



APPROVED 10/14/2008

GOVERNING BOARD MINUTES

REGULAR MEETING OF THE GOVERNING BOARD

DATE: TUESDAY, SEPTEMBER 9, 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 4:01 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
ROBERT FREDERICK, 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.
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 Legal Counsel - Existing Litigation, pursuant to Government Code §54956.9a. County of San Diego vs. Palomar Community College District
7. Conference with Legal Counsel - Anticipated Litigation, pursuant to Government Code §54956.9: One (1) case

CC. RECONVENE TO OPEN SESSION

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

STAFF PRESENT:

Monika Brannick, 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.

D. COMMENTS FROM OTHER INDIVIDUALS OR GROUPS

Vice President Bonnie Ann Dowd, Mike Ellis, Director of Facilities, and San Diego Gas & Electric representatives provided feedback as to where the college stands on the electrical power outages that have occurred over the past two weeks. Board members expressed their concerns and asked that immediate action be taken to remedy the problem.

E. APPROVAL OF MINUTES

MSC Chadwick/Larson

1. The Governing Board approved the Minutes of the Regular Meeting of **August 12, 2008**.
2. The Governing Board approved the Minutes of the Special Meeting of **August 26, 2008**.

The Vote was unanimous.

Student Trustee Advisory Vote: Aye

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

G. ACKNOWLEDGEMENT OF RETIREMENT

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

1. **John R. Erickson**, Professor, Foreign Languages, effective August 2, 2008. He has served Palomar College for 28 years from January 1, 1980, to August 1, 2008.

Vice President Berta Cuaron summarized Professor Erickson's career at Palomar College. He has served Palomar College for 28 years, starting in January, 1980, as the Director of EOPS, and then moved to Foreign Languages later in his career. One of his strong interests was that he took students out of the classroom and into the community

with a variety of learning activities through Study Abroad Programs. He was the co-author of a textbook for third semester Spanish 201. She wished him well and hopes he enjoys his golden years of retirement.

GG. REPORTS/PRESENTATIONS

1. **Status of Prop M Projects and Funding** - Mike Ellis, Director of Facilities, and Phyllis Laderman, Director of Fiscal Services

Ms. Phyllis Laderman and Mr. Mike Ellis gave an overview of the status of Project M projects.

Phyllis Laderman gave an overview on the funding of Project M projects. She provided detailed data on the original \$160M from the bond sales and how it was allocated. **Mike Ellis** reported on the status of the various projects paid for by Prop M funds. Board members were concerned with the electrical load the additional buildings would create. Mr. Ellis said the District has involved SDG&E in the planning stages of every building. SDG&E has confirmed acknowledgement of the expected load usage as well as current usage.

H. REPORT OF THE GOVERNING BOARD PRESIDENT

Board President Darrell McMullen – no report

HH. REPORTS OF GOVERNING BOARD TRUSTEES

Trustee Ruth Larson continues to take monthly leadership workshops. She had the privilege of giving a workshop in Fallbrook to the wildfire recovery group.

Trustee Nancy Chadwick reported on her attendance at the faculty plenary sessions. She announced that the Legislative Committee met and discussed concerns relating to the current status of the state budget. The Community College System Board of Governors, which is the ultimate governing body of the Legislative Committee, puts together a legislative agenda every year and calls for proposals. The proposals must be reviewed by a task force created by the Chancellor's Office. This year there are three categories: 1) Request to attend to the budget; 2) Critical needs relating to the 50% rules, property tax backfill, etc.; 3) Policy issues relating to intellectual property, everything associated with on-line education, and more.

Trustee Michele Nelson reported on her attendance at the full time faculty plenary sessions. She attended a session on Student Learning Outcomes (SLO's) and addressed her concerns to Ms. Monika Brannick, Faculty Senate President, regarding the status of the SLO's. Trustee Nelson strongly urged the faculty leadership to do whatever it takes to get the SLO's in place; the credibility of the college is at stake. Trustee Nelson also attended the Foundation gala kickoff and also thanked President Deegan for hosting the new faculty reception.

Trustee Mark Evilsizer reported on his attendance at the Friends of the Arboretum reception where people who are active in the arboretum got together to host a dinner and acknowledge people who have been a key part of the arboretum over the years. He attended the Foundation gala kickoff and thanked Ms. Vera Eubanks for hosting the event. Trustee Evilsizer also attended the full time faculty plenary and the first Palomar football game against Southwestern.

Student Trustee Rob Frederick reported that the student trustees of California were getting together at the General Assembly for their breakout session. Claudia Duran, ASG Vice President, and himself will be attending the new faculty reception.

