



APPROVED 11/11/2008

GOVERNING BOARD MINUTES

REGULAR MEETING OF THE GOVERNING BOARD

DATE: OCTOBER 14, 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

TRUSTEE 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

C. RECESSED 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.
8. Conference with Legal Counsel - Existing Litigation, pursuant to Government Code §54956.9a. County of San Diego vs. Palomar Community College District
9. Conference with Legal Counsel - Anticipated Litigation, pursuant to Government Code §54956.9: One (1) case
7. Conference with Real Property Negotiator, pursuant to Government Code §54956.8.
 - a. Discussion of potential sites in the southern portion of the District.
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. Public Employee Performance Evaluation, pursuant to Government Code §54957.
Position Title: Superintendent/President

CC. RECONVENED TO OPEN SESSION

The meeting reconvened to Open Session at 5:18 p.m.

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.

Board President Darrell McMullen reported the following action from closed session:

The Board voted unanimously in closed session, pursuant to Education Code, Section 87734, to provide a notice of unsatisfactory performance and/or unprofessional conduct to a **faculty employee, #004200091**, and directs the Assistant Superintendent/Vice President of Human Resources to send the notice pursuant to Education Code, Section 87734.

As Board President, Mr. McMullen appointed a sub-committee of less than a majority of the Board to discuss compensation for certain unrepresented employees. The members of the sub-committee are Trustee Nancy Chadwick and Board President Darrell McMullen.

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.

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

Joseph Andrews – Teaching a U.S. founding document course at Palomar College
Carlos Von Son – PFF Part-Time Faculty Council; health insurance; support of CCE
Bill Jahnel – 760, consultant costs concerns, CCE support, constitution classes

At this time, Board President McMullen called forward on the agenda the report of the CCE:

Report of CCE/AFT: CCE President, Neill Kovrig, summarized the events surrounding the resignation of the Classification Study Steering Committee and presented discrepancies in previous reports given by the Vice President of Human Resources. He expressed the concerns of the CCE regarding the Unfair Labor Practice Charge against the District currently on file with PERB. At this time, President Deegan suggested that CCE and the District work with an arbitrator to resolve outstanding issues. Trustee Chadwick inquired whether CCE had submitted a name of an impartial liaison, which Mr. Kovrig agreed to submit the name of an impartial liaison to President Deegan.

DD. PUBLIC HEARING – PROPOSED 2008-2009 BUDGET

1. PRESENTATION OF PROPOSED 2008-2009 BUDGET

Vice President Bonnie Ann Dowd gave a detailed presentation on the 2007-08 budget and on the proposed 2008-09 budget. She expressed her concerns regarding the proposed mid-year budget cuts and said the State is in the midst of a severe fiscal crisis.

2. OPEN PUBLIC HEARING ON PROPOSED 2008-2009 BUDGET

At this time, Board President McMullen opened the public hearing. Board members asked questions regarding portions of the budget report. There were no comments from the public.

3. CLOSE PUBLIC HEARING:

Board President McMullen closed the public hearing at 6:51 p.m.

4. APPROVED ADOPTION OF ANNUAL FINANCIAL AND BUDGET REPORT

MSC Chadwick/Nelson

RESOLUTION NO. 09-20980

BE IT RESOLVED, That the Palomar Community College District **Annual Financial and Budget Report** be approved. This is the Financial Report for Fiscal Year 2007-2008 and the Budget Report for Fiscal Year 2008-2009. **EXHIBIT DD-4**

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

E. APPROVAL OF MINUTES

MSC Chadwick/Nelson

- a. The Governing Board approved the Minutes of the Regular Meeting of September 9, 2008.
- b. The Governing Board approved the Minutes of the Special Meeting of September 30, 2008.

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

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

Change item under **NEW BUSINESS: N-6** as follows:

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

The Governing Board hereby accepts funds in the amount of **\$20,750.00** 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-6**

G. REPORT OF THE GOVERNING BOARD PRESIDENT

Board President Darrell McMullen was pleased to hear that the District is currently thirteen faculty positions over the state required faculty obligation number and hopes the District continues to keep that number high. He commented on the state's \$5 billion dollar shortfall and said everyone must work together to get through this rough period. He assures everyone that the Board will do its very best to ensure that Palomar will maintain its high level of service to the students and to the community.

