



APPROVED 12/09/2008

GOVERNING BOARD MINUTES

REGULAR MEETING OF THE GOVERNING BOARD

DATE: NOVEMBER 11, 2008

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

PALOMAR COMMUNITY COLLEGE DISTRICT

GOVERNING BOARD ROOM, STUDENT SERVICES CENTER

1140 WEST MISSION ROAD

SAN MARCOS, CALIFORNIA

A. CALL TO ORDER

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

AA. ROLL CALL

TRUSTEES PRESENT:

DARRELL L. MC MULLEN, M.B.A., PRESIDENT
RUTH LARSON, M.D., VICE PRESIDENT
NANCY C. CHADWICK, M.S.W., M.P.A., SECRETARY
MARK R. EVILSIZER, M.A., TRUSTEE
ROBERT FREDERICK, STUDENT TRUSTEE

TRUSTEE ABSENT:

MICHELE T. NELSON, PH.D., 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 – There were none.

C. RECESS TO CLOSED SESSION

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

1. Public Employee Discipline/Dismissal/Release, pursuant to Government Code §54957 et seq.
2. Conference regarding negotiations with CCE/AFT, pursuant to Government Code §54957.6.
3. Conference regarding negotiations with PFF/AFT, pursuant to Government Code §54957.6.
4. Conference regarding discussion with Other Unrepresented Employees, pursuant to Government Code §54957.6.
5. Public Employment, pursuant to Government Code §54957.
6. Conference with Real Property Negotiator, pursuant to Government Code §54956.8.
 - a. Discussion of potential sites in the southern portion of the District.

7. Conference with Legal Counsel - Existing Litigation, pursuant to Government Code §54956.9a. County of San Diego vs. Palomar Community College District
8. 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
Laura Gropen, President, Administrative Association; Manager of Marketing Services, EDUCTV
Shannon Lienhart, Co-President, PFF/AFT; Associate Professor, Mathematics
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 – There were none.

E. APPROVAL OF MINUTES

MSC Chadwick/Larson

1. The Governing Board approved the Minutes of the Regular Meeting of **October 14, 2008**.
2. The Governing Board approved the Minutes of the Special Meeting of **October 29, 2008**.

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

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

Board President McMullen reported an error on the agenda on page 17, under New Business. Item N-17 was duplicated.

G. REPORTS & PRESENTATIONS

1. **Emergency Response Recommendations** – Kelley Hudson MacIsaac

Ms. Kelley Hudson Mac Isaac reported on the recommendations that were brought forth from a working group that was formed by the Safety and Security Committee. The working group membership included representatives from the Safety and Security Committee, Child Care Center, Information Services Department, and Emergency Medical Education. Various reports, debriefings, and articles were reviewed from Virginia Tech, North Illinois University, Chronicles of Higher Education, National Safety Schools, Department of Homeland Security, FEMA, and the Red Cross. Site visits were

conducted to evaluate mass notification systems in use by various entities. The workgroup recommendations were organized as follows: Mass Communication Systems, State and Federal Compliance and Training, Emergency Back Up Power, and Field Response. The recommendations have been presented to SPC and the Budget Committee. Lastly, funding needs to be identified.

H. REPORT OF THE GOVERNING BOARD PRESIDENT

Board President Darrell McMullen reported on his attendance at the All College Forum on October 28. He also attended a Governing Board workshop which was held on October 29, where the Board reviewed the District's self study report. He thanked everyone for his re-election to the Governing Board and welcomed Rose Marie Dishman as the new trustee. Board President McMullen attended the Veterans Day event that took place on campus today. He plans to attend the Paramedic graduation, the Policies & Procedures Task Force meeting, the groundbreaking ceremony for the Multicultural Studies Building, and the Annual Palomar Gala. President McMullen presented Trustee Larson with a plaque as a token of appreciation and acknowledged her for her service to Palomar College as a Governing Board Trustee. Lastly, he commented on the recommendations from the Legislative Analyst Office regarding the state budget.

HH. REPORTS OF GOVERNING BOARD TRUSTEES

Trustee Ruth Larson thanked everyone for electing her to serve as an elected official for the past four years. She was deeply inspired and touched by the outstanding dedicated group at Palomar College. Trustee Larson said she had no idea how much work is involved in creating what she feels is the best educational system she has been involved in. She reported on her accomplishments as a trustee and what she would like to see transpire in the future.

Trustee Nancy Chadwick thanked everyone for their support on her re-election to the Board. She thanked Trustee Larson for serving on the Board for four years. She attended the Veterans Day celebration and said it was well done and very moving. She attended a session at CSUSM where American Indian education in the K-12 schools was discussed. Trustee Chadwick commented that today's proposal from the Legislative Analyst Office to increase fees is unacceptable and strongly said this was not acceptable. She said there are many advocates who will lobby for the community colleges.

Trustee Mark Evilsizer thanked the men and women who have served in the military for our country. He congratulated Trustee Chadwick and Trustee McMullen on their re-election to the Board, and congratulated Dr. Rose Marie Dishman on her election, and acknowledged Richard Borevitz for running the race. He also wished Trustee Larson well. Trustee Evilsizer reported on the Board's special meeting which was dedicated to the review of the District's self study report and thanked Vice President Cuaron and everyone involved who played a role in analyzing the institution and identifying its strengths and limitations. He commented that the District is officially recognized as a Hispanic Serving Institute by the Government, but would like the District not just to serve Hispanic students, but graduate Hispanic students. It is not enough to welcome them to the door, but to walk them through to a degree in hand or with a transfer to a four year institution. He said that out of every 100 Hispanic students that enter the higher education system, only 16 walk out with a degree. He would like to see the District work harder on this issue. Trustee Evilsizer commented on the current budget crisis.