I. REPORT OF THE SUPERINTENDENT/PRESIDENT

President Robert Deegan announced that Palomar College was awarded a Federal grant in the amount of \$2.8M for being designated as a Hispanic Serving Institution. He congratulated and thanked everyone who worked on the grant. He said **all** students at Palomar College will benefit from this grant. President Deegan reported that enrollment is up over 3% in headcount and over 3½% in FTES. He thanked the students, faculty, and staff for their hard work. Palomar is projected to be about 300 FTES over CAP. President Deegan said there is still no word regarding the passing of the state budget which the State has been without a budget for over 70 days, the longest time without a budget in the history of the State. He thanked Trustee Nelson for her comments regarding Student Learning Outcomes (SLOs) and he assured her Palomar College is on track. Vice President Cuaron is working closely with Department Chairs regarding curriculum. He is optimistic the SLOs will be completed on time.

1. Report of Vice President for Instruction

Vice President Berta Cuaron reported that Mary Furch and Judy Wilson, Student Learning Outcomes (SLOs) Coordinators, conducted a presentation to the Department Chairs/Directors regarding Student Learning Outcomes. Working sessions for SLOs will be scheduled the first and third Friday of each month. Department faculty members are encouraged to attend, either in small working groups, by discipline, however they choose to work on their SLO project.

a. Accreditation Self-Study Progress Report – Berta Cuaron

The self study is in draft #5 and the steering committee is reviewing the draft of the planning agendas. A special meeting of SPC is scheduled on September 30 specifically for reviewing the planning agendas.

Dean Steve McDonald and Dean Candi Francis are working with faculty in Life Science, Earth Sciences, and Foreign Languages for the purpose of reviewing and revising the procedures and checklists dealing with the Study Abroad Programs. Lastly, Vice President Cuaron announced that the Title V grant that was awarded to Palomar College is a dream and a vision come true. She acknowledged the many hours the working group put into the proposal.

2. Report of Vice President for Student Services

Vice President Joe Madrigal said he was elated that Palomar College received the Title V grant. Student Services is looking forward to working in partnership with Instructional Services to maintain and keep the Hispanic population coming to Palomar College. It is his hope that this College demographic will continue. He questioned the status of the Student Activities Coordinator position and hoped that a resolution will be forthcoming soon.

3. Report of Vice President for Finance and Administrative Services

Vice President Bonnie Ann Dowd prepared a report as to the reasons behind the operational/organizational changes within Finance and Administrative Services. At the request of Trustee Chadwick, Vice President Dowd quickly sketched on the whiteboard an organizational chart for Finance & Administrative Services reflecting the current changes that occurred.

Vice President Dowd reported that the state budget is still in impasse, but assured the Board the District is in good financial status. This is the longest impasse in the history of the State. The Board of Governors approved the preliminary 2009-2010 budget and this is the first time the next year's budget was approved without closing the books on prior year. The District has missed two apportionment payments, and a third payment if the

budget is not passed shortly. Vice President Dowd announced that at the Agenda Review meeting, a concern was raised about two items appearing on the 60-day contract report and the hiring of consultants. Ken Jay, Director of Business Services, reported on the procedure that the Board approved in March, 2008, regarding consultant line items on the open agenda. At this time he explained the process that is currently followed and due to varying interpretations by various individuals, it was suggested that the procedure previously approved by the Board be reviewed and revised precisely so that all concerned are in agreement. President Deegan suggested this issue be taken through the shared governance process.

Vice President Dowd continued her report and informed the Board that the College hosted a *Doing Business at Palomar College*, where sixty-six contractors were in attendance, along with District representatives taking the contractors through the process of how to do business with the College. Lastly, Vice President Dowd announced that the Board of Governors approved the Fallbrook site as an educational center.

4. Report of Vice President for Human Resource Services

Vice President John Tortarolo gave an overview of the classification study process and how the steering committees were established. Due to the San Diego County fire disaster, the study was delayed. The steering committees reviewed Segal's draft classification results and concerns were expressed over Segal's recommendations on technical positions, references to salary range information in the classification recommendations when the compensation assessments had not yet been determined, and the lack of an independent project coordinator. Segal responded to the concerns, but by this time, communications among committee members, the District, and the consultant deteriorated. Due to workload issues, it was difficult to schedule a timely meeting and at this time, CCE withdrew its committee members. The District and CCE met in August to address their concerns and issues. Again, the District, CCE, and Segal met and made significant progress. The outcomes of this meeting included Segal acknowledging that the process had been flawed by including salary range information, Segal recommended that positions previously excluded by mutual agreement, Segal will review compensation comparators with the committee; President Deegan made a commitment to discuss the option of appointing an impartial District representative to chair the CCE steering committee to address CCE's concerns.

Trustee Chadwick inquired as to the reason steering committee members resigned. Vice President Tortarolo said the CCE did not necessarily agree with the resolution that Segal had provided with regard to the classification input and were concerned there was no impartial coordinator. President Deegan said he met with the Senior Vice President of Segal, who works with labor unions across the country, in an attempt to listen to the issues expressed by the CCE to try to incorporate those and make the changes necessary. President Deegan met with Neill Kovrig and other members of the CCE, shared information from the meeting with the Vice President of Segal, and it was agreed by CCE that President Deegan would find an impartial person to assist in facilitating with the committee. He is waiting to hear from Mr. Kovrig regarding that recommendation.