H. REPORTS OF GOVERNING BOARD TRUSTEES

Trustee Michele Nelson announced that she will miss the November Board meeting because she will be out of the country and thanked Trustees Nancy Chadwick and Darrell McMullen for their continued service and commitment to Palomar and wished both an easy re-election. They have each contributed to the strong Board that it is, and each with their individual skills. She thanked Trustee Larson for her time as a trustee and wished her well in whatever she undertakes. Trustee Nelson commented that Accreditation is very important, it should just become part of how Palomar does business. She expressed her appreciation and thanked the faculty for stepping up and completing the Student Learning Outcomes. She said the following year is going to be a touch year, but a very exciting year as well. Palomar has many wonderful things going on with the new Title V funds for basic skills, the building project, and compared to the outside world, Palomar is in really good shape.

Trustee Mark Evilsizer shared similar concerns about the state budget and remarked that Palomar does have a very challenging year coming up in the midst of a financial crisis worldwide. He acknowledged that Palomar has a lot of intelligent people on campus, and as long as everyone works together, they can build that trust and camaraderie. He encouraged everyone to vote.

Trustee Nancy Chadwick echoed concerns regarding the budget. SDICCCA continues to monitor what's happening in terms of the state of the State, not only with the budget, but with the political atmosphere. SDICCCA was opposed to the Governor signing Romero's bill in terms of the Brown Act, which he signed and now the community colleges must deal with it. It essentially broadens what is concerned serialization. Trustee Chadwick reported on her attendance at the Green Summit for the Community Colleges in the state. She said 40 of the 72 community college districts have signed on to the green program and sustainability. She also attended the Foundation's kickoff for their fund raising campaign. She will continue to work in these areas and hopefully strengthen the ability of the community colleges agenda with the legislature.

Student Trustee Robert Frederick reported that students from Osaka, Japan, visited Palomar and did a presentation about the Japanese perspective of healthcare. He attended the Governing Board candidate forum and thanked the Women's League for sponsoring this event.

I. REPORT OF THE SUPERINTENDENT/PRESIDENT

President Robert Deegan acknowledged the passing of Mr. Mark Lee, a classified employee and adjunct faculty member. He also acknowledged the passing of Joshua Wallace, who is the son of Terry Wallace, an employee at Palomar. He offered his thoughts and prayers to the families in this time of grief. President Deegan announced that Palomar will broadcast the Women's Conference sponsored by Governor Schwarzenegger and First Lady Maria Shriver. The

conference will be held in Long Beach, but will be broadcast by 3C Media Solutions and throughout Palomar's system. Several areas on campus will be set up for students and staff to view.

1. Report of Vice President for Instruction

Report on Accreditation: Vice President Berta Cuaron announced that the accreditation self study was accepted by SPC on Tuesday. The Governing Board is scheduled to review the draft of the self study on Wednesday, October 29. She encouraged the Board to look at the ten planning agendas where the teams have addressed the issues that exist at Palomar College. Vice President Cuaron commended Monika Brannick for leading the way for the Student Learning Outcomes. She also commended Marty Furch, July Wilson, Learning Outcomes Steering Committee members and division deans. Everyone is working in every capacity to get these SLOs completed. Lastly, Vice President Cuaron distributed packets of updated field trip forms. She thanked the Faculty Senate for approving these forms for a one year pilot trial. Vice President Cuaron explained the contents of the packet. Faculty will be asked to research for any travel advisory warnings that may be in effect. She acknowledged Steve McDonald and Dr. Candi Francis, who have been working very closely with faculty in coming up with a process that will ensure the safety of students and faculty, and protect the District as well.

2. Report of Vice President for Student Services

Vice President Joe Madrigal announced that under the leadership of Sue Doran and Jerry Richards, and in partnership with Credentials, Inc., Palomar College successfully developed and sent the first student transcript to CCC Trans and qualified for the CA Community College mini grant for project participation. The CCC Trans is a California community college statewide internet system for requesting, transmitting, tracking, downloading, and viewing academic transcripts among academic institutions and their trading partners. Palomar College joins 26 community colleges and six CSUs that are sending transcripts electronically. The system will be released to students on November 1. The benefits to students will be speed of transcript processing, tracking, and increased security. Vice President Madrigal informed the Board that the Health Services Department, in cooperation with the American Red Cross, had a very successful blood drive. One hundred thirty two units of blood were collected which could save the lives of 390 people. Vice President thanked all those who participated in the blood drive. Lastly, Palomar College Police Officers Wilson and Harun responded to a special assist call of an elderly male who was suffering from a possible stroke. The victim was an 85 years old male who was a spectator at the baseball complex. The officers arrived at the scene and Officer Harun applied the AED machine while awaiting the arrival of paramedics. The paramedics arrived and transported the patient to Palomar Hospital for evaluation and treatment. Palomar Hospital called and informed us that this officer in administering the AED, saved the man's life. This is the first time the AED machine has been used on campus. Vice President Madrigal commended the officers for acting in a manner which was responsible in saving the life of this individual.

