



GOVERNING BOARD AGENDA
REGULAR MEETING OF THE GOVERNING BOARD
DATE: TUESDAY, 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

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

The Open Session of the Board meets the second Tuesday of every month starting at 5:00 p.m. in the Governing Board Room of the Student Services Building on the Palomar College Campus in San Marcos, California, unless changed in advance by Board action. In compliance with Government Code §54957.5, non-exempt writings that are distributed to the Governing Board Members in advance of their meetings, may be viewed at the Governing Board Office, LL-204, or by clicking on the Governing Board web site at www.palomar.edu/gb. In addition, if you would like a copy of any record related to an item on the agenda, please contact Josie Silva, Executive Assistant, at (760) 744-1150, extension 2104, or at jsilva@palomar.edu. The Board reserves the right to modify the order of business in the manner it deems appropriate. Please note all meetings are recorded electronically.

A.	Call to Order (4:00 p.m.)	2
AA.	Roll Call	2
B.	Public Comments	2
C.	Recess to Closed Session	2
CC.	Reconvene to Open Session (5:00 p.m.).....	2
D.	Comments from Other Individuals or Groups	3
E.	Approval of Minutes	3
F.	Call for Removal of Items from or Changes to Agenda	3
G.	Reports/Presentations.....	3
H.	Report of the Governing Board President.....	3
HH.	Report of the Governing Board Trustees	3
I.	Report of the Superintendent/President.....	3
J.	Approval of Consent Calendar Items	4
K.	Action on Items Removed from Consent Calendar	14
L.	Reports from College Groups	14
M.	Unfinished Business.....	14
N.	New Business	14
O.	Board Requests for Reports	18
P.	Recess to Closed Session	19
Q.	Reconvene to Open Session	19
R.	Adjournment.....	19

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

AA. ROLL CALL

Establishment of a Quorum

B. PUBLIC COMMENTS

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

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

1. Public Employee Discipline/Dismissal/Release, pursuant to Government Code §54957 et seq.
2. Conference regarding negotiations with CCE/AFT, pursuant to Government Code §54957.6.
3. Conference regarding negotiations with PFF/AFT, pursuant to Government Code §54957.6.
4. Conference regarding discussion with Other Unrepresented Employees, pursuant to Government Code §54957.6.
5. Public Employment, pursuant to Government Code §54957.
6. Conference with Real Property Negotiator, pursuant to Government Code §54956.8.
 - 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: 5 p.m.

Actions Taken In Closed Session

Pledge of Allegiance

D. COMMENTS FROM OTHER INDIVIDUALS AND GROUPS

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

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

E. RECOMMENDATION: ACTION - APPROVAL OF MINUTES

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

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

G. REPORTS/PRESENTATIONS

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

H. REPORT OF THE GOVERNING BOARD PRESIDENT

HH. REPORTS OF GOVERNING BOARD TRUSTEES

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

I. REPORT OF THE SUPERINTENDENT/PRESIDENT

1. Report of Vice President for Instruction
 - a. Accreditation Self-Study Progress Report – Berta Cuaron
2. Report of Vice President for Student Services
3. Report of Vice President for Finance and Administrative Services
4. Report of Vice President for Human Resource Services

J. APPROVAL OF CONSENT CALENDAR ITEMS

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

FISCAL SERVICES

1. RECOMMENDATION: ACTION – REVIEW AND APPROVE PURCHASES

The Governing Board hereby reviews and approves 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	\$ 170,367.39
		<u>\$ 3,630,155.41</u>

EXHIBIT J-1

2. RECOMMENDATION: ACTION – APPROVE QUARTERLY REPORT OF THE FISCAL SERVICES DIRECTOR

The Governing Board hereby approves the **Quarterly Report of Fiscal Services Director, Regarding Disclosure of District Investments** as of September 30, 2008.

EXHIBIT J-2

3. RECOMMENDATION: ACTION – APPROVE CALIFORNIA COMMUNITY COLLEGES QUARTERLY FINANCIAL STATUS REPORT

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

EXHIBIT J-3

TRAVEL

4. RECOMMENDATION: ACTION – APPROVE TRAVEL EXPENSES

The Governing Board hereby approves/ratifies 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

REPLACEMENT OF WARRANTS

5. RECOMMENDATION: ACTION – APPROVE DRAWING NEW WARRANTS

The Governing Board hereby authorizes 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.