**Resumption of
REGULAR AGENDA**

J. APPROVAL OF CONSENT CALENDAR ITEMS

TRAVEL

1. APPROVED TRAVEL EXPENSES

MSC Chadwick/Nelson

The Governing Board approved/ratified travel expenses for the following persons:

- | | | |
|----|---|---|
| a. | Board Member
Advanced Funds?
For:

To attend:
Location:
Date:
Amount:
Budget No.: | NANCY C. CHADWICK
Yes
Transportation, mileage, meals, lodging, registration,
etc.
CCLC Legislative Committee
Sacramento, California
September 5, 2008
\$311.47
575200-11-111100-66100-10-2009-0000000 |
| b. | Board Member
Advanced Funds?
For:

To attend:
Location:
Date:
Amount:
Budget No.: | NANCY C. CHADWICK
Yes
Transportation, mileage, meals, lodging, registration,
etc.
Community College Summit – Green California
Pasadena, California
October 8, 2008
\$648.79
575200-11-111100-66100-10-2009-0000000 |
| c. | Board Member
Advanced Funds?
For:

To attend:
Location:
Date:
Amount:
Budget No.: | ROBERT FREDERICK
Yes
Transportation, mileage, meals, lodging, registration,
etc.
CCLC Student Trustee Workshop
San Francisco, California
August 8-10, 2008
\$527.69
575300-11-111100-66100-10-2009-0000000 |

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

REPLACEMENT OF WARRANTS

2. APPROVED DRAWING NEW WARRANTS

MSC Chadwick/Nelson

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

- a. Warrant #76-172731, dated January 1, 2008, in the amount of **\$60.00**, to **Monica Brooks**, 1365 Mountain Way, TN 37043-3885. Void due to stale date.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

GIFTS

3. ACCEPTED GIFTS

MSC Chadwick/Nelson

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

- a. Fifty-three cookbooks donated by **Katheryn Garlow, Ph.D., 28430 Thudernut Lane**, Valley Center, CA 92082. These cookbooks will be available for students enrolled in the Culinary Program. Total cash value as estimated by donor is **\$500.00**.
- b. Laminated posters and 238 children's books donated by **Diane Studinka**, 1510 Boyle Avenue, Escondido, CA 92027. These items are to be used in the Child Development Center. Total cash value as estimated by donor is **\$695.00**.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

PERSONNEL

4. RATIFIED TEMPORARY ACADEMIC EMPLOYEE CONTRACTS FOR LOAD AVERAGING

MSC Chadwick/Nelson

The Governing Board ratified the recommendation of the Superintendent/ President regarding the following **two-semester temporary academic employee contracts for load averaging purposes**:

- a. Name: Lubov Krasheninnikova
Position: Temporary Teacher Pursuant to Ed. Code 87482.5
Department: Physics & Engineering
Division: Mathematics & the Natural & Health Sciences
% Load: FA 2008 20%, SP 2009 67%, Annual Average 43%
Effective: 8/25/08
- b. Name: Bonnie Kristell
Position: Temporary Teacher Pursuant to Ed. Code 87482.5
Department: Communications
Division: Arts, Media, Business and Computing Systems
% Load: FA 2008 63%, SP 2009 40%, Annual Average 51%
Effective: 8/25/08
- c. Name: Sheri Jennum
Position: Temporary Teacher Pursuant to Ed. Code 87482.5
Department: Physical Education & Athletics
Division: Social & Behavioral Sciences Division
% Load: FA 2008 65%, SP 2009 50%, Annual Average 57%
Effective: 8/25/08

6. GRANTED EQUIVALENCY FOR DISCIPLINE

MSC Chadwick/Nelson

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

Emiko Kiyochi Japanese
Emaida Krvaric English as a Second Language
Jane Spencer Older Adult Education

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

7. RATIFIED PART-TIME FACULTY EMPLOYMENT

MSC Chadwick/Nelson

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 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:

FALL 2008

BEHAVIORAL SCIENCES

Winters, Crystal L.	Psychology M.A., Psychology B.A., Psychology	\$52.55
---------------------	--	---------

BUSINESS ADMINISTRATION

Burchyett, Mark	Accounting M.B.A., Business Administration B.S., Accounting	\$52.55
Johnson-Foster, Janeen	Business M.B.A., Business Administration	\$52.55

COMMUNICATIONS

Warren, Wolfe L.	Radio & Television B.S., Television-Film Production	\$51.30
------------------	--	---------

ECONOMICS, HISTORY & POLITICAL SCIENCES

Pakula, Jennifer L.	Economics M.A., Economics B.A., Business Economics	\$52.55
---------------------	--	---------