3. Report of Vice President for Finance and Administrative Services

Vice President Bonnie Ann Dowd announced that the auditors will be on campus next week. The ICOC will present its annual report to the Board after the audit is complete. She informed the Board that the purchase order report on tonight's agenda has been revamped for easier reading. She thanked Traci Sickinger and Jenny Akins for assisting with this project.

Board President McMullen called for a five-minute recess at this time. At 6:55 p.m., Board President convened the regular meeting.

Phyllis Laderman, Director of Fiscal Services, reported on the status of District investments.

4. Report of Vice President for Human Resource Services - no report

Resumption of REGULAR AGENDA

J. APPROVAL OF CONSENT CALENDAR ITEMS

TRAVEL

1. **APPROVED TRAVEL EXPENSES**

MSC Chadwick/Nelson

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

- a. Board Member **MARK EVILSIZER**
Advanced Funds? Yes
For: Transportation, mileage, meals, registration, etc.
To attend: CCLC 2008 Annual Convention
Location: Anaheim, California
Date: November 20-22, 2008
Amount: \$819.01
Budget No.: 575200-11-111100-66100-10-2009-0000000

The Vote was unanimous of those present.
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 #76-171301, dated November 8, 2007, in the amount of **\$598.85**, to **AXA Advisors LLC.**, 2249 Warmlands Avenue, Vista, CA 92084-2719. Void due to stale date.
- b. Warrant #76-171710, dated November 21, 2007, in the amount of **\$722.75**, to **AXA Advisors LLC.**, 2249 Warmlands Avenue, Vista, CA 92084-2719. Void due to stale date.
- c. Warrant #76-174251, dated February 14, 2008, in the amount of **\$20.00**, to **Matthew Dale Roesink**, 10344 Craftsman Way #306, San Diego, CA 92127. Void due to stale date.
- d. Warrant #77-111385 dated November 20, 2007, in the amount of **\$1,321.34**, payable to **Richard H. Hannon, Jr.**, 706 Leonard Ave., Oceanside, CA 92054. Void due to stale date.
- e. Warrant #77-111394 dated November 20, 2007, in the amount of **\$1,041.50**, payable to **Perrietta Hester**, 2600 Torrey Pines Road A11, La Jolla, CA 92037. Void due to stale date.

- f. Warrant #77-109240 dated September 10, 2007, in the amount of **\$378.27**, payable to **Mark Cook**, 40815 Los Ranchos Circle, Temecula, CA 92592. Void due to stale date.
- g. Warrant #77-112538 dated December 20, 2007, in the amount of **\$598.44**, payable to **Pandora H. Warner**, 9534 Vervain Street, San Diego, CA 92129. Void due to stale date.
- h. Warrant #77-100708 dated October 31, 2006, in the amount of **\$50.00**, payable to **Eric Sleator McGill**, 225 Mason Road, Vista, CA 92084. Void due to stale date.
- i. Warrant #77-101718 dated November 30, 2006, in the amount of **\$65.00**, payable to **Eric Sleator McGill**, 225 Mason Road, Vista, CA 92084. Void due to stale date.
- j. Warrant #77-102710 dated December 22, 2006, in the amount of **\$72.50**, payable to **Eric Sleator McGill**, 225 Mason Road, Vista, CA 92084. Void due to stale date.
- k. Warrant #77-103236 dated January 31, 2007, in the amount of **\$57.50**, payable to **Eric Sleator McGill**, 225 Mason Road, Vista, CA 92084. Void due to stale date.
- l. Warrant #77-104182 dated February 28, 2007, in the amount of **\$226.83**, payable to **Eric Sleator McGill**, 225 Mason Road, Vista, CA 92084. Void due to stale date.

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

PERSONNEL

3. 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:

Cory Gallup	Fire Technology
Crystal Robbins	Theatre Arts
Geoffrey C. Weaver	Emergency Medical Education
Karen Wooton	Art

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

4. 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 and Spring 2009 (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

EMERGENCY MEDICAL EDUCATION

Weaver, Geoffrey C.	Emergency Medical Education Eminence in the Field	\$51.30
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FOREIGN LANGUAGES

Accomando, John	Italian Ph.D., Italian	\$55.80
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NURSING EDUCATION

Oglesby, M. Danette	Nursing M.S., Nursing	\$52.55
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OCCUPATIONAL & NONCREDIT PROGRAMS

Forest, Monika A.	Health & Safety Education B.A., Biology 4+ Years Experience	\$51.30
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PERFORMING ARTS

Robbins, Crystal	Theatre Arts B.F.A., Theatre Arts Eminence in the Field	\$51.30
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PUBLIC SAFETY PROGRAMS