Student Trustee Rob Frederick congratulated Trustees Chadwick and McMullen on their re-election and welcomed Dr. Dishman to the Board. He bid farewell to Trustee Larson. Student Trustee Frederick said he attended the Veterans Day event and was very proud of the event. He thanked Shawn Griggs for his leadership on this event. Student Trustee Frederick will be attending the groundbreaking ceremony for the Multicultural Studies Building. He commented that as a Student Trustee, the recommendations brought forth by the Legislative Analyst Office are unacceptable and plans to advocate on behalf of the students.

I. REPORT OF THE SUPERINTENDENT/PRESIDENT

Superintendent/President Robert Deegan thanked Trustee Ruth Larson for her service to the District for the past four years and expressed his appreciation. He congratulated Trustees Chadwick and McMullen on their re-election to the Board and also congratulated Dr. Rose Marie Dishman for her election to the Board. He commemorated the veterans and their families and commented on the Veterans Day event held on campus. He stated that the Memorial Wall contains 31 names of students who made the ultimate sacrifice in war. He will take it upon himself to work with the different groups to see if it could be expanded in order to continue to honor these veterans. President Deegan acknowledged the Veterans Office staff and Jayne Conway, Director of Health Services, for their work to make this event successful. He announced that the Heroes Fund, which was established by the Foundation and is available to veterans in need of additional funds, accepted a donation from the Lockheed Company in the amount of \$100,000. He acknowledged Linda Dudik, history professor, who has been very instrumental in preserving the memory and records of war veterans. President Deegan intends to send a letter thanking First Lady Obama for making military families her mission and plans to inform her that Palomar is number one in the state of California with the most veterans taking advantage of their GI benefits from the government.

President Deegan addressed the current state budget crisis and the recommendations of the Legislative Analyst Office, and remarked that everyone will need to work together. He stands firm that community colleges will oppose enrollment fee increases to the students and the mission of community colleges is open enrollment-open access for everyone in the community.

1. Report of Vice President for Instruction

- a. Accreditation Self Study – Vice President Cuaron informed the Board that the Self Study Report is on tonight's agenda for approval. She said it has been an incredible journey in pulling the document together and acknowledged co-chairs, Dr. Brent Gowen and Tom Medel, Glynda Knighten, and all of the team leaders and members.

At this time Vice President Cuaron introduced Professors Fariheh Towfiq and Cindy Anfinson who reported on a recent Monterey Bay Athletics Competition which was held at CSU Monterey. The following students participated in this competition: Sorena Rahmanian; Afshin Nourmohammadi; Shahab Saadat; Ali Saadat; Housman Esmailpour; and Parima Ghafouri. Sorena Rahmanian won the individual College Calculus award. Professor Towfiq also gave a brief background on the denial of higher education to those in the Baha'i faith by the government of Iran. Three of those students who participated in this competition have been denied higher education in their homeland and today they are shining examples. She thanked the Faculty Senate of Palomar College and Vice President Madrigal for taking positive action in this matter.

2. Report of Vice President for Student Services

Vice President Joe Madrigal congratulated Sherry Titus, Director of Student Affairs, for being chosen to participate in the 2008 California Community Colleges Chief Student Services Administrators Association Leadership Institute. The Institute will provide an exciting opportunity for Ms. Titus to share ideas, engage in critical discourse, and learn from other participants while preparing her to meet the challenges that are facing Palomar College. Vice President Madrigal also highlighted several athletic events. Lastly, Vice President Madrigal received an electronic message from Paul Barboa, a past student, who is now stationed in Afghanistan. He urged those who knew him to communicate with him and congratulate him on his efforts.

a. Report on Veterans Day Celebration – Mary San Agustin

Mary San Agustin, Director of Financial Aid & Scholarships, presented a PowerPoint presentation highlighting the Veterans Day events that took place on campus. She said the event was hosted by the Veterans Student Alliance, which is a new club on campus this semester. She acknowledged Shaun Griggs, president of the club and also veteran himself. Also acknowledged was Kathryn Khaskin who works as a Veterans Advisor and also a veteran in the Marine Corps.

3. Report of Vice President for Finance and Administrative Services

Vice President Bonnie Ann Dowd gave a brief update on the state of the budget. She reported that the easement purchase for mitigation purposes has closed successfully. The multidisciplinary building received 100 bids, and 19 bids are in the process of being identified. Four of these bids are from outside of the county area, but the remaining are within the San Diego County area with six of those being from the North County. Vice President Dowd acknowledged several individuals who have worked diligently on this project. She called the Board's attention to two items which are on tonight's agenda by explaining the circumstances surrounding each item.

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

Resumption of REGULAR AGENDA

J. APPROVAL OF CONSENT CALENDAR ITEMS

FISCAL SERVICES

1. REVIEWED AND APPROVED PURCHASES

MSC Chadwick/Larson

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, be and are hereby reviewed and approved for the following. All purchases listed herein are made against the 2008-2009 fiscal year budget:

Purchase Orders	Time Period: 10/02/08 – 10/30/08	\$ 3,459,788.02
Procurement Card	Time Period: 09/23/08 – 10/22/08	<u>\$ 170,367.39</u>
		<u>\$ 3,630,155.41</u>

EXHIBIT J-1

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

2. APPROVED QUARTERLY REPORT OF THE FISCAL SERVICES DIRECTOR

MSC Chadwick/Larson

The Governing Board approved the **Quarterly Report of Fiscal Services Director, Regarding Disclosure of District Investments** as of September 30, 2008. **EXHIBIT J-2**