ENGLISH AS A SECOND LANGUAGE

Corte, Christopher L.	Community Education-Noncredit M.S., Teaching English to Speakers of Other Languages	\$52.55
Krvaric, Emaida I.	Community Education-Noncredit M.Ed., Education Eminence in the Field	\$52.55

9. APPROVED PERSONNEL ACTIONS/HISTORY

MSC Chadwick/Nelson

The Governing Board approved the **Personnel Actions/History** report, which includes hires and pay rate changes for **student employees** for the month of **August, 2008, and short-term employees** for the month of **September, 2008. EXHIBIT J-9**

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

10. RATIFIED RESIGNATIONS

MSC Chadwick/Nelson

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

- a. **Claudia Borrell**, Senior Accounting Assistant, Fiscal Services, effective August 18, 2008 (last day of employment August 17, 2008).
- b. **Elaine Moore**, Instructional Support Assistant I, Disability Resource Center, effective August 16, 2008 (last day of employment August 15, 2008).
- c. **Nicole M. Pablo**, GEAR UP/Upward Bound Senior Office Specialist, Grant Funded Student Support Programs/GEAR UP/Upward Bound, effective August 30, 2008 (last day of employment August 29, 2008).

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

11. RATIFIED LEAVES OF ABSENCE

MSC Chadwick/Nelson

- a. The Governing Board ratified the recommendation of the Superintendent/President granting a **100% Personal Leave of Absence without pay and with no effect on benefits**, effective October 6, 2008, through October 17, 2008, to **Christie L. Bundy**, Staff Assistant, Library.
- 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 August 25, 2008, through December 20, 2008, to **Janeen Y. Johnson-Foster**, GEAR UP Program Research Specialist, Grant Funded Student Support Programs/GEAR UP, to teach.
- c. The Governing Board ratified the recommendation of the Superintendent/President granting a **100% Family Medical Leave of Absence with no effect on benefits**, effective July 1, 2008, through September 22, 2008, to **Mark R. Oggel**, Director, Communications.

- d. 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 August 25, 2008, through December 20, 2008, to **Kelly Patrick**, Library Media Technician III, Library, to teach.
- e. The Governing Board ratified the recommendation of the Superintendent/President granting an **Intermittent Family Medical Leave of Absence with no effect on benefits**, effective August 21, 2008, for a maximum of 480 hours, to **Karen A. White**, Curricular Schedules Technician, Instructional Services.

The Vote was unanimous.
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 I** (receive the employer-paid health benefits as provided to active employees and eligible dependents for life of the retiree) of the **Retirement Health and Dental Plan** approved by the Governing Board December 8, 1987:

- a. **John R. Erickson**, Professor, Foreign Languages, effective August 2, 2008. He has served Palomar College for 28 years from January 1, 1980, to August 1, 2008.

13. APPROVED NEW COMMUNITY DEVELOPMENT CLASSES, AGREEMENTS, AND PERSONNEL

MSC Chadwick/Nelson

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

Venture Program Fall 2008

- a.

Name:	Ronald Scott
Name of Class:	Introduction to Flash
Effective:	October 29, 2008
Instructor Rate:	40% of fees collected for students instructed
Fees to Student:	\$50.00
Terms:	minimum 10 – maximum 30
- b.

Name:	Ronald Scott
Name of Class:	Podcasting – Broadcasting Digital Files Via Internet
Effective:	October 29, 2008
Instructor Rate:	40% of fees collected for students instructed
Fees to Student:	\$50.00
Terms:	minimum 10 – maximum 30

- c. **Name:** Vicki Deriso
 Name of Class: Country Line Dancing
 Effective: September 13, 2008
 Instructor Rate: 35% of fees collected for students instructed
 Fees to Student: \$65.00
 Terms: minimum 10 – maximum 25
- d. **Name:** Boston Reed
 Name of Class: Optometric Technician Program
 Effective: September 27, 2008
 Instructor Rate: \$2,295.00
 Fees to Student: \$2,795.00
 Terms: minimum 10 – maximum 25
- e. **Name:** William Mansfield
 Name of Class: Investing In & Managing Small Residential Properties
 Effective: September 15, 2008
 Instructor Rate: 40% of fees collected for students instructed
 Fees to Student: \$49.00
 Terms: minimum 10 – maximum 50
- f. **Name:** Christina Li
 Name of Class: Printmaking 1 & 2
 Effective: September 13, 2008
 Instructor Rate: \$58.83 per hour
 Fees to Student: 1 - \$135.00 2 - \$155.00
 Terms: minimum 10 – maximum 25
- g. **Name:** Robert Lewis
 Name of Class: Personal Trainer Certification
 Effective: September 15, 2008
 Instructor Rate: 30% of fees collected for students instructed
 Fees to Student: \$559.00
 Terms: minimum 10 – maximum 20
- h. **Name:** Venture Staff
 Name of Class: Historical Julian Trip
 Effective: November 8, 2008
 Instructor Rate: n/a
 Fees to Student: \$49.00
 Terms: minimum 30 – maximum 45