Gallup, Cory	Fire Technology Eminence in the Field	\$51.30
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Klopfenstein, Justin W.	Fire Technology A.A., Fire Technology 6+ Years Experience	\$51.30
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SPRING 2009

ART

Wooton, Karen	Art J.D., Law Eminence in the Field	\$55.80
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BEHAVIORAL SCIENCES

Christian, Jennifer	Sociology M.A., Sociology B.A., Sociology/Psychology	\$54.30
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Horn, Rachael E.	Sociology M.A., Sociology	\$52.55
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The Vote was unanimous of those present.
 Student Trustee Advisory Vote: Aye

5. RATIFIED CORRECTIONS TO ASSIGNED TIME TO ACADEMIC CONTRACTS

MSC Chadwick/Nelson

The Governing Board ratified the recommendation of the Superintendent/ President regarding the **corrections to assigned time** for faculty for the 2008-2009 Academic Year:

Name	Assignment	Assigned Time
Brannick, Monika	President, Faculty Senate	60%
Fernandez, Jose	Learning Outcomes Council, Steering Committee Member	0%

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

6. 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:** **Rosalie DeMarco**
 Position: Temporary Teacher Pursuant to Ed. Code 87482.5
 Department: Business Administration
 Division: Arts, Media, Business and Computing Systems
 % Load: FA 2008 63%, SP 2009 0%, Annual Average 31.5%

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

7. RATIFIED CLASSIFIED EMPLOYMENT

MSC Chadwick/Nelson

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

- a. **Name:** **JEFFREY A. TARR**
 Position: Print Services Press Operator
 Department: Business Support Services
 Position #: 6423 New?: Yes
 Remarks: Position approved 8/12/08
 Sal Grade/Stp: **24/1** **Salary: \$3,732.57/month**
 % of Position: 100% **# Mos: 12**
 Effective: October 15, 2008
 Account #: A-212200-534200-67750-0000000/100%\

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

8. 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 **September, 2008, and short-term employees** for the month of **October, 2008.**
EXHIBIT J-8

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

9. RATIFIED RESIGNATION

MSC Chadwick/Nelson

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

- a. **Andrew R. Cloyd**, Instructional Support Assistant I, Performing Arts, effective October 1, 2008 (last day of employment September 30, 2008).

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

10. RATIFIED LEAVES OF ABSENCE

MSC Chadwick/Nelson

- a. The Governing Board ratified the recommendation of the Superintendent/ President granting an **Intermittent Family Medical Leave of Absence with no effect on benefits**, effective July 1, 2008, for a maximum of 480 hours, to **Michelle L. Fifield**, Wellness/Fitness Center Outreach Coordinator, Wellness/Fitness Center.
- b. The Governing Board ratified the recommendation of the Superintendent/ President granting a **10% Personal Leave of Absence without pay and with no effect on benefits**, effective September 13, 2008, through September 27, 2008, to **Monika A. Forest**, Police Officer I, Palomar College Police Department, 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 September 10, 2008, through December 2, 2008, to **John H. Goldsworthy**, Instructional Computer Laboratory Technician, English.
- 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 September 3, 2008, through December 15, 2008, to **Marcela Gomez**, ESL Student Specialist, English as a Second Language, to teach.
- e. The Governing Board ratified the recommendation of the Superintendent/ President granting a **100% Family Medical Leave of Absence with no effect on benefits**, effective August 25, 2008, through November 14, 2008, to **Jerry L. Houser**, Professor, Earth, Space and Aviation Sciences.

- f. The Governing Board ratified the recommendation of the Superintendent/President granting a **100% Personal Leave of Absence without pay and without benefits**, effective December 1, 2008, through May 31, 2009, to **Carol A. Moore**, Staff Assistant, Counseling Services.
- g. The Governing Board ratified the recommendation of the Superintendent/President granting a **100% Medical and Personal Leave of Absence without pay and without benefits**, effective December 1, 2008, through March 9, 2009, to **Jennifer L. Pursley**, Clinical Coordinator, Emergency Medical Education.
- h. The Governing Board ratified the recommendation of the Superintendent/President granting an **Intermittent Family Medical Leave of Absence with no effect on benefits**, effective September 15, 2008, for a maximum of 480 hours, to **Terri L. Wallace**, Staff Assistant, Fiscal Services.