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

3. **APPROVED CALIFORNIA COMMUNITY COLLEGES QUARTERLY FINANCIAL STATUS REPORT**

MSC Chadwick/Larson

The Governing Board approved the **California Community Colleges Quarterly Financial Status Report (CCFS-311Q)** for quarter ending September 30, 2008.
EXHIBIT J-3

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

TRAVEL

4. **APPROVED TRAVEL EXPENSES**

MSC Chadwick/Larson

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

- | | | |
|------|-----------------|--|
| a. | Board Member | ROBERT FREDERICK, STUDENT TRUSTEE |
| | Advanced Funds? | Yes |
| | For: | Transportation, mileage, meals, lodging, registration, |
| etc. | | |
| | To attend: | 2008 CCLC Annual Conference |
| | Location: | Anaheim, California |
| | Date: | November 20-21, 2008 |
| | Amount: | \$834.93 |
| | Budget No.: | 575300-11-111100-66100-10-2009-0000000 |

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

REPLACEMENT OF WARRANTS

5. **APPROVED DRAWING NEW WARRANTS**

MSC Chadwick/Larson

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

- a. Warrant #77-109572 dated **September 20, 2007**, in the amount of **\$803.49**, payable to **Michael J. McCann**, 11306 Penanova Street, San Diego, CA 92129. Void due to stale date.

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

- e. Name: **Leah Jackie Martin-Klement**
 Position: Assistant Professor
 Department: Regional Occupational Program
 Position #: 5212 New: No
 Remarks: Temporary specially funded position pursuant to Education Code Sections 87470 and 87471; funded-ROP.
 Sal Rng/Stp: **C/19** Salary: **\$8,801.70/month**
 % of Position: 100% # Mos: 10
 Effective: August 22, 2008 – May 22, 2009
 Account #: K-111000-337100-07020-1812080/100%
- f. Name: **Anita Sugar**
 Position: Assistant Professor
 Department: Regional Occupational Program
 Position #: 5211 New: No
 Remarks: Temporary specially funded position pursuant to Education Code Sections 87470 and 87471; funded-ROP.
 Sal Rng/Stp: **E/25** Salary: **\$9,709.57/month**
 % of Position: 100% # Mos: 10
 Effective: August 22, 2008 – May 22, 2009
 Account #: K-111000-337100-06140-1812080/100%

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

7. RATIFY ASSIGNED TIME TO ACADEMIC CONTRACTS

MSC Chadwick/Larson

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

<u>Name</u>	<u>Assignment</u>	<u>Assigned Time</u>	<u>Effective</u>
Morrow, Linda	Learning Outcomes Council, Steering Committee Member	20%	10/1/2008

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

8. GRANTED EQUIVALENCY FOR DISCIPLINE

MSC Chadwick/Larson

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

Raffaella Avolio	Art
Nancy Diamond	Older Adult Education (Hatha Yoga)
Jose A. Miranda	Health & Safety

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

9. RATIFIED PART-TIME FACULTY EMPLOYMENT

MSC Chadwick/Larson

The Governing Board ratified the recommendation of the Superintendent/ President regarding the **employment of the following part-time faculty**, at the hourly rates indicated for 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

ARTS

Avolio, Raffaella	Art B.A., Painting & Print Making Eminence in the Field	\$51.30
Minikel, Carrie	Art M.F.A., Sculpture	\$52.55

OCCUPATIONAL & NONCREDIT PROGRAMS

Galeai, Joshua K.	Disability Education M.A., Rehabilitation Counseling	\$52.55
Miranda, Jose A.	Health & Safety Eminence in the Field	\$51.30

PERFORMING ARTS

Miller, Kara L.	Dance M.F.A., Dance	\$52.55
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SPRING 2009

OCCUPATIONAL & NONCREDIT PROGRAMS

Diamond, Nancy	Older Adult Education (Hatha Yoga) B.S., Public Relations Eminence in the Field	\$51.30
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The Vote was unanimous of those present.
Student Trustee Advisory Vote: Aye

10. RATIFIED CONFIDENTIAL AND SUPERVISORY TEAM EMPLOYMENT

MSC Chadwick/Larson

The Governing Board hereby ratified the recommendation of the Superintendent/President regarding the **employment** of the following **Confidential and Supervisory Team employee**:

- a. Name: **RALPH M. JOHNSON**
Position: Proposition M Construction Project Manager
Department: Facilities
Position #: 6424 New?: Yes
Remarks: Position approved 8/12/08; funded – Proposition M bond funds.
Sal Grade/Stp: **50/1** Salary: **\$5,045.47/month**
% of Position: 100% # Mos: 12
Effective: November 12, 2008
Account #(s): Y-212100-711910-67900-2071000/100%

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

11. RATIFY CLASSIFIED EMPLOYMENT

MSC Chadwick/Larson

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

- a. Name: **CARLOS M. GUERRA**
Position: Community Service Officer
Department: Palomar College Police Department
Position #: 6194 New?: No
Remarks: Replacement for Gilberto Ontiveros; funded – 25% Parking Penalties and 75% Parking Lot Fees.
Sal Grade/Stp: 11/1 Salary: **\$2,718.13/month**
% of Position: 100% # Mos: 12
Effective: November 12, 2008
Account #: A-212200-543100-69500-0811020/25%
K-212200-543100-69500-1812070/75%
- b. Name: **CORAL ARELLANO CANALES**
Position: Senior Accounting Assistant
Department: Fiscal Services/Cashier's Office
Position #: 6360 New?: No
Remarks: Replacement for Mari Masiello
Sal Grade/Stp: 20/1 Salary: **\$3,387.17/month**
% of Position: 100% # Mos: 12
Effective: November 12, 2008
Account #: A-212200-552100-67200-0000000/100%