PERSONNEL

6. RECOMMENDATION: ACTION - RATIFY TEMPORARY ACADEMIC EMPLOYMENT

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

- a. Name: **James E. Duvall**
Position: Assistant Professor
Department: Regional Occupational Program
Position #: 5205 New: No
Remarks: Temporary specially funded position pursuant to Education Code Sections 87470 and 87471; funded-ROP.
Sal Rng/Stp: **B/27** Salary: **\$9,013.62/month**
% of Position: 100% # Mos: 10
Effective: August 22, 2008 – May 22, 2009
Account #: N-111000-337100-13020-1812080/100%
- b. Name: **Bruce W. Gan**
Position: Assistant Professor
Department: Regional Occupational Program
Position #: 5886 New: No
Remarks: Temporary specially funded position pursuant to Education Code Sections 87470 and 87471; funded-ROP.
Sal Rng/Stp: **B/15** Salary: **\$8,282.98/month**
% of Position: 100% # Mos: 10
Effective: August 22, 2008 – May 22, 2009
Account #: N-111000-337100-07080-1812080/100%
- c. Name: **James M. Hoevertsz**
Position: Assistant Professor
Department: Regional Occupational Program
Position #: 5885 New: No
Remarks: Temporary specially funded position pursuant to Education Code Sections 87470 and 87471; funded-ROP.
Sal Rng/Stp: **B/12** Salary: **\$7,893.97/month**
% of Position: 100% # Mos: 5
Effective: August 22, 2008 – December 20, 2008
Account #: K-111000-337100-13060-1812080/100%

- d. Name: **Charles E. Kirk**
 Position: Assistant Professor
 Department: Regional Occupational Program
 Position #: 5209 New: No
 Remarks: Temporary specially funded position pursuant to Education Code Sections 87470 and 87471; funded-ROP.
 Sal Rng/Stp: **B/25** Salary: **\$8,931.70/month**
 % of Position: 100% # Mos: 10
 Effective: August 22, 2008 – May 22, 2009
 Account #: N-111000-337100-09460-1812080/100%
- 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%

7. RECOMMENDATION: ACTION - RATIFY ASSIGNED TIME TO ACADEMIC CONTRACTS

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

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

8. RECOMMENDATION: ACTION – GRANT EQUIVALENCY FOR DISCIPLINE

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

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

9. RECOMMENDATION: ACTION – RATIFY PART-TIME FACULTY EMPLOYMENT

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

SPRING 2009

OCCUPATIONAL & NONCREDIT PROGRAMS

Diamond, Nancy	Older Adult Education (Hatha Yoga) B.S., Public Relations Eminence in the Field	\$51.30
----------------	---	---------

10. RECOMMENDATION: ACTION - RATIFY CONFIDENTIAL AND SUPERVISORY TEAM EMPLOYMENT

The Governing Board hereby ratifies 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%

11. RECOMMENDATION: ACTION - RATIFY CLASSIFIED EMPLOYMENT

The Governing Board hereby ratifies 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/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, 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.

12. RECOMMENDATION: ACTION – APPROVE PERSONNEL ACTIONS/HISTORY

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

13. RECOMMENDATION: ACTION - RATIFY LEAVES OF ABSENCE

- a. The Governing Board hereby ratifies 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 hereby ratifies 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.

14. RECOMMENDATION: ACTION - RATIFY RESIGNATIONS

The Governing Board hereby ratifies 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).

15. RECOMMENDATION: ACTION - APPROVE NEW COMMUNITY DEVELOPMENT CLASSES, AGREEMENTS, AND PERSONNEL

The Governing Board hereby approves 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

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

The Governing Board hereby ratifies 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**

17. **RECOMMENDATION: ACTION – RATIFY 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**

The Governing Board hereby ratifies 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**

18. **RECOMMENDATION: ACTION – RATIFY 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**

The Governing Board hereby ratifies 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**

19. **RECOMMENDATION: ACTION – RATIFY MEMORANDUM OF UNDERSTANDING WITH THE PALOMAR FACULTY FEDERATION/AFT LOCAL 6161 FOR ROP FACULTY TRANSITION**

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

20. RECOMMENDATION: ACTION – RTIFY MEMORANDUM OF UNDERSTANDING WITH THE PALOMAR FACULTY FEDERATION/AFT LOCAL 6161 FOR HISPANIC SERVING INSTITUTIO (HSI) GRANT REASSIGNED TIME

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

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. RECOMMENDATION: ACTION - ACCEPT GIFTS

The Governing Board hereby accepts 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**.

**Resumption of
REGULAR AGENDA**

K. ACTION ON ITEMS REMOVED FROM CONSENT CALENDAR

L. REPORTS FROM COLLEGE GROUPS

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

M. UNFINISHED BUSINESS

N. NEW BUSINESS

1. **RECOMMENDATION: ACTION - DESIGNATE DECEMBER 9, 2008, MEETING AS "ANNUAL ORGANIZATIONAL MEETING"**

The Governing Board of the Palomar Community College District hereby designates 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.