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

11. INFORMATION: CLASSIFIED PROFESSIONAL GROWTH AWARDS

In accordance with the **Professional Growth Program for Classified Employees**, the following employee is granted a **\$500 annual stipend**, prorated on a monthly basis, effective September 1, 2008:

Employee Name: Monica L. Morris
Position: Counseling Services Specialist
Department: Counseling
Course of Study: M.S., Counseling

In accordance with the **Professional Growth Program for Classified Employees**, the following employee is granted a **one-time lump sum stipend of \$2,000** effective September 1, 2008, with the understanding that there is a waiting period of three years before beginning another Professional Growth Program:

Employee Name: Leticia L. Murillo
Position: Tutoring/Proctoring Assistant
Department: Tutoring Services
Course of Study: Job Related

GIFTS

12. 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. **Variety of cactus plants** donated by **Patti Brandon**, 34605 Calle Portola, Capistrano, CA 92624. These plants will be planted on campus grounds. Total cash value as estimated by donor is **\$200.00**.
- b. **Variety of plants** donated by **Monterey Bay Nursery**, P.O. Box 1296, Watsonville, CA 95077. These plants will be planted on campus grounds. Total cash value as estimated by donor is **\$200.00**.

- c. **Eighty-one art books (\$1,600.00) and easel & paints (\$50)**, donated by Mike and Cynthia Seeberg, 2883 Rancho Cortes, Carlsbad, CA 92009. These items will be assimilated into the Art Department's reference book collection to be available to students in the Arts Media Lab. Total cash value as estimated by donor is **\$1,650.00**.
- d. **Two-hundred cookbooks** donated by **Todd Thompson**, P.O. Box 254, Ollalla, WA 98359. These books will be available for use by students enrolled in the Culinary Program. Total cash value as estimated by donor is **\$1,000.00**.
- e. **Two-hundred ten cookbooks** donated by **Craig Thompson, 1102 Prospect Place, Vista, CA 92081**. These books will be available for use by students enrolled in the Culinary Program. Total cash value as estimated by donor is **\$1,050.00**.
- f. **Two-hundred twenty cookbooks** donated by **Gary Thompson, 31251 Brooks Street, Laguna Beach, CA 92651**. These cookbooks will be available for use by students enrolled in the Culinary Program. Total cash value as estimated by donor is **\$1,100.00**.

The Vote was unanimous of those present.
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, Faculty Senate President, announced that Linda Morrow will serve on the Learning Outcomes steering Committee, and Judy Wilson will serve as the new Service Learning Coordinator. A workgroup consisting of seven faculty members will be reviewing policies and procedures for Chapter 4 – Instruction. The Faculty Senate approved the new field trip authorization forms with recommended changes. The Senate's Academic Technology Committee is looking at all issues involving on-line courses and has formed four workgroups consisting of a group that will deal with faculty workloads. Members of the ATC will work very closely with the PFF with those issues. The faculty performance standards and student evaluations (two different groups) will be working closely with TERB. Another workgroup will work closely with the Faculty Senate on the Student Access issue that involves technology and courses offered on-line versus face to face. Ms. Brannick thanked Vice President Cuaron for her all of her support. Lastly, Ms. Brannick presented to the Board a copy of the Faculty Senate Yearly Report.

2. **INFORMATION**

Report of the Palomar Faculty Federation

Shannon Lienhart, PFF Co-President, expressed her thoughts about the CCE concerns and urged the Board to listen. She hopes to move forward on the planning agenda to address the collegiality issues on campus.

3. **INFORMATION**

Report of the Administrative Association

Laura Gropen, Administrative Association President, reported that the AA group will be meeting the first week in November to bring members together to share what is going on within the AA group and to get ideas to move forward this year. She announced that Palomar College was chosen by Chancellor Woodruff as one of eight community colleges out of 110 to host the Women's Conference. She said Palomar was chosen because of its technology and because of President Deegan's relationship with the Chancellor's Office.

4. **INFORMATION**

Report of the Confidential and Supervisory Team - No report

5. **INFORMATION**

Report of the CCE/AFT – moved forward on agenda.

6. **INFORMATION**

Report of the Associated Student Government

Rob Frederick, ASG President, announced the grand opening of the Diversity Room and thanked Trustees Chadwick and McMullen for attending this event. Javier Tover, ASG Senator, attended the Encuentros Conference on behalf of ASG. Mr. Frederick said he attended the Sheriff's Committee which is an advisory committee from the constituencies of San Marcos to head off violence in the area. He also reported that students were allotted an additional 30 parking spaces. He will be attending several conferences during the month.