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

K. ACTION ON ITEMS REMOVED FROM CONSENT CALENDAR – There were none.

L. **REPORTS FROM COLLEGE GROUPS**

1. **INFORMATION**

Report of the Faculty Senate

Monika Brannick, President, Faculty Senate, expressed her concerns with the power outages that have occurred on campus and the effect it has on working conditions and teaching students. The Faculty Senate also passed three motions as follows:

On May 12, 2008: The Faculty Senate concurs with the PFF in approving the recommendation of the ROP Task Force to transition Jackie Martin-Klement to Business Administration and Anita Sugar to Graphic Communications, and in this exceptional and extraordinary circumstance, with tenure and full placement on the salary schedule. **The motion carried.**

The Faculty Senate supports the recommendation of the ROP Task Force to transition ROP full-time faculty members, Bruce Gan and Ed Kirk, to Palomar College (dependent upon departmental fit and approval), with full tenure and placement on the salary schedule. **The motion failed.**

On September 8, 2008: The Faculty Senate concurs with the PFF in approving the recommendation of the ROP Task Force to transition Eric Duvall to Design and Consumer Education, and in this exceptional and extraordinary circumstance, with tenure and full placement on the salary schedule. **The motion carried.**

2. **INFORMATION**

Report of the Palomar Faculty Federation

Shannon Lienhart, PFF Co-President, commented on the overall effect collegiality, transparency, and democracy makes in public institutions, which she has always been an advocate. Ms. Lienhart reported that the PFF is working with the American Association of University Women (AAUW) in trying to secure a forum for the four Board candidates to come and speak to the campus community and to the public.

3. **INFORMATION**

Report of the Administrative Association

Laura Gropen, Administrative Association President, reported on the current status of the classification study pertaining to the Administrative Association and CAST. She was surprised when the membership received its job descriptions with a two week turn-around. The Administrative Association met with Vice President Tortarolo to address concerns regarding the timeline and information contained in the job descriptions. Vice President Tortarolo contacted Segal and it was agreed to allow an additional two weeks to be able to review these job descriptions. These issues have been clarified.

4. **INFORMATION**

Report of the Confidential and Supervisory Team

Leigh Hoffman, CAST President, reported that members of the CAST group also received their job descriptions and he received numerous emails concerning information contained in the job descriptions. Mr. Hoffman met with Vice President Tortarolo to address these concerns and all issues have been resolved.

5. **INFORMATION**

Report of the CCE/AFT

Neill Kovrig, CCE President, reported CCE declared an impasse regarding aspects of the negotiating meeting. An arbitration meeting has been scheduled on September 23rd, and is hopeful that all outstanding issues will be resolved at this time. The entire classification study steering committee, which includes CCE, CAST, and Administrative Association members, will meet to appoint the impartial coordinator. He addressed the concerns expressed by Vice President Madrigal regarding the Coordinator of Student Activities position. Mr. Kovrig commented on the reorganization of Business Services and Purchasing, and expressed his dissatisfaction with the process. He noted that all prior reorganizations have gone through the shared governance process. Mr. Kovrig said he disagreed with several issues in Vice President Tortarolo's report and clarified CCE's stance. At this time Mr. Kovrig read a petition that was signed by 115 employees. He further stated that the reason more signatures were not obtained was because employees are fearful of losing their jobs and fearful of retaliation.

At this time, Vice President Dowd addressed the concerns raised by Mr. Kovrig regarding the reorganization of Business Services and Purchasing. President Deegan also addressed concerns addressed by Mr. Kovrig and said that he has personally met with Segal regarding the issues that were raised by the Classification Study Steering Committee and identified the problems. He has met with the steering committee members and the process is moving forward. Regarding the reorganizational changes made in Finance & Administrative Services, he said the one important issue to understand is that there are no changes to classified jobs; they are doing the same job with the same supervisor. After contact was made with the auditors regarding this issue, he assured everyone the District is in compliance. In terms of issues of salary, wages, and hours, those are collective bargaining issues and if there are concerns, CCE needs to declare the need for negotiations. Regarding training for Administrators, President Deegan affirmed that the topic on marginal employees was discussed, but as supervisors and administrators, one must know how to assist the employee to succeed and how to evaluate their performance effectively. He clarified that it is unnecessary and insulting to make comments regarding supervisors dealing with marginal employees who dissatisfy them. Additional training for administrators will be provided, as well as for classified staff and faculty. President Deegan strongly commented to Mr. Kovrig, as the CCE President, that he is committed to solving issues and working with him personally, he is always available. Lastly, President Deegan strongly confirmed that he is a strong advocate of free speech and academic freedom, and no one at Palomar College should ever be fearful of retribution for anything they say or sign.