Normal Work Schedule: Monday and Wednesday, 10:45 am – 7:15 pm;
Tuesday and Thursday, 7:45 am – 4:15 pm; Friday, 8:00 am – 4:30 pm. A 3% night differential will be paid for hours worked between 6:00 pm and 10:00 pm.

c. Name: **CATHERINE D. MACABITAS**
Position: Senior Accounting Assistant
Department: Fiscal Services/Cashier's Office
Position #: 5775 New?: No
Remarks: Replacement for Claudia Borrell
Sal Grade/Step: 20/1 Salary: **\$3,387.17/month**
% of Position: 100% # Mos: 12
Effective: November 12, 2008
Account #: A-212200-552100-67200-0000000/100%

Normal Work Schedule: Monday, Wednesday and Friday, 7:45 am – 4:15 pm;
Tuesday and Thursday, 10:45 am – 7:15 pm. A 3% night differential will be paid
for hours worked between 6:00 pm and 10:00 pm.

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

12. APPROVED PERSONNEL ACTIONS/HISTORY

MSC Chadwick/Larson

The Governing Board approved the **Personnel Actions/History** report, which includes hires and pay rate changes for **student employees** for the month of **October, 2008, and short-term employees** for the month of **November, 2008. EXHIBIT J-12**

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

13. RATIFIED LEAVES OF ABSENCE

MSC Chadwick/Larson

a. The Governing Board ratified the recommendation of the Superintendent/President granting a **100% Family Medical Leave of Absence with no effect on benefits**, effective October 16, 2008, through January 7, 2009; and an additional **100% Medical Leave of Absence with no effect on benefits**, effective January 8, 2009, through January 11, 2009, to **Anna Veronica Aguilera**, EOP&S/CARE Counselor/Assistant Professor, Extended Opportunity Program & Services/Cooperative Agencies Resources for Education.

b. 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 25, 2008, through November 14, 2008, to **Dalia Lopez**, Senior Office Specialist, Human Resource Services.

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

14. RATIFIED RESIGNATIONS

MSC Chadwick/Larson

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

- a. **Mark R. Oggel**, Director, Communications, effective November 1, 2008 (last day of employment October 31, 2008).
- b. **Jeffrey A. Tarr**, Print Services Press Operator, Business Support Services, effective October 17, 2008 (last day of employment October 16, 2008).

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

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

MSC Chadwick/Larson

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

Venture Program Spring 2009

- a. **Name:** Notary Public Seminars
Name of Class: California State Notary – Refresher Course
Effective: January 5, 2009
Instructor Rate: 43% of fees collected for students instructed
Fees to Student: \$50.00
Terms: minimum 10 – maximum 40
- b. **Name:** Susan Taylor
Name of Class: Computer Fundamentals
Effective: January 5, 2009
Instructor Rate: 30% of fees collected for students instructed
Fees to Student: \$75.00
Terms: minimum 15 – maximum 20
- c. **Name:** Robert Ballard – BDI Datalynk, Inc.
Name of Class: Certified Fiber Optics Technician
Fees to Student: \$700.00
Instructor Rate: \$475.00 per student
Name of Class: Certified Fiber Optics Specialist/Testing & Maint.
Fees to Student: \$675.00
Instructor Rate: \$450.00 per student
Name of Class: Certified Fiber Optics Splicing Specialist
Fees to Student: \$675.00
Instructor Rate: \$450.00 per student
Effective: January 5, 2009
Terms: minimum 6 – maximum 12

- d. **Name:** Marta Shea
 Name of Class: How To Motivate The Unmotivated Child
 Effective: January 5, 2009
 Instructor Rate: 40% of fees collected for students instructed
 Fees to Student: \$50.00
 Terms: minimum 10 – maximum 40
- e. **Name of Class:** Mamma Mia Excursion
 Effective: January 5, 2009
 Instructor Rate: n/a
 Fees to Student: \$159.00
 Terms: maximum 45
- f. **Name:** LeAnne Krusemark
 Name of Class: Meet The Publisher
 Effective: January 5, 2009
 Instructor Rate: \$15.00 per student
 Fees to Student: \$25.00
 Terms: minimum 10 – maximum 30
- g. **Name:** Debbi Harper
 Name of Class: The Brain Class – A Blueprint for Brain Fitness
 Effective: January 5, 2009
 Instructor Rate: 40% of fees collected for students instructed
 Fees to Student: \$50.00
 Terms: minimum 10 – maximum 60
- h. **Name:** Kellie Nicholson
 Name of Class: Professional Bar Management
 Effective: January 5, 2009
 Instructor Rate: \$129.60 per student
 Fees to Student: \$249.00
 Terms: no minimum/no maximum
- i. **Name:** Jason Kart
 Name of Class: Your Guide To Healthy Hormones
 Effective: January 5, 2009
 Instructor Rate: 40% of fees collected for students instructed
 Fees to Student: \$49.00
 Terms: minimum 10 – maximum 40
- j. **Name:** Liz LaBlond
 Name of Class: Computer Fun for Girl Scout Juniors & Computer Smarts
 for Girl Scout Brownies
 Effective: January 5, 2009
 Instructor Rate: \$60.33/hour
 Fees to Student: \$79.00
 Terms: minimum 10 – maximum 24
- k. **Name:** Thomas Royal
 Name of Class: Creating Slideshows with Iphoto
 Effective: January 5, 2009
 Instructor Rate: \$60.33/hour
 Fees to Student: \$79.00
 Terms: minimum 10 – maximum 24
- l. **Name:** Cathy Modica