M. UNFINISHED BUSINESS

1. **APPROVED AGREEMENT BETWEEN DISTRICT AND PALOMAR COLLEGE FOUNDATION**

MSC Chadwick/Nelson

The Governing Board approved the Master Agreement by and between the Palomar Community College District and the Palomar College Foundation. **EXHIBIT M-1**

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

N. NEW BUSINESS

1. REVIEWED AND APPROVED PURCHASES

MSC Chadwick/Nelson

The Governing Board reviewed and approved all purchase transactions and contracts entered into on behalf of the Palomar Community College District, pursuant to resolutions numbered 96-18423 and 96-18424 adopted June 24, 1997. All purchases listed herein are made against the 2008-2009 fiscal year budget: **EXHIBIT N-1**

Purchase Orders	Time Period: 07/01/08 – 10/02/08	\$ 7,667,983.62
Procurement Card	Time Period: 08/23/08 – 09/22/08	\$ <u>154,494.06</u>
		\$ <u>7,822,477.68</u>

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

2. APPROVED DESTRUCTION OF RECORDS PURSUANT TO TITLE 5, §59025

MSC Chadwick/Nelson

The Governing Board approved the destruction of records identified below. The Superintendent/President or his designee is instructed to dispose of these records in accordance with Title 5, Division 6, Chapter 10, Subchapter 2.5, Article 2, Section 59025 of the California Code of Regulations.

2000-2005

Bulk Mail Billing	Postage Due Statements
Check Receipt	Postage Meter Tapes
Federal Express Billing	Postage Billing
Firm Mailing Books: Certified Mail	Stamp Sale Records
Special Services Billing	UPS Billing

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

3. APPROVED AND ACCEPTED PLANS AND SPECIFICATIONS FOR THE CONSTRUCTION OF THE BUILDING-S REPLACEMENT PROJECT (“NEW” HEALTH SCIENCES BUILDING)

MSC Chadwick/Nelson

RESOLUTION NO. 09-20981

The plans and specifications dated August 4, 2008, and prepared by the Architect & Engineering Team of Carrier Johnson for the design and construction of the Building S Replacement (“new” Health Sciences Building) located on the San Marcos campus of the Palomar Community College District, be and are hereby approved and accepted by the Palomar Community College District and the work of construction and detailed therein shall be completed in accordance therewith.

The Governing Board authorized Robert P. Deegan, Superintendent/President of the Palomar Community College District to execute the approval of plans and specifications, and all revisions, for the Building-S Replacement Project on behalf of the Palomar Community College District as evidence of the approval and acceptance thereof by the Governing Board of the District.

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

4. **APPROVED MEMORANDUM OF UNDERSTANDING (MOU) AND FACILITIES USE AGREEMENT WITH SOUTHERN ILLINOIS UNIVERSITY CARBONDALE**

MSC Chadwick/Nelson

The Governing Board approved an agreement between the Palomar Community College District and Southern Illinois University Carbondale (SIUC), to establish a **long-term relationship permitting SIUC use of the District's facilities** for administrative offices and classrooms that support the delivery of SIUC academic programs at Palomar Community College District, as detailed in the MOU. **EXHIBIT N-4**

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

5. **APPROVED ASSIGNMENT FOR DR. LEE KERCKHOVE TO TEACH STUDY ABROAD CLASSES IN SALAMANCA, SPAIN, SPRING 2009 SEMESTER**

MSC Chadwick/Nelson

The Governing Board of Palomar Community College District approved **assignment for Dr. Lee Kerckhove**, Professor of Philosophy, Behavioral Sciences Department, for the Spring 2009 semester. Dr. Kerckhove has been selected by the Southern California Foothills Consortium (hereinafter "Consortium") to teach courses for their Study Abroad Program in Salamanca, Spain. In accordance with the Consortium's guidelines, herewith attached as **Exhibit N-5**, the Consortium will reimburse the District up to \$9,000 to cover backfill teaching costs for courses taught by other faculty during Dr. Kerckhove's leave. **EXHIBIT N-5.**

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

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

MSC Chadwick/Nelson

The Governing Board accepted funds in the amount of **\$20,750.00** 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-6**

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

7. **APPROVED ACCEPTANCE OF PROFESSIONAL DEVELOPMENT FUNDS**

MSC Chadwick/Nelson

The Governing Board approved and accepted funds in the amount of **\$3,000.00** from the **Region 10 Consortium**. The funds will be used for travel and conference expenses for vocational faculty at Palomar College. **EXHIBIT N-7**

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

8. **APPROVED MUTUAL CONFIDENTIALITY & NON-DISCLOSURE AGREEMENT WITH AMERICAN FIDELITY ASSURANCE COMPANY**

MSC Chadwick/Nelson

The Governing Board approved a confidential and **non-disclosure agreement** with **American Fidelity Assurance Company** for the purpose of conducting a dependent eligibility verification audit of all benefit-eligible employees health plans: medical, dental, and vision. The audit/verification process will be conducted from October 8, 2008, through November 7, 2008. There is no charge for this service. **EXHIBIT N-8**