6. **INFORMATION**

Report of the Associated Student Government

Rob Frederick, ASG President, reported that the ASG Board will be filled to capacity with fourteen seats for Senators and two executive officers. He reported that Comet week celebration planning was underway with the "Be Green" event, voter registration, and Coffee Night at the Escondido campus. Mr. Frederick announced that the Diversity Room grand opening was scheduled on September 24, and was happy to announce that all shared governance committees will be represented by students.

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

N. **NEW BUSINESS**

1. **APPROVED ACCEPTANCE OF U.S. DEPARTMENT OF EDUCATION,
STRENGTHENING INSTITUTIONS, HISPANIC SERVING INSTITUTIONS GRANT**

MSC Larson/Chadwick

The Governing Board approved and accepted funding from the **U. S. Department of Education, Strengthening Institutions, Hispanic Serving Institutions** grant in the amount of **\$2,874,800**. The grant funds will be awarded over the next five (5) years, commencing October 1, 2008. These funds will be used to enhance student retention, persistence and success through an enhanced and coordinated approach of instruction and instructional support services. Grant goals and activities include (a) establishment of a student success center; (b) development and implementation of a Freshman Experience Program; (c) Professional Development opportunities for faculty with an emphasis on learning and support activities that engage students in the overall education experience; and (d) development and implementation of an Enrollment Management system to enhance schedule development and planning in support of student educational needs. **EXHIBIT N-1**

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

2. **REVIEWED AND APPROVED CONTRACTS AND AGREEMENTS MADE FOR PRIOR
SIXTY (60) DAYS**

MSC Chadwick/Evilsizer

The Governing Board ratified and approved **all contracts and agreements** for the period June 16, 2008, through August 15, 2008, and entered into on behalf of the Palomar Community College District, as detailed on **EXHIBIT N-2**.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

3. **APPROVED 2008-2009 GANN AMENDMENT LIMIT**

MSC Chadwick/Larson

WHEREAS, In November of 1979, the California electorate did adopt Proposition 4, commonly called the Gann Amendment; and

WHEREAS, The provisions of that amendment establish maximum appropriation limitations, commonly called "Gann Limits" for public agencies, including school districts; and

WHEREAS, The District must establish a Gann Limit for the 2008-2009 fiscal year in accordance with the provisions of the Gann Amendment and applicable statutory law;

NOW, THEREFORE, BE IT RESOLVED, That this Board does provide public notice that the attached calculations and documentation of the 2008-2009 Gann Limit are made in accord with applicable constitutional and statutory law and that this Board does hereby declare that the appropriations in the 2008-2009 budget do not exceed the limitations imposed by the Gann Amendment;

AND BE IT FURTHER RESOLVED, That the Superintendent/President provide copies of this resolution along with appropriate attachments to interested citizens of this District.

Attachment: California Community Colleges 2008-2009 Gann Limit Worksheet showing 2008-2009 Appropriations Limit of \$120,225,399 and a 2008-2009 Appropriations Subject to Limit of \$87,592,917. **EXHIBIT N-3**

The Vote was unanimous.

Student Trustee Advisory Vote: Aye

4. **RATIFIED CONTRACT RHJ HI-TECH AIR CONDITIONING FOR AWARD OF BID 102-09 INSTALLATION OF AIR CLEANERS (TRADES & INDUSTRY T-9)**

MSC Larson/Evilsizer

The Governing Board ratified the **contract between the District and RHJ Hi-Tech Air Conditioning (RHJ)**, Santee, CA, in the amount of **\$16,200.00**. RHJ responded to the District's request for bids for Bid 102-09 Installation of Air Cleaners (Trades & Industry T-9) as detailed in Exhibit N-4, and was found to be the sole lowest responsive and responsible bidder. **EXHIBIT N-4**

The Vote was unanimous.

Student Trustee Advisory Vote: Aye

5. **APPROVED CHANGE ORDER #1; ACCEPT AS FINAL AND COMPLETE, BID NO. 101-09 INTERIM CLASSROOM TELECOMMUNICATION AND DATA CABLING; AUTHORIZE RELEASE OF RETENTION TO PRIME ELECTRICAL SALES IN THIRTY-FIVE DAYS AND RELEASE THE BONDS AND RECORD NOTICE OF COMPLETION**

MSC Chadwick/Larson

The Governing Board approved **Change Order #1 in the amount of \$464.60**, as described in **Exhibit N-5**; accepts **Bid #101-09 Interim Classroom Telecommunication and Data Cabling** as complete and final; and authorizes the Superintendent/President to execute and file the Notice of Completion including execution of the verification as Secretary to the Governing Board. The total amount of the contract is **\$19,990.00**, and all money due and owing to the Contractor, with the exception of the ten percent (10%) retention, shall be paid, and following the expiration of thirty-five (35) calendar days from

the date of this resolution, the **retention shall be paid to Prime Electrical Sales**, 480 Enterprise Street, San Marcos, CA 92078 provided no liens are filed within this period. The bid security posted by Prime Electrical Sales shall be returned and all bonds shall be released, within the time and in the manner as provided by law. **EXHIBIT N-5**