- Name of Class:** Digital Scrapbooks with Adobe Photoshop
Effective: January 5, 2009
Instructor Rate: \$60.33/hour
Fees to Student: \$79.00
Terms: minimum 10 – maximum 24
- m. **Name:** James H. Miller
Name of Class: Graphic Design for the Real World
Effective: January 5, 2009
Instructor Rate: \$60.33/hour
Fees to Student: \$79.00
Terms: minimum 10 – maximum 24
- n. **Name:** Thomas Royal
Name of Class: Adobe Illustrator
Effective: January 5, 2009
Instructor Rate: \$60.33/hour
Fees to Student: \$79.00
Terms: minimum 10 – maximum 24
- o. **Name:** Etienne Cowper
Name of Class: Temecula Wine Tasting Day Trip
Effective: January 5, 2009
Instructor Rate: \$400.00
Fees to Student: \$175 per participant
Terms: minimum 25 – maximum 50
- p. **Name:** Mike Rounds
Name of Class: Professional Speaking for the Clueless
Effective: January 5, 2009
Instructor Rate: 40% of fees collected for students instructed
Fees to Student: \$49.00
Terms: minimum 10 – maximum 40
- q. **Name:** Mike Rounds
Name of Class: The 99¢ Gourmet
Effective: January 5, 2009
Instructor Rate: 40% of fees collected for students instructed
Fees to Student: \$49.00
Terms: minimum 10 – maximum 40
- r. **Name:** Nancy Miller
Name of Class: Clutterology – How to Eliminate Clutter In Your Life
Effective: January 5, 2009
Instructor Rate: 40% of fees collected for students instructed
Fees to Student: \$49.00
Terms: minimum 10 – maximum 40
- s. **Name:** Nancy Miller
Name of Class: How To Become A Professional Organizer
Effective: January 5, 2009
Instructor Rate: 40% of fees collected for students instructed
Fees to Student: \$49.00
Terms: minimum 10 – maximum 40

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

16. **RATIFIED MEMORANDUM OF UNDERSTANDING WITH THE PALOMAR FACULTY FEDERATION/AFT LOCAL 6161 FOR APPENDIX K – EVALUATION FORMS FOR PART-TIME FACULTY MEMBERS**

MSC Chadwick/Larson

The Governing Board ratified the memorandum of understanding with the Palomar Faculty Federation/AFT Local 6161 for **Appendix K – Evaluation Forms for Part-Time Faculty Members. EXHIBIT J-16**

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

17. **RATIFIED MEMORANDUM OF UNDERSTANDING WITH THE PALOMAR FACULTY FEDERATION/AFT LOCAL 6161 FOR PART-TIME FACULTY TO RECEIVE UP TO SIXTY-SEVEN PERCENT (67%) LOAD IN ONE SEMESTER**

MSC Chadwick/Larson

The Governing Board ratified the memorandum of understanding with the Palomar Faculty Federation/AFT Local 6161 for **Part-Time Faculty to Receive up to Sixty-Seven Percent (67%) Load in One Semester. EXHIBIT J-17**

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

18. **RATIFIED MEMORANDUM OF UNDERSTANDING WITH THE PALOMAR FACULTY FEDERATION/AFT LOCAL 6161 FOR A TEMPORARY AGREEMENT REGARDING A LIMIT ON INTERSESSION AND SUMMER SESSION INSTRUCTIONAL HOURS**

MSC Chadwick/Larson

The Governing Board ratified the **memorandum of understanding** with the Palomar Faculty Federation/AFT Local 6161 for A Temporary Agreement Regarding a **Limit on Intersession and Summer Session Instructional Hours. EXHIBIT J-18**

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

19. **RATIFIED MEMORANDUM OF UNDERSTANDING WITH THE PALOMAR FACULTY FEDERATION/AFT LOCAL 6161 FOR ROP FACULTY TRANSITION**

MSC Chadwick/Larson

The Governing Board ratified the memorandum of understanding with the Palomar Faculty Federation/AFT Local 6161 for **ROP Faculty Transition. EXHIBIT J-19**

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

20. **RATIFIED MEMORANDUM OF UNDERSTANDING WITH THE PALOMAR FACULTY FEDERATION/AFT LOCAL 6161 FOR HISPANIC SERVING INSTITUTION (HSI) GRANT REASSIGNED TIME**

MSC Chadwick/Larson

The Governing Board ratified the memorandum of understanding with the Palomar Faculty Federation/AFT Local 6161 for **Hispanic Serving institution (HSI) Grant reassigned time. EXHIBIT J-20**

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

21. **INFORMATION - RETIREMENTS**

On Behalf of the Governing Board of the Palomar Community College District, the following **retirements** have 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. **Harvey W. Adrian**, Skilled Maintenance Technician, Facilities/Building Services, effective December 31, 2008. He served Palomar College for 20 years from August 12, 1988, to December 30, 2008.
- b. **Bonnie L. Plein**, Academic Department Assistant, Athletics, effective December 31, 2008. She has served Palomar College for 23 years from July 11, 1983, to December 30, 2008.