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

9. **RATIFIED AGREEMENT WITH XAP CORPORATION FOR PARTICIPATION IN THE CCC TRAN SYSTEM**

MSC Chadwick/Nelson

The Governing Board ratified an agreement between the District and **XAP Corporation** for participation in an electronic transcript exchange system (the "CCC Tran System") that is being designed, developed, operated and maintained by XAP for Butte-Glenn Community College District, acting for the California Community College System. Fees for installation, operation and maintenance of the CCC Tran System will be paid on an annual fiscal year, effective July 1, 2008, and ending June 30, 2012, in accordance with contact terms, Section 7. **EXHIBIT N-9**

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

10. **RATIFIED SERVICE AGREEMENT WITH CREDENTIALS, INC., FOR THE ORDERING AND PROCESSING OF ACADEMIC TRANSCRIPT ORDERS AND DATA**

MSC Chadwick/Nelson

The Governing Board ratified an agreement with Credentials, Inc., 436 Frontage Road, Suite 200, Northfield, IL 60093, to act on behalf of the District in providing students and alumni **academic transcripts** upon request electronically. The term of the agreement is for (3) years, effective September 8, 2008, and will be renewed for succeeding one-year periods unless sooner terminated. **EXHIBIT N-10**

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

11. **ACCEPTED THE SELECTION OF LEMON GROVE SHEET METAL WORKS, INC., AS THE LOWEST RESPONSIVE BIDDER, BID #103-09, HVAC MECHANICAL AND REPLACEMENT PROJECT AND APPROVED CONTRACT, SUBJECT TO RECEIPT OF BONDING AND INSURANCE**

MSC Chadwick/Nelson

The Governing Board accepted the bid of Lemon Grove Sheet Metal Works, Inc., 3485 Olive Street, Lemon Grove, CA 91945, as the lowest responsive bidder for the **HVAC Mechanical & Replacement Project**: San Marcos Campus & Escondido Center, Bid #103-09.

Furthermore, the Governing Board approved a contract between Palomar Community College District and Lemon Grove Sheet Metal Works, Inc., in the amount of \$663,000.00, subject to receipt of all required bonds and insurance certificates.

EXHIBIT N-11

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

12. **ACCEPTED & APPROVED ROP LOCAL PLAN FOR CARL D. PERKINS VTEA PLAN FOR FISCAL YEARS 2008-2012**

MSC Chadwick/Nelson

The Governing Board accepted and approved the Palomar College Regional Occupational Program (ROP) local plan for Carl D. Perkins VTEA Plan for fiscal years 2008-2012. **EXHIBIT N-12**

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

13. **DECLARED MISCELLANEOUS EQUIPMENT SURPLUS AND AUTHORIZE PUBLIC SURPLUS TO CONDUCT AN AUCTION VIA WEBSITE**

MSC Chadwick/Nelson

The Governing Board declared the list of items as described in the accompanying memorandum to this resolution, as surplus property and no longer of value or use to the District. The Governing Board approved **items be sold at a web auction**, conducted by Public Surplus, in accordance with California Education Code Section 81450(b).

EXHIBIT N-13

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

14. **APPROVED LIFE SCIENCES FIELD COURSE TRIP TO BELIZE, CENTRAL AMERICA – DECEMBER 29, 2008–JANUARY 8, 2009**

MSC Chadwick/Nelson

The Governing Board approved the Life Sciences **field course trip to Belize**, Central America, scheduled for December 29, 2008, through January 8, 2009. The following courses shall be offered during the field course: (a) Biology 45A Field Studies in Natural History, (b) Biology 195A Field Studies in Natural History (c) Biology 195B Field Studies in Ecology, (d) Biology 195C Field Studies in Marine Biology, (e) Biology 195E, Field Studies in Tropical Biology.

All agreements and contracts necessary to carry out this field course to Belize, Central America are hereby authorized between the Palomar Community College District and the following vendors: (1) American Airlines; (2) Tropic Air; and (3) Belize Marine Trec. Advance deposits as may be required by these vendors are hereby authorized. The estimated cost per student is not expected to exceed \$2,700. Fee includes transportation, lodging, activities, and three meals per day while in Belize. **EXHIBIT N-14**

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

15. **APPROVED CHANGE ORDER #1; ACCEPT AS FINAL AND COMPLETE, BID NO. B-007 NS BUILDING ADA RAMP PROJECT; AUTHORIZE RELEASE OF RETENTION TO RANDALL CONSTRUCTION IN THIRTY-FIVE DAYS AND RELEASE THE BONDS AND RECORD NOTICE OF COMPLETION**