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

6. **APPROVED CHANGE ORDER # 1; ACCEPT AS FINAL AND COMPLETE, BID NO.107-08 PHYSIC LAB NS-255 REMODEL; AUTHORIZE RELEASE OF RETENTION TO RANDALL CONSTRUCTION, INC., IN THIRTY-FIVE DAYS AND RELEASE THE BONDS AND RECORD NOTICE OF COMPLETION**

MSC Chadwick/Larson

The Governing Board approved **Change Order # 1 in the amount of \$21,134.00**, as described in **Exhibit N-6**; accepts **Bid #107-08 Physic Lab NS-255 Remodel**, as complete and final; and authorizes the Superintendent/President to execute and file the Notice of Completion including execution of the verification as Secretary to the Governing Board. The total amount of the **contract is \$260,760.00**, and all money due and owing to the Contractor, with the exception of the ten percent (10%) retention, shall be paid, and following the expiration of thirty-five (35) calendar days from the date of this resolution, the **retention shall be paid to Randall Construction, Inc.**, 3656 Ruffin Road, #D, San Diego, CA 92123, provided no liens are filed within this period. The bid security posted by Randall Construction Inc. shall be returned and all bonds shall be released, within the time and in the manner as provided by law. **EXHIBIT N-6**

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

7. **APPROVED CHANGE ORDER # 1; ACCEPT AS FINAL AND COMPLETE, BID NO.108-08 MODULAR SWING SPACE INFRASTRUCTURE; AUTHORIZE RELEASE OF RETENTION TO WAYNE L. WHITWER CONSTRUCTION COMPANY IN THIRTY-FIVE DAYS AND RELEASE THE BONDS AND RECORD NOTICE OF COMPLETION**

MSC Chadwick/Larson

RESOLUTION NO. 09-20977

The Governing Board approved **Change Order # 1 in the amount of \$41,267.00**, as described in **Exhibit N-7**; accepts **Bid #108-08 Modular Swing Space Infrastructure**, as complete and final; and authorizes the Superintendent/President to execute and file the Notice of Completion including execution of the verification as Secretary to the Governing Board. The total amount of the contract bid is **\$441,000.00**, and all money due and owing to the Contractor, with the exception of the ten percent (10%) retention, shall be paid, and following the expiration of thirty-five (35) calendar days from the date of this resolution, the **retention shall be paid to Wayne L. Whitwer Construction Company**, 12636 Calle de Rob, Poway, CA 92064, provided no liens are filed within this period. The bid security posted by Wayne L. Whitwer Construction Company shall be returned and all bonds shall be released, within the time and in the manner as provided by law. **EXHIBIT N-7**

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

8. **ACCEPTED AS FINAL AND COMPLETE, BID NO.109-08 PROP M PARKING IMPROVEMENTS: SOCCER FIELD PARKING LOT AND LOT 12 EAST SIDE RENOVATIONS; AUTHORIZE RELEASE OF RETENTION TO RAMONA PAVING AND CONSTRUCTION CORPORATION IN THIRTY-FIVE DAYS AND RELEASE THE BONDS AND RECORD NOTICE OF COMPLETION**

MSC Chadwick/Larson

The Governing Board accepted **Bid #109-08 Prop M Parking Improvements: Soccer Field Parking Lot and Lot 12 East side Renovations** (hereinafter "Project") as complete and final; and authorized the Superintendent/President to execute and file the Notice of Completion including execution of the verification as Secretary to the Governing Board. The total amount of the contract bid is **\$1,124,000.00**, and all money due and owing to the Contractor, with the exception of the ten percent (10%) retention, shall be paid, and following the expiration of thirty-five (35) calendar days from the date of this resolution, the **retention shall be paid to Ramona Paving & Construction Corporation**, 1303 Olive Street, Ramona, CA 92065, provided no liens are filed within this period. The bid security posted by Ramona Paving & Construction Corporation shall be returned and all bonds shall be released, within the time and in the manner as provided by law.

The Vote was unanimous.

Student Trustee Advisory Vote: Aye

9. **AUTHORIZATION TO EXECUTE CONTRACTS FOR MULTI-PRIME PROJECTS CM04-09 THROUGH CM21-09 FOR THE CONSTRUCTION OF MULTI-DISCIPLINARY BUILDING (MIB)**

MSC Nelson/Larson

The Governing Board authorized Bonnie Ann Dowd, Vice President, Finance & Administrative Services, or Ken Jay, Director, Business Services, to execute contracts to the lowest responsive and responsible bidders for **Multi-Prime Projects 04-09 through 21-09, for the construction of the Multi-Disciplinary Building (MIB)**.

In order for the project to be completed within the designated 21-month timeframe, it is necessary to award contracts as soon as possible after the bid opening date of September 23, 2008. The contracts awarded will be brought back to the Governing Board for ratification at a future Governing Board meeting. This project will be paid through State Capital Outlay Funds & Prop M. **EXHIBIT N-9**

The Vote was unanimous.