2. **RECOMMENDATION: ACTION – ACCEPT ACCREDITATION SELF-STUDY**

The Governing Board hereby **accepts 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**

3. **RECOMMENDATION: ACTION - REVIEW AND APPROVE CONTRACTS AND AGREEMENTS MADE FOR PRIOR SIXTY (60) DAYS: AUGUST 16, 2008 – OCTOBER 15, 2008**

The Governing Board hereby ratifies and approves 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**

4. **RECOMMENDATION: ACTION - APPROVE MEMORANDUM OF UNDERSTANDING (MOU) WITH YMCA OF SAN DIEGO COUNTY**

The Governing Board hereby approves 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**

5. **RECOMMENDATION: ACTION - APPROVE AGREEMENT 08-09-4489 WITH YOSEMITE COMMUNITY COLLEGE DISTRICT, CHILD DEVELOPMENT TRAINING CONSORTIUM**

The Governing Board hereby approves 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**

6. **RECOMMENDATION: ACTION - APPROVE AGREEMENT 08-09-D4489 WITH YOSEMITE COMMUNITY COLLEGE DISTRICT, CHILD DEVELOPMENT TRAINING CONSORTIUM**

The Governing Board hereby approves 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 hereby **approves 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**

7. **RECOMMENDATION: ACTION - APPROVE AGREEMENT WITH SAN FRANCISCO COMMUNITY COLLEGE DISTRICT FOR CALIFORNIA EARLY CHILDHOOD MENTOR PROGRAM**

The Governing Board hereby approves 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**

8. **RECOMMENDATION: ACTION – APPROVE AGREEMENT WITH SAN DIEGO COUNTY SUPERINTENDENT OF SCHOOLS/COUNTY OFFICE OF EDUCATION TO AIR PROGRAM - "MATHLINE"**

The Governing Board hereby approves 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**

9. **RECOMMENDATION: ACTION – ACCEPT 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**

The Governing Board hereby **accepts 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**

BID PACKAGE

COMPANY

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.

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

The Governing Board hereby **rejects 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 hereby **authorizes** 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**

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

The Governing Board hereby approves 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**

12. **RECOMMENDATION: ACTION – ACCEPT 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**

The Governing Board hereby **accepts 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.

13. RECOMMENDATION: ACTION – APPROVE ADDENDUM TO CONTRACT WITH ELLUMINATE, INC., FOR UNLIMITED LICENSE USE AND ANNUAL MAINTENANCE FEE FOR HOSTING THE STATEWIDE e-CONFERENCING PROJECT

The Governing Board hereby approves 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**

14. RECOMMENDATION: ACTION – AUTHORIZATION TO APPROVE MASTER ELECTRICITY SUPPLY AGREEMENT WITH CONSTELLATION NEW ENERGY

The Governing Board hereby authorizes 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**

15. RECOMMENDATION: ACTION – APPROVE DEATH VALLEY FIELD COURSE FOR GEOLOGY 195; MARCH 21–24, 2009

The Governing Board hereby approves 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**

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

The Governing Board hereby approves 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**

17. RECOMMENDATION: ACTION – ACCEPT ACCREDITATION SELF-STUDY

The Governing Board hereby **accepts 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-17**

18. RECOMMENDATION: ACTION - EXCUSE ABSENCE OF TRUSTEE

In accordance with Section 72425(c) of the California Education Code, the Governing Board finds 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.

19. RECOMMENDATION: ACTION - EXCUSE ABSENCE OF TRUSTEE

In accordance with Section 72425(c) of the California Education Code, the Governing Board finds 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.

20. RECOMMENDATION: ACTION - EXCUSE ABSENCE OF TRUSTEE

In accordance with Section 72425(c) of the California Education Code, the Governing Board finds 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.

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 approve 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 Review
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 review 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 hereby approves the following agenda items for consideration at the next meeting:_____

P. RECESS TO CLOSED SESSION

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

Q. RECONVENE TO OPEN SESSION

R. ADJOURNMENT

Public Notice—Nondiscrimination:

Palomar College does not discriminate on the basis of ethnicity, religion, age, gender, sexual orientation, color, or disability in any of its programs or activities. Palomar College is committed to providing reasonable accommodations for persons with disabilities. Upon request, this publication will be made available in alternate formats. Please contact Josie Silva, Executive Assistant to the Superintendent/Governing Board, 1140 West Mission Road, San Marcos, CA 92069, (760) 744-1150 extension 2104, 7:30 a.m. to 5:00 p.m., Monday – Friday.