GIFTS

22. **ACCEPTED GIFTS**

MSC Chadwick/Larson

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

- a. Used 2001 Freightliner Dump Truck, serial #1FVABTAL31DJ41720, model #FL70, donated by **Hawthorne Machinery/Hawthorne Rent It Service**, 1600 East Mission Road, San Marcos, CA 92069. Engine and transmission will be used for hands-on training by students in the Diesel Program. Total cash value as estimated by donor is **\$15,281.62**.
- b. Various plants donated by **Botanical Partners**, 2498 Majella Road, Vista, CA 92084. Plants will be sold at the plant sale and remaining plants will be planted on campus grounds. Total cash value as estimated by donor is **\$622.00**.
- c. Miscellaneous plants donated by **The Cycad Center**, P.O. Box 654, Bonsall, CA 92003. Plants will be sold at the plant sale and remaining plants will be planted on campus grounds. Total cash value as estimated by donor is **\$599.00**.

- d. Miscellaneous 15-gallon plants donated by **Pardee Tree**, P.O. Box 240, Bonsall, CA 92003. Plants will be sold at the plant sale and remaining plants will be planted on campus grounds. Total cash value as estimated by donor is **\$2,600.00**.

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

K. ACTION ON ITEMS REMOVED FROM CONSENT CALENDAR

L. REPORTS FROM COLLEGE GROUPS

1. INFORMATION

Report of the Faculty Senate

Monika Brannick, Faculty Senate President, reported that the Faculty Senate supported the recommendation from the Professional Development Review Board to give part time faculty the opportunity to earn professional development hours for participation on committees.

2. INFORMATION

Report of the Palomar Faculty Federation

Shannon Lienhart, PFF Co-President, expressed her empathy toward students during this budget crisis, but she also expressed empathy toward the part time faculty who do not have health insurance. Many of these part timer faculty members refuse to see a doctor because of the cost factor; they choose to live with their symptoms. It is a tough time for everyone. The PFF has created a message board for the part time faculty to communicate because they do not have offices and walk in and out of the shadows. It is PFF's hope to get the part time faculty into full time jobs. Lastly, PFF is working with the Senate to come up with workload parameters for on-line teaching and also evaluation standards for on-line teaching.

3. INFORMATION

Report of the Administrative Association

Laura Gropen, Administrative Association President, thanked Vice President Tortarolo for providing more training for administrators and supervisors in the area of human resource issues. She announced that beginning in December, her Board reports will highlight individuals who are members of the Administrative Association who do not have the opportunity to attend Board meetings.

4. INFORMATION

Report of the Confidential and Supervisory Team – no-report

5. INFORMATION

Report of the CCE/AFT – no report

6. **INFORMATION**

Report of the Associated Student Government

Rob Frederick, ASG President, reported that the ASG has a full Board with four delegates, and every committee is filled with student representation. He thanked Donna Renner, Facilities Coordinator, and Jayne Conway, Director of Health Services, for helping out with the designated smoking signage. He announced that several resolutions were passed at the Student Senate, i.e., Identification Numbering System, Equity and Diversity – Supporting the Dream, and Student Senate Funding. Lastly, he reported on several ASG sponsored events on campus.

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

N. **NEW BUSINESS**

1. **DESIGNATED DECEMBER 9, 2008, MEETING AS “ANNUAL ORGANIZATIONAL MEETING”**

MSC Chadwick/Larson

The Governing Board of the Palomar Community College District designated the Regular Meeting scheduled for **December 9, 2008, 5:00 p.m.**, as the **“Annual Organizational Meeting.”** The meeting is to be held in the Governing Board room on the San Marcos campus. Regular meeting of the Governing Board will commence immediately following the Annual Organizational Meeting.

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

2. **ACCEPTED ACCREDITATION SELF-STUDY**

MSC Chadwick/Larson

The Governing Board **accepted the Palomar College accreditation self-study report** and authorizes the Superintendent or designee to **submit the report to the Accrediting Commission for Community and Junior Colleges** of the Western Association of Schools and Colleges to meet the required submittal date. **EXHIBIT N-2**

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

3. **REVIEWED AND APPROVED CONTRACTS AND AGREEMENTS MADE FOR PRIOR SIXTY (60) DAYS: AUGUST 16, 2008 – OCTOBER 15, 2008**

MSC Chadwick/Larson

The Governing Board ratified and approved all **contracts and agreements** for the period August 16, 2008, through October 15, 2008 and entered into on behalf of the Palomar Community College District. **EXHIBIT N-3**

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

4. **APPROVED MEMORANDUM OF UNDERSTANDING (MOU) WITH YMCA OF SAN DIEGO COUNTY**

MSC Chadwick/Larson

The Governing Board approved an **MOU with the YMCA of San Diego County**, its YMCA Childcare Resource Service Department for participation in the San Diego CARES (Comprehensive Approach to Raising Educational Standards) stipend program. For participation in the program the District shall receive the sum of **\$3,000** to support the program with technical assistance, marketing, recruitment, and participant support. The MOU will be in effect from July 1, 2008, through June 30, 2009. **EXHIBIT N-4**

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

5. **APPROVED AGREEMENT 08-09-4489 WITH YOSEMITE COMMUNITY COLLEGE DISTRICT, CHILD DEVELOPMENT TRAINING CONSORTIUM**

MSC Chadwick/Larson

The Governing Board approved agreement #08-09-4489 between the Palomar Community College District (hereinafter "District") and the **Yosemite Community College District, Child Development Training Consortium** (hereinafter "YCCD-CDTC") effective September 1, 2008, through June 30, 2009. District shall provide **college credit to enrolled students** required to obtain or renew a child development permit and YCCD-CDTC shall pay to District an amount not to exceed \$18,750.00 for performance of the services in a satisfactory manner. **EXHIBIT N-5**