Student Trustee Advisory Vote: Aye

10. **APPROVED CONTRACT WITH CONSULTING AND INSPECTION SERVICES FOR DSA PROJECT INSPECTOR – CONSTRUCTION OF MULTI-DISCIPLINARY INSTRUCTIONAL BUILDING (MIB)**

MSC Chadwick/Evilsizer

The Governing Board approved an **agreement between Palomar Community College District and Consulting and Inspection Services (CIS)** for the services of **DSA Project Inspector** for the construction of the Multi-Disciplinary Instructional Building (MIB) in an amount of **\$665,600.00**. **EXHIBIT N-10**

The Vote was unanimous.

Student Trustee Advisory Vote: Aye

11. **DECLARE COMPUTERS SURPLUS AND APPROVED DONATION TO VALLEY CENTER HIGH SCHOOL**

MSC Larson/Chadwick

The Governing Board declared the computers identified in **Exhibit N-11**, and incorporated herein by this reference, **surplus, and no longer needed for District use**. The Governing Board by a unanimous vote hereby Approved the computers to be donated to **Valley Center High School**, pursuant to California Education Code Section 81452(a). **(Unanimous consent required) EXHIBIT N-11**

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

12. **RATIFIED CONTRACTS WITH LIEBERT CASSIDY WHITMORE, METCALF DEVELOPMENT & CONSULTING, INC., RUTAN & TUCKER, ATTORNEY-AT-LAW, AND COMMUNITY COLLEGE LEAGUE OF CALIFORNIA (CCLC)**

MSC Chadwick/Nelson

The Governing Board ratified the following contracts:

- a. **Liebert Cassidy Whitmore**, A Professional Law Corporation, for the purpose of the District participating in six (6) days of group training workshops covering a number of employment relation subjects. The cost of the workshops is **\$2,500.00**. The term of the agreement is twelve (12) months, commencing on July 1, 2008.
- b. **Metcalf Development & Consulting, Inc.**, to provide, as-needed, assistance to the District in obtaining the necessary entitlements and permits for the North Education Center. Consultant shall be paid on an **hourly basis of \$100** plus mileage. Other reimbursables require prior approval by the District.
- c. **Rutan & Tucker, LLP**, for the purpose of amending the existing agreement to provide legal advice and services, as-needed, to the District's Human Resources department. The services shall be performed at the rate of **\$240.00 per hour**.
- d. **Community College League of California (CCLC)** to provide professional services and consultation to assist the District in the revision of its Board Policy and Administrative Procedures Manual. The contract will be in effect for fiscal year 2008-09 in the amount of **\$10,000.00**.

EXHIBIT N-12

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

13. **APPROVED GOVERNING BOARD GOALS 2008-2009**

MSC Larson/Chadwick

The Governing Board of the Palomar Community College District approved its Board Goals for 2008-2009 as follows:

**PALOMAR COMMUNITY COLLEGE DISTRICT
Governing Board Goals
2008-09**

ACCREDITATION

1. Support, monitor and participate, where appropriate, in Palomar's self-study for unqualified reaffirmation of its accreditation.

STUDENT SUCCESS

1. Promote and support the development and implementation of an institution-wide plan that includes strategies to improve student retention and persistence.
2. Ensure that Palomar's process for addressing the changing needs of the workforce is timely and effective.
3. To facilitate student success and goal achievement, ensure that the college provides timely access to programs and sufficient course offerings.
4. Support Palomar's efforts to provide access to the District's diverse community, increase the diversity of its faculty and staff, and promote the success of all students.

TEACHING AND LEARNING EXCELLENCE

1. Support implementation of the assessment of student learning outcomes at the course, program, and institutional levels.
2. Ensure that Palomar's curriculum, planning and budgeting processes are responsive to emerging technologies and innovative approaches to teaching and learning.

ORGANIZATIONAL AND PROFESSIONAL DEVELOPMENT

1. Support a culture of respect and civility.
2. Ensure that Palomar links Institutional Review to the planning and budgetary process.
3. Complete the review and update of the District's Board Policies, which includes a process for ongoing maintenance, in order to ensure that they comply with legislative changes and incorporate appropriate and current language.

FACILITIES IMPROVEMENT

1. Continue to implement alternative and sustainable energy sources at Palomar.
2. Monitor the implementation of the Palomar Community College District Educational and Facilities Master Plan 2022.

RESOURCE MANAGEMENT

1. Strengthen partnerships within the community, including educational and business partnerships, to promote the college, respond to workforce development needs and facilitate transfer to four year institutions.
2. Continue legislative advocacy, especially for equitable funding, for community colleges at the local, state, and federal levels.

The Vote was unanimous.
Student Trustee Advisory Vote: Aye

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

The meeting was adjourned at 7:52 p.m.

Darrell L. McMullen
President

Nancy C. Chadwick
Secretary