION: ACTION – APPROVE SUBSTITUTION OF ABATEMENT ASBESTOS SUB-CONTRACTOR ON BID #CM-01-08-MIB - ABATEMENT & DEMOLITION - SAN MARCOS CAMPUS**

The Governing Board hereby approves 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**.

**O. BOARD REQUESTS FOR REPORTS**

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

**P. RECESS TO CLOSED SESSION**

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.

**Q. RECONVENE TO OPEN SESSION**

**R. ADJOURNMENT**

**Public Notice—Nondiscrimination:**

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