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

6. **APPROVED AGREEMENT 08-09-D4489 WITH YOSEMITE COMMUNITY COLLEGE DISTRICT, CHILD DEVELOPMENT TRAINING CONSORTIUM**

MSC Chadwick/Larson

The Governing Board approved agreement #08-09-D4489 between the Palomar Community College District (hereinafter "District") and the **Yosemite Community College District, Child Development Training Consortium** (hereinafter "YCCD-CDTC") effective September 1, 2008, through June 30, 2009. Furthermore, the Governing Board approved **Diane Studinka as District Campus Coordinator** for FY 2008-09 for the aforesaid program offered to students obtaining or renewing a child development permit and YCCD-CDTC shall pay to District an amount not to exceed \$7,900.00 for these services. **EXHIBIT N-6**

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

7. **APPROVED AGREEMENT WITH SAN FRANCISCO COMMUNITY COLLEGE DISTRICT FOR CALIFORNIA EARLY CHILDHOOD MENTOR PROGRAM**

MSC Chadwick/Larson

The Governing Board approved an agreement between the Palomar Community College District and **San Francisco Community College District** for operation of the **California Early Childhood Mentor Program**. The San Francisco Community College District received a grant from the California Department of Education for the purpose of operating

a Mentor Program with other California Community Colleges to develop and maintain a Mentor Program on their respective campus and within their community. The term of the agreement will be September 1, 2008, through June 30, 2010. **EXHIBIT N-7**

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

8. **APPROVED AGREEMENT WITH SAN DIEGO COUNTY SUPERINTENDENT OF SCHOOLS/COUNTY OFFICE OF EDUCATION TO AIR PROGRAM - "MATHLINE"**

MSC Chadwick/Larson

The Governing Board approved an agreement between the Palomar Community College District and the **San Diego County Superintendent of Schools/County Office of Education**, for the purpose of **8 hours of air-time to cablecast on ITV**; Palomar's "Mathline" so the program can be viewed county-wide. Cost of the programming shall not exceed \$1,080.00. Funds will be paid through Educational Television (ETV). The term of the agreement is October 1, 2008, through November 19, 2008. **EXHIBIT N-8**

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

9. **ACCEPTED REQUEST TO WITHDRAW BIDS FROM THE FOLLOWING COMPANIES DUE TO CLERICAL ERROR IN THEIR BID SUBMITTALS ON THE CONSTRUCTION OF THE MULTI-DISCIPLINARY INSTRUCTIONAL BUILDING (MIB) PROJECT**

MSC Chadwick/Larson

The Governing Board **accepted the official requests** from the following companies to withdraw their bids on the MIB Project due to clerical errors per Public Contract Code Section 5103, as described herein as **Exhibit N-9**, and to forbid the companies below from participating further in the MIB Project per Public Contract Code Section 5105. **EXHIBIT N-9**

<u>BID PACKAGE</u>	<u>COMPANY</u>
CM-06-09-MIB	Rocky Coast Framers, Inc.
CM-08-09-MIB	Best Contracting Svc. Inc.
CM-14-09-MIB	Daryl Griffis Acoustics, Inc.
CM-18-09-MIB	Interpipe Contracting, Inc.

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

10. **REJECTED BIDS RECEIVED ON GLASS, GLAZING AND RAIN SCREEN SYSTEM (BID # CM-12-09-MIB) AND AUTHORIZATION TO RE-BID THE SCOPE OF WORK**

MSC Chadwick/Larson

The Governing Board **rejected the bids received on October 17, 2008**, in reference to **Bid No. CM-12-09-MIB: Glass, Glazing & Rain Screen System** related to the MIB Project, due to inconsistencies in the interpretation of the warranty period in the scope of work.

Furthermore, the Governing Board **authorized** the District to **re-bid** the Glass, Glazing & Rain Screen Systems scope of work (Bid Package CM-12-09-MIB) for the Multi-Disciplinary Instructional Building (MIB) Project. **EXHIBIT N-10**

The Vote was unanimous of those present.

Student Trustee Advisory Vote: Aye

11. **APPROVED CONTRACT WITH MNL INSPECTION SERVICE FOR DSA-APPROVED PROJECT INSPECTOR – S-BUILDING REPLACEMENT PROJECT**

MSC Chadwick/Larson

The Governing Board approved an agreement between Palomar Community College District and **MNL Inspection Services to perform as DSA-Approved Project Inspector** for the S-Building Replacement Project in an amount of \$228,000. **EXHIBIT N-11**

The Vote was unanimous of those present.

Student Trustee Advisory Vote: Aye

12. **ACCEPTED AS FINAL AND COMPLETE, BID NO. BID 102-09 INSTALLATION OF AIR CLEANERS (TRADE & INDUSTRY T-9); AUTHORIZE RELEASE OF RETENTION TO RHJ HI-TECH AIR CONDITIONING IN THIRTY-FIVE DAYS, AND RELEASE THE BONDS AND RECORD NOTICE OF COMPLETION**

MSC Chadwick/Larson

The Governing Board **accepted Bid #102-09 Installation of Air Cleaners** (Trades & Industry T-9) 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 \$16,200.00, and all money due and owing to RHJ Hi-Tech Air Conditioning (hereinafter RHJ), 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 RHJ, 10107 Prospect Ave., Suite B, Santee, CA 92071 provided no liens are filed within this period. The bid security posted by RHJ shall be returned and all bonds shall be released, within the time and in the manner as provided by law.

The Vote was unanimous of those present.

Student Trustee Advisory Vote: Aye

13. **APPROVED ADDENDUM TO CONTRACT WITH ELLUMINATE, INC., FOR UNLIMITED LICENSE USE AND ANNUAL MAINTENANCE FEE FOR HOSTING THE STATEWIDE e-CONFERENCING PROJECT**

MSC Chadwick/Larson

The Governing Board approved an **addendum** to the existing contract with Elluminate, Inc., to upgrade the use of license to unlimited use and pay an annual hosting and maintenance fee. Elluminate, Inc., is the licensor who provides the e-Conferencing hosting services to deliver the CCC Confer product and to provide technology to facilitate the meeting events. The addendum includes a one-time charge of **\$1,320,000.00** for unlimited use of the license and an annual hosting and maintenance fee of \$264,000.00 for services from July 1, 2009, through June 30, 2010. **EXHIBIT N-13**

The Vote was unanimous of those present.

Student Trustee Advisory Vote: Aye

14. **AUTHORIZATION TO APPROVED MASTER ELECTRICITY SUPPLY AGREEMENT WITH CONSTELLATION NEW ENERGY**

MSC Chadwick/Larson

The Governing Board authorized Dr. Bonnie Ann Dowd, Vice President, Finance & Administrative Services, or Ken Jay, Director, Business Services, to enter into a Master Electricity Supply Agreement with Constellation NewEnergy, Inc., (hereinafter NewEnergy) on behalf of Palomar Community College District and sign all required documents in order for NewEnergy to supply electricity to the District. **EXHIBIT N-14**

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

15. **APPROVED DEATH VALLEY FIELD COURSE FOR GEOLOGY 195; MARCH 21–24, 2009**

MSC Chadwick/Larson

The Governing Board approved the Death Valley Field Course for students enrolled in Geology 195. The field course will be March 21, 2009, through March 24, 2009. Students will be responsible for their own transportation and lodging. **EXHIBIT N-15**

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

16. **APPROVED EXTENDED FIELD STUDY CLASS TRIP (JOURNALISM/PHOTO JOURNALISM) TO ATTEND THE JOURNALISM ASSOCIATION OF COMMUNITY COLLEGES CONFERENCE, NOVEMBER 14-15, 2008, CSU FULLERTON**

MSC Chadwick/Larson

The Governing Board approved the extended **Field Study Class Trip** for Jour 105; Jour 140; Jour 205; Jour 210; and Jour 215 students to attend the **Journalism Association of Community Colleges Conferences at CSU Fullerton** on November 14-15, 2008. The students will compete in various news and photo categories. **EXHIBIT N-16**

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

17. Removed from agenda.

18. **EXCUSED ABSENCE OF TRUSTEE**

MSC Chadwick/Larson

In accordance with Section 72425(c) of the California Education Code, the Governing Board found that the absence of **Trustee RUTH LARSON** from the regular meeting of the Governing Board held **October 14, 2008**, is **excused** due to personal necessity.

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

19. EXCUSED ABSENCE OF TRUSTEE

MSC Chadwick/Larson

In accordance with Section 72425(c) of the California Education Code, the Governing Board found that the absence of **Trustee NANCY CHADWICK** from the Special Meeting of the Governing Board held **October 29, 2008**, is **excused** due to personal necessity

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

20. EXCUSED ABSENCE OF TRUSTEE

MSC Chadwick/Larson

In accordance with Section 72425(c) of the California Education Code, the Governing Board found that the absence of **Trustee MICHELE NELSON** from the Special Meeting of the Governing Board held **October 29, 2008**, is **excused** due to personal necessity.

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

21. FIRST READING: REVISION OF PALOMAR COMMUNITY COLLEGE DISTRICT POLICIES INCLUDED IN CHAPTER 7 – HUMAN RESOURCES

This information item includes a proposal to **revise** the following **Board Policies** included in **Chapter 7 – Human Resources**. The Board will take action to approved the following policies at its December 9, 2008, meeting:

- BP 7130 Compensation and Benefits
- BP 7140 Collective Bargaining
- BP 7150 Employee Evaluations
- BP 7160 Professional Development
- BP 7236 Short-Term Employees
- BP 7240 Confidential Employees
- BP 7341 Sabbaticals
- BP 7345 Catastrophic Leave Program
- BP 7347 Paid Family Leave
- BP 7350 Resignations
- BP 7370 Use of District Resources for Political Activity
- BP 7510 Domestic Partners
- BP 7800 Institutional Reassignment/Lateral Transfer
- BP 7850 Exchange Program

The following **Administrative Procedures** are presented for information only:

- AP 7125 Verification of Eligibility for Employment
- AP 7131 Health and Welfare Benefits
- AP 7213 Part-time Faculty: Benefits
- AP 7214 Part-time Faculty: Office Hours
- AP 7215 Academic Employees: Probationary Contract Faculty
- AP 7231 Seniority
- AP 7232 Classification Reviewed
- AP 7233 Claims for Work Out of Classification
- AP 7237 Layoffs
- AP 7240 Confidential Employees
- AP 7336 Certification of Freedom from Tuberculosis
- AP 7342 Holidays

AP 7345	Catastrophic Leave
AP 7370	Use of District Resources for Political Activity
AP 7371	Personal Use of Public Resources

These policies and procedures have gone through final reviewed through the shared governance process. Board policies will be presented for approval at the December 9, 2008, Governing Board meeting. **EXHIBIT N-21**

O. BOARD REQUESTS FOR REPORTS

The Governing Board approved the following agenda items for consideration at the next meeting:

Trustee Mark Evilsizer requested a report on the distribution of the Title V, HIS grant funds; he also requested an update on Prop M.

O. BOARD REQUESTS FOR REPORTS

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

R. ADJOURNMENT

The meeting was adjourned at 6:56 p.m.

Nancy C. Chadwick, President

Mark Evilsizer, Secretary