MSC Chadwick/Nelson

RESOLUTION NO. 09-20982

The Governing Board approved **Change Order #1** in the amount of **\$756.00**; accepts Bid #B-007 NS Building ADA Ramp Project 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 \$89,866.00**, 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, 3656 Ruffin Road #D, San Diego, CA, provided no liens are filed within this period. The bid security posted by Randall Construction shall be returned and all bonds shall be released, within the time and in the manner as provided by law. **EXHIBIT N-15**

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

16. **APPROVED AMENDMENT #2 TO THE AGREEMENT FOR THE SEGAL COMPANY FOR CLASSIFICATION & COMPENSATION STUDY**

MSC Evilsizer/Nelson

The Governing Board approved Amendment #2, herewith attached as **Exhibit N-16**, to extend the agreement for one (1) additional year, effective September 11, 2008. Furthermore, the Governing Board approved the additional scope of services to include site visits with employee groups, employee classification appeals, and additional market survey participations, as described in **Exhibit N-16**; and compensate The Segal Company for an amount not to exceed **\$30,000** to cover the additional scope of services. **EXHIBIT N-16**

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

17. **APPROVED EXTENDED FIELD STUDY CLASS TRIP (PHOTO 212 LANDSCAPE PHOTOGRAPHY) TO CALIFORNIA'S EASTERN SIERRA AND THE BRISTLECONES PINES – OCTOBER 16-19, 2008**

MSC Chadwick/Nelson

The Governing Board approved the extended Field Study Class Trip for Photo 212 Landscape Photography class to California's eastern Sierras from October 16, 2008, through 19, 2008. Class will visit the Highway 395 corridor from Lone Pine to Bishop and will include a half-day in the ancient Bristlecone Pines in the White Mountains. Students will be responsible for their own transportation and lodging. **EXHIBIT N-17**

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

18. **AUTHORIZATION TO EXECUTE CONTRACT FOR BID #105-09 AIR-BLOWN FIBER (ABF) INFRASTRUCTURE RELOCATION**

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 and responsible bidder for ABF Infrastructure Relocation**. This project needs to be completed prior to the start of construction of the Multi-Disciplinary Instructional Building (MIB).

In order for the project to be completed within the timeframe, it is necessary to award a contract as soon as possible after the bid opening date of October 27, 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 through Prop M funds. **EXHIBIT N-18**

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

19. **APPROVED MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN SAN BERNARDINO COMMUNITY COLLEGE DISTRICT AND 3C MEDIA SOLUTIONS**

MSC Chadwick/Nelson

The Governing Board approved a Memorandum of Understanding (MOU) between San Bernardino Community College District and Palomar Community College District, representing 3C Media Solutions Project funded by the Chancellor's Office of the California Community College, to formalize a partnership to provide development and full deployment of **EduStream**, a **video-on-demand service** for all instructors and student in the California Community Colleges System. The term of the MOU will be effective July 1, 2008–June 30, 2009, with annual renewals through June 30, 2013. A stipend of \$850,000.00 shall be paid to San Bernardino Community College District. Payment will be made with 3C Media Solution funds. **EXHIBIT N-19**

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

20. RATIFIED CHANGE TO DATES FOR PUBLIC INSPECTION ON THE 2008-09 ANNUAL FINANCIAL AND BUDGET REPORT

MSC Chadwick/Nelson

The Governing Board ratified that the proposed **2008-2009 Annual Financial and Budget Report of the Palomar Community College District** was on display and available for public inspection on Tuesday, October 7, 2008, through Monday, October 13, 2008, 8:00 a.m. to 5:00 p.m., Fiscal Services, Room A-2 Administration Building, Palomar College. This ratification is to reflect date changes for public inspection due to budget impasse as previously approved by the Governing Board. Said Notice of Public Hearing was published by the North County Times on October 3, October 4, and October 5, 2008. **EXHIBIT N-20**

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

21. EXCUSE ABSENCE OF TRUSTEE

MSC Chadwick/Nelson

In accordance with Section 72425(c) of the California Education Code, the Governing Board found that the absence of **Trustee RUTH LARSON** from the Special Meeting of the Governing Board held **September 30, 2008**, is **excused** due to personal necessity.

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

22. SCHEDULE SPECIAL MEETING FOR BOARD WORKSHOP

MSC Chadwick/Nelson

The Governing Board of the Palomar Community College District scheduled a special meeting/Board workshop on **Wednesday, October 29, 2008**, to review the District's Accreditation Self-Study.

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

O. BOARD REQUESTS FOR REPORTS

P. RECESS TO CLOSED SESSION – No additional session needed.

R. ADJOURNMENT

The meeting was adjourned at 7:44 p.m.

Darrell L. McMullen
Board President

Nancy C. Chadwick
Secretary to